

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

◆ District Board Room, Room 503
Wilson C. Riles Middle School
4747 PFE Road, Roseville, CA 95747

Wednesday, April 18, 2012 - 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. Public Employee Performance Evaluation (Certificated) Superintendent (G.C. §54957)
 - 2. Student Matters: Student Appeal of Denial of an Interdistrict Attendance Request: 12/13-01, 12/13-02, and 12/13-03
 - 3. Student Expulsions/Readmissions (G.C. §54962)
 - 4. Conference with Labor Negotiator, George Tigner, Re: CSEA and CUTA (G.C. §54957.6)
- 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

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 schedule 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.

IX. STUDENT BOARD REPRESENTATIVE REPORTS (3 minutes each)		Info
	<ol style="list-style-type: none"> Center High School - Aleah Woods McClellan High School - Rolando (JR) Natividad Antelope View Charter School - Britney Kaiser Global Youth Charter School - Hyleah O'Quinn 	
X. ORGANIZATION REPORTS (3 minutes each)		Info
	<ol style="list-style-type: none"> CSEA - Cyndy Mitchell, President CUTA - Heather Woods, President 	
XI. REPORTS/PRESENTATIONS (8 minutes each)		Info
Curriculum	1. Williams Uniform Complaint Quarterly Reporting - George Tigner	
XII. COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA		Public Comments Invited
<p><i>Anyone may address the Board regarding any item that is within the Board's subject matter jurisdiction. However, the Board <u>may not</u> discuss or take action on any item which is not on this agenda except as authorized by Government Code Section 5495.2. A speaker shall be limited to 3 minutes (Board Policy 9323). All public comments on items listed on this agenda will be heard at the time the Board is discussing that item.</i></p>		
XIII. BOARD / SUPERINTENDENT REPORTS (10 minutes)		Info
XIV. CONSENT AGENDA (5 minutes)		Action
<p><i>NOTE: The Board will be asked to approve all of the following items by a single vote, unless any member of the Board asks that an item be removed from the consent agenda and considered and discussed separately.</i></p>		
Governance ↓	1. Approve Adoption of Minutes from March 21, 2012 Regular Meeting	
	2. Approve Resolution #14/2011-12: Resolution Authorizing Payment To Board Member For Missed Meeting	
Personnel	3. Approve Classified Personnel Transactions	
Curriculum	4. Approve 2011/2012 Individual Service Agreements:	
	2011/12-137 Guiding Hands	
	2011/12-138 Med Trans	
	2011/12-139 Point Quest	
	2011/12-140 Bright Futures	
	2011/12-141 Easter Seals	
↓	5. Approve Resolution #13/2011-12: Naming Authorized Person to Sign and Execute Any and All Documents Required By Department of Rehabilitation	
↓	6. Approve Field Trip: River Cats AAA School Event and Game - Riles	
Facilities & Op.	7. Approve Westbrook Developer Fee Payment Agreement (Sierra Vista - Property No. 10)	
Business ↓	8. Approve Payroll Orders: July 2011 - March 2012	
	9. Approve Supplemental Agenda (Vendor Warrants)	
XV. INFORMATION ITEMS		Info
Curriculum	1. Conference: "Smarter Balanced Assessment for the Common Core State Standards" - J. Frisch & C. Borasi (WCR)	
↓	2. Training: "BEST - Day 3 'Focusing on Tier 2 Interventions'" - D. French, C. Williams & T Daubenmire (WCR)	
↓	3. Conference: "Programs, Policies, and Practice for Meeting the Needs of Long Term English Learners" - J. Frisch & C. Borasi (WCR)	
↓	4. Conference: "Common Core Standards for the Secondary Schools" - J. Frisch & C. Borasi (WCR)	

XVI. BUSINESS ITEMS

Governance

A. First Reading: Board Policies/Regulations/Exhibits

Action

BB 9223 - Filling Vacancies

(BB revised)

Bylaw updated to reflect NEW LAW (AB 334) which allows governing boards to approve a board member's out-of-state absence for illness or urgent necessity for an unlimited duration. Updated bylaw also reflects current law which provides that, when an interim board member is appointed to fill an absence created by a member's military deployment that exceeds six months, the term of the interim member cannot extend beyond the return of the absent board member or beyond the next regularly scheduled election for that office, whichever occurs first.

B. Second Reading: Board Policies/Regulations/Exhibits

Action

Replace AR	1340	Access to District Records
Replace BP	2121	Superintendent's Contract
Replace BP	3110	Transfer of Funds
Replace AR	3314	Payment for Goods and Services
Delete BP	3513.1	Cellular Phone Reimbursement
Replace AR	3513.1	Cellular Phone Reimbursement
Replace AR	3541.1	Transportation for School-Related Trips
Replace BP	3553	Free and Reduced Price Meals
Replace AR	4117.11/4317.11	Preretirement Part-Time Employment
Replace BP	4140/4240/4340	Bargaining Units
Replace AR	4217.3	Layoff/Rehire
Replace BP/AR	5111	Admission
Replace AR	5111.1	District Residency
Replace AR	5111.12	Residency Based on Parent/Guardian Employment
Delete AR	5111.13	Residency for Homeless Children
Replace AR	5125	Student Records
Replace AR/E	5125.1	Release of Directory Information
Replace BP/AR	5131.7	Weapons and Dangerous Instruments
Replace BP/AR	5141.21	Administering Medication and Monitoring Health Conditions
Replace BP/AR	6145.2	Athletic Competition
Replace BP/AR	6146.1	High School Graduation Requirements
Replace AR	6162.51	Standardized Testing and Reporting Program
Add BP	6170.1	Transitional Kindergarten
Replace AR	6173.1	Education for Foster Youth
Replace BB	9320	Meetings and Notices

PUBLIC HEARING: Charter Renewal for the Antelope View Charter School. Education Code Section 47605(b) requires the Board to hold a public hearing within 30 days of receipt of the charter petition "to consider the level of support for the petition by teachers employed by the district, or other employees of the district, and parents."

C. Antelope View Charter School Charter Renewal and MOU

Action

Antelope View Charter School is asking to renew their charter for the term of July 1, 2012 to June 30, 2017. The MOU is an agreement between Center Joint Unified School District and Antelope View and would be for the term of July 1, 2012 to June 30, 2014.

XVII. ADVANCE PLANNING

Info

a. *Future Meeting Dates:*

- i. *Regular Meeting: Wednesday, May 16, 2012 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747***

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: Instructional Services

Date: April 18, 2012

To: Board of Trustees

Action Item

Information Item X

Attached Pages 1

From: George Tigner, Chief Admin. Officer
Initials: G.T.

SUBJECT: Williams Uniform Complaint Quarterly Reporting

As a result of the Williams legislation, all school districts in California are required to report quarterly summaries of all received Williams legislation complaints to the district's governing board. Once the item is reported to the Board, a summary is then forwarded to the district's county office of education.

Attached is a summary of our Williams UCP complaints and will serve as our documentation to meet the reporting requirements of the Williams lawsuit. The attached data will be submitted to SCOE through an online process.

RECOMMENDATION: Informational Item

CENTER JOINT UNIFIED SCHOOL DISTRICT
SUMMARY OF WILLIAMS UCP COMPLAINTS-

Jan-March 2012

Areas of Complaints	# of Complaints	# Resolved	# Unresolved
Sufficiency Of Textbooks	0	0	0
Facilities Issues	0	0	0
Vacancy or Misassignment of Teachers	0	0	0
CAHSEE	0	0	0

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Superintendent's Office

Action Item X

To: Board of Trustees

Information Item

Date: April 18, 2012

#Attached Pages

From: Scott A. Loehr, Superintendent

Principal's Initials: **SUBJECT: Adoption of Minutes****The minutes from the following meeting are being presented:**

March 21, 2012 Regular Meeting

RECOMMENDATION: The CJUSD Board of Trustees approve the presented minutes.**CONSENT AGENDA**

CENTER JOINT UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES REGULAR MEETING

District Board Room, Room 503
Wilson C. Riles Middle School
4747 PFE Road, Roseville, CA 95747

Wednesday, March 21, 2012

MINUTES

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

ROLL CALL - Trustees Present: Mrs. Anderson, Mr. Friedman, Mr. Hunt, Mrs. Kelley, 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. Public Employee Performance Evaluation (Certificated) Superintendent (G.C.§54957)
2. Student Expulsions/Readmissions (G.C. §54962)
3. Conference with Labor Negotiator, George Tigner, Re: CSEA and CUTA (G.C. §54957.6)

PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION

CLOSED SESSION - 5:00 p.m.

OPEN SESSION - CALL TO ORDER - 6:04 p.m.

FLAG SALUTE - led by Nancy Anderson

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:

Student Expulsion #11-12.22 - Recommendation approved.

Motion:	Wilson	Ayes:	Anderson, Friedman, Hunt, Kelley, Wilson
Second:	Friedman	Noes:	None

Student Expulsion #11-12.23 - Recommendation approved.

Motion:	Hunt	Ayes:	Anderson, Friedman, Hunt, Kelley, Wilson
Second:	Wilson	Noes:	None

Student Expulsion #11-12.24 - Recommendation approved.

Motion:	Wilson	Ayes:	Anderson, Friedman, Hunt, Kelley, Wilson
Second:	Friedman	Noes:	None

Student Expulsion #11-12.25 - Recommendation approved.

Motion:	Wilson	Ayes:	Anderson, Friedman, Hunt, Kelley, Wilson
Second:	Hunt	Noes:	None

Student Expulsion #11-12.26 - Recommendation approved.

Motion:	Hunt	Ayes:	Anderson, Friedman, Hunt, Kelley
Second:	Kelley	Noes:	Wilson

ADOPTION OF AGENDA – there was a motion to approve the adoption of the agenda as amended: Pull Consent agenda items 4, 7, 12 and 14 for separate consideration, and move Business Items before all reports.

Motion:	Kelley	Vote:	General Consent
Second:	Wilson		

BUSINESS ITEMS

A. APPROVED - Second Interim Report For Fiscal Year 2011/12

Jeanne Bess, Director of Fiscal Services, gave an overview of the Second Interim that she has brought to the Board.

Motion:	Wilson	Vote:	General Consent
Second:	Friedman		

B. APPROVED - Tax & Revenue Anticipation Notes (TRANS) Request for Issuance, Resolution #12/2011-12: Resolution of the Governing Board Authorizing the Borrowing of Funds for Fiscal Year 2012-2013 and the Issuance and Sale of One or More Series of 2012-2013 Tax and Revenue Anticipation Notes Therefore and Participation in the California School Cash Reserve Program and Requesting the Board of Supervisors of the County to Issue and Sell Said Series of Notes

Jeanne Bess, Director of Fiscal Services, explained the process and the amount of money involved with this request.

Motion:	Wilson	Vote:	General Consent
Second:	Hunt		

C. APPROVED - Resolution #11/2011-12: Layoff For Lack of Work or Lack of Funds

There was a motion to bring this to the floor.

Motion:	Friedman
Second:	Wilson

Trustee Kelley inquired on the duties and job descriptions of aides, the office aide staffing at a couple of sites, the tentative agreement with CSEA, and the campus monitor staffing at the high school.

Vote: General Consent

Trustee Wilson asked if the Board could vote on the Consent Agenda at this point.

CONSENT AGENDA

1. Approved Adoption of Minutes from January 18, 2012 Regular Meeting
2. Approved Adoption of Minutes from February 1, 2012 Board Workshop
3. Approved Adoption of Minutes from February 8, 2012 Regular Meeting
4. *This item was pulled for separate consideration.*
5. Approved Adoption of Minutes from March 12, 2012 Special Meeting
6. Approved Certificated Personnel Transactions
7. *This item was pulled for separate consideration.*
8. Approved FBLA Attendance at State Leadership Conference in Irvine, CA - CHS
9. Approved 2011-2012 Safe School and Emergency Preparedness Plan - Oak Hill
10. Approved 2011-2012 Safe School and Emergency Preparedness Plan - AVCS/Global
11. Approved Contract with Martin General Engineering, Inc., for Seal and Stripe Play Area Hard Court Projects at Both North Country and Oak Hill Elementary Schools
12. *This item was pulled for separate consideration.*
13. Approved Payroll Orders: July 2011 - February 2012
14. *This item was pulled for separate consideration.*

Motion: Friedman
Second: Wilson

Vote: General Consent

CONSENT AGENDA PULLED FOR SEPARATE CONSIDERATION

4. Approved Adoption of Minutes from February 29, 2012 Special Meeting

Motion: Wilson
Second: Friedman

Ayes: Friedman, Hunt, Kelley, Wilson
Noes: None
Abstain: Anderson

7. Approved Classified Personnel Transactions

Motion: Kelley
Second: Wilson

Vote: General Consent

12. Approved Developer Fee Payment Agreement, Property No. 3

Motion: Friedman
Second: Kelley

Ayes: Anderson, Friedman, Hunt, Kelley, Wilson
Noes: None
Abstain: Wilson

14. Approved Supplemental Agenda (Vendor Warrants)

Motion: Friedman
Second: Hunt

Ayes: Anderson, Friedman, Hunt, Kelley
Noes: None
Abstain: Wilson

D. APPROVED - First Reading: Board Policies/Regulations/Exhibits

AR	1340	Access to District Records
BP	2121	Superintendent's Contract
BP	3110	Transfer of Funds
AR	3314	Payment for Goods and Services
BP	3513.1	Cellular Phone Reimbursement
AR	3513.1	Cellular Phone Reimbursement
AR	3541.1	Transportation for School-Related Trips
BP	3553	Free and Reduced Price Meals
AR	4117.11/4317.11	Preretirement Part-Time Employment
BP	4140/4240/4340	Bargaining Units
AR	4217.3	Layoff/Rehire
BP/AR	5111	Admission
AR	5111.1	District Residency
AR	5111.12	Residency Based on Parent/Guardian Employment
AR	5111.13	Residency for Homeless Children
AR	5125	Student Records
AR/E	5125.1	Release of Directory Information
BP/AR	5131.7	Weapons and Dangerous Instruments
BP/AR	5141.21	Administering Medication and Monitoring Health Conditions
BP/AR	6145.2	Athletic Competition
BP/AR	6146.1	High School Graduation Requirements
AR	6162.51	Standardized Testing and Reporting Program
BP	6170.1	Transitional Kindergarten
AR	6173.1	Education for Foster Youth
BB	9320	Meetings and Notices

Pulled for further evaluation:

BP/AR	6143	Courses of Study
BP/AR/E	6161.1	Selection and Evaluation of Instructional Materials

There was a motion to approve all policies listed above, with the exception of those pulled for further evaluation.

Motion:	Friedman	Vote: General Consent
Second:	Wilson	

There was a motion to bring BB 9223 to the floor.

BB	9223	Filling Vacancies
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Motion:	Friedman
Second:	Hunt

Trustee Hunt was concerned with the section that states the next highest vote getter would move into a vacant position. He noted that he has not heard of other districts doing it this way. Trustee Wilson noted that even if we are the only district that does it, he thinks we are doing it correctly. He would rather have someone that people had voted for and had a say on than having a faction on the board.

Trustee Wilson left the meeting at 6:50 p.m. due to illness.

There was a motion to table BB 9223. It was requested that Mr. Loehr research other similar districts to see what their policy on this is.

THIS POLICY WAS TABLED

Motion:	Friedman
Second:	Kelley

STUDENT BOARD REPRESENTATIVE REPORTS

1. Center High School - Aleah Woods
 - two weeks ago was the "Every 15 Minutes" program; it was a success.
 - Junior Prom this Saturday at Morgan Creek.
 - Senior Ball tickets go on sale this week.
 - Purple Cord Dinner is Friday, April 27.
 - boys' basketball team went all the way to the Nor Cal semi-finals.
 - Cinderella Play was a success.
2. McClellan High School - Rolando (JR) Natividad – not available to report
3. Antelope View Charter School - Britney Kaiser
 - once a month there will be an enrollment night held.
 - March 30 AVCS will have an Expo at Sunrise Mall.
 - they are hoping to include 6th grade in junior high program next year.
 - March 29 the ITT Tech Advisor will be visiting 11th and 12th graders to speak to them about their college.
 - tomorrow night is Night of the Arts.
4. Global Youth Charter School - Hyleah O'Quinn
 - WASC is coming next week; they have been preparing for this.
 - STAR testing is April 24th-27th.
 - they will be collecting donations of snacks for student during testing time.
 - had a field trip to UC Davis.
 - girls soccer and coed track and field has started.
 - AVCS has invited Global to Night of the Arts tomorrow night.
 - Prom will be April 28 at the VFW Hall.
 - Global would like to thank CHS for the donation of red flags for the girls soccer games and allowing them to post their info on the marquee.

COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA

Cindy Campbell, parent, shared information on the St. Baldricks fundraiser where students got their heads shaved to raise money. The 21 person team raised over \$5,200. She also spoke about the Antelope Community Carnival that occurred last weekend. About 900 people came over the 4 day period. They raised \$3,600 for the Riles PTA. They were also able to share some of that with other sites who helped sell tickets. She thanked Mr. Deason, Mr. Jordan, Fremont Bank, Allied Waste, Area Restroom Solutions, Sebalas Landscaping, and DWB Security. She asked that people check out these companies on their website; they do support our community.

Jeremiah Malone, Senior at CHS, asked if the board could consider letting 18 year olds sign themselves out and excusing their absences. There was discussion about our board policy regarding this topic. Mr. Loehr noted that we will look at district policy.

ORGANIZATION REPORTS

1. CSEA – Cyndy Mitchell, President, was not available to report.

ORGANIZATION REPORTS

2. **CUTA** - Heather Woods, President, said they have accepted furloughs. Riles, as well as other district schools, has been collecting for Pennies for Patients. The Riles choir went to the elementary sites. The elementary sites have been excited about the high school drama production going to the different sites to show what they are doing at CHS. The high school is getting a lot of positivity from the 911 classes being offered; there are at least 3 classes. PLTW will have at least 2-3 biomedical classes, and 2-3 engineering classes. With all of these programs, we would like to look at moving back to an 8 period day.

BOARD/SUPERINTENDENT REPORTS

Mr. Friedman

- took his daughter and her friend to the carnival on Saturday. There was lots of excitement and fun.
- took his daughter to see the play "Cinderella".
- helped Mr. Bisho with reviewing student video portfolios for a video production competition.
- donated to the St. Baldrick's.

Mr. Hunt

- noted that it was nice to hear positive news.

Mrs. Kelley

- had an opportunity to visit most school sites and departments.

Mr. Wilson – was not available to report.

Mr. Loehr

- visited all school sites; noted that it was nice to see the students enjoying activities in the classrooms.
- thanked Cindy and Delrae for all they do in the district.
- excited about the new CHS classes.
- attended the "Every 15 Minutes" event.
- gave information on "Thrive" – the district received a \$24,000 grant from Kaiser for a fitness program in the district. He noted that there are 29 teams signed up so far.

Mrs. Anderson – did not have anything to report.

ADVANCE PLANNING

a. *Future Meeting Dates:*

- Regular Meeting: Wednesday, April 18, 2012 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747*

ADJOURNMENT – 7:20 p.m.

Motion: Friedman
Second: Kelley

Vote: General Consent

Respectfully submitted,

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

Donald E. Wilson, Clerk
Board of Trustees

Adoption Date

CENTER JOINT UNIFIED SCHOOL DISTRICT

Resolution # 14/2011-12

Resolution Authorizing Payment To Board Member For Missed Meeting Due To Performance Of Service For The District, Illness Or Jury Duty, Or Due To A Hardship Deemed Acceptable

WHEREAS, Board Bylaw 9250 provides for compensation for board members in accordance with law; and

WHEREAS, said Bylaw provides that members may be paid for meetings missed when the Board, by resolution, finds that at the time of the meeting he or she is performing services outside the meeting for the school district or districts, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board.

IT IS HEREBY RESOLVED, that:

1. The Governing Board hereby finds that Trustee Anderson was performing services outside the meeting for the school district, she was ill or on jury duty, or the absence was due to a hardship deemed acceptable at the time of the Board meeting.

2. The Governing Board directs that Trustee Anderson shall be paid full compensation for the month of February 29, 2012 as provided for in board Bylaw 9250.

PASSED AND ADOPTED by the Governing Board of the Center Joint Unified School District at a duly noticed Board meeting on April 18, 2012, within the district boundaries, in Roseville, California.

Ayes:

Noes:

Absent:

Abstentions:

Nancy Anderson, President

Matthew L. Friedman, Member

Jeremy Hunt, Member

Kelly Kelley, Member

Donald E. Wilson, Clerk

AGENDA ITEM # XIV-3

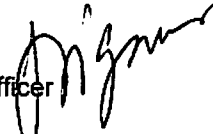
Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: **Personnel Department**

Date: **April 18, 2012** **Action Item** X

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

From: **George Tigner,**  **# Attached Pages** 1
Chief Administrative Officer

SUBJECT: CLASSIFIED PERSONNEL TRANSACTIONS

RETIREMENT: Sandra Rodriguez, School Secretary

RECOMMENDATION: Approve Classified Personnel Transactions as Submitted

CONSENT AGENDA

AGENDA ITEM # XIV-3

Sandra Rodriguez will retire from her position as School Secretary, Dudley Elementary School, effective June 2, 2012.

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Special Education

Date: April 18, 2012

Action Item X

To: Board of Trustees

Information Item

From: Scott Loehr, Superintendent

Attached Pages

Initials: S.L.

SUBJECT: 2011/2012 Individual Service Agreements

Please ratify the following Individual Service Agreements for special education students to receive services at nonpublic schools/agencies during the 2011/12 fiscal year.

2011/12-137	Guiding Hands	\$ 17,011.02
2011/12-138	Med Trans	\$ 6,400.00
2011/12-139	Point Quest	\$ 9,455.55
2011/12-140	Bright Futures	\$ 320.00
2011/12-141	Easter Seals	\$ 1,039.50

RECOMMENDATION: CJUSD Board of Trustees to ratify Individual Service Agreements for the 2011/2012 school year.

CONSENT AGENDA

Center Joint Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	Superintendent's Office	Action Item <u> X </u>
To:	Board of Trustees	Information Item <u> </u>
Date:	April 18, 2012	# Attached Pages <u> </u>
From:	Scott A. Loehr, Superintendent	
Principal/Administrator Initials:	<u> </u>	

<p>SUBJECT: Resolution #13/2011-12: Naming of Authorized Person to Sign and Execute Any and All Documents Required By Department of Rehabilitation</p> <p>This resolution would authorize Scott A. Loehr, Superintendent, on behalf of Center Joint Unified School District to sign and execute any and all documents required by DOR to effectuate the execution of contract and/or amendments except to increase the financial liability of Center Joint Unified School District. This authorization shall remain in effect until the expiration of the contract and shall automatically expire at that time, unless earlier revoked or extended by the Board of Directors.</p> <p>RECOMMENDATION: CJUSD Board of Trustees approve Resolution #13/2011-12: Naming of Authorized Person to Sign and Execute Any and All Documents Required By Department of Rehabilitation.</p>
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CONSENT AGENDA

CENTER JOINT UNIFIED SCHOOL DISTRICT

Resolution #13/2011-12 Naming of Authorized Person to Sign and Execute Any and All Documents Required By Department of Rehabilitation

WHEREAS, the Board of Trustees of Center Joint Unified School District has read the proposed agreement between State of California, Department of Rehabilitation (DOR), and Center Joint Unified School District and Center Joint Unified School District Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties and said agreement.

NOW, THEREFORE, BE IT RESOLVED that Center Joint Unified School District Board of Trustees does hereby authorize Scott A. Loehr of Center Joint Unified School District on behalf of Center Joint Unified School District to sign and execute any and all documents required by DOR to effectuate the execution of contract and/or amendments except to increase the financial liability of Center Joint Unified School District. This authorization shall remain in effect until the expiration of the contract and shall automatically expire at that time, unless earlier revoked or extended by the Board of Directors.

CERTIFICATION

I, the Board of Trustees Clerk named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Trustees of Center Joint Unified School District at a meeting of Center Joint Unified School District Board regularly call and convened at which a quorum of the Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Trustees present at said meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Board of Trustees Clerk of Center Joint Unified School District.

The foregoing resolution was passed and adopted at a regular meeting of the Governing Board of the Center Joint Unified School District held at 4747 PFE Road in Roseville, California 95747 on the 18th of April, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Donald Wilson, Clerk of the Board
Center Joint Unified School District

Date

STATE OF CALIFORNIA
STANDARD AGREEMENT
STD 213 (Rev 06/03)

AGREEMENT NUMBER

28508

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Department of Rehabilitation

CONTRACTOR'S NAME

Center Joint Unified School District

2. The term of this Agreement is: July 1, 2012 through June 30, 2015

3. The maximum amount of this Agreement is: \$170,844.00 Certified Expenditure \$113,907.00

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

CFDA #84.126A State Vocational Rehabilitation Services Program

Exhibit A - Scope of Work

Exhibit A.1 - Contractor's Program Scope of Work

1 page

Exhibit B - Budget Detail and Payment Provisions

6 pages

Exhibit B.1 - Contractor's Program Budget and Narrative

4 pages

Exhibit C* - General Terms and Conditions

GTC 610 (Dated 06/09/10)

10 pages

Exhibit D - Special Terms and Conditions (Attached hereto as part of this agreement)

1 page

Exhibit E - Additional Provisions - Federally Funded Agreements

6 pages

Exhibit F - Additional Provisions - Cooperative/Case Service Agreements

3 pages

Exhibit G - Additional Provisions - Contractor's Monitoring & Transportation

3 pages

1 page

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

Center Joint Unified School District

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

3111 Center Court Lane, Antelope, California 95843

STATE OF CALIFORNIA

AGENCY NAME

Department of Rehabilitation

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Simone Dumas, Chief, Contracts and Procurement Section

ADDRESS

721 Capitol Mall, 6th Floor, Sacramento, CA 95814

California Department of General
Services Use Only

☐ Exempt per:

**EXHIBIT A
(Standard Agreement - Subvention)
SCOPE OF WORK**

1. PURPOSE

Subvention: VR Third Party Cooperative/Case Agreements: TPP

2. AUTHORITY

Legislation: *Rehabilitation Act of 1973*, as amended, Title I, Parts A and B, Sec. 100-111; 29 U.S.C. 720-731.

Regulations: 34 CFR 371

Catalog of Federal Domestic Assistance Number: CFDA 84.126A

3. CONTRACT REPRESENTATIVES

The Contractor shall direct all inquiries during the term of this agreement to the DOR Contract Administrator listed herein:

<u>Department of Rehabilitation</u> Alfonso Nguyen 721 Capitol Mall, Ste. 110 Sacramento, CA 94814-4702 (916) 558-5307 aknguyen@dor.ca.gov	<u>Center USD</u> Linda Bender 3111 Center Court Lane Antelope, CA 95843 (916) 3386378 lbender@centerusd.org
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4. DESCRIPTION OF SERVICES/DELIVERABLES

See attached program description - EXHIBIT A.1

EXHIBIT A.1
(Standard Agreement - Subvention)

SCOPE OF WORK

I. Introduction

This Cooperative Contract is designed to jointly serve the mutual clients receiving services from the Department of Rehabilitation (DOR), Northern Sierra District through the Capitol Mall, Roseville, and Northeast offices and the Center Joint Unified School District (CJUSD). Staff and resources are combined to provide vocational rehabilitation services through this Transition Partnership Program (TPP).

The following CJUSD high school site will be served under this cooperative contract: Comprehensive High School – Center High School.

Students with significant disabilities will be referred to DOR during their junior or senior year of high school. TPP staff from the CJUSD will work closely with the DOR Counselor throughout the referral, eligibility, planning, and follow-up processes to ensure coordinated service provision that will lead to successful employment outcomes. Cooperative processes include: sharing of pertinent TPP student/client information to assist in evaluation and planning; collaborative intake and planning meetings; linkages to school-based vocational training programs and other support resources for in-school TPP student/clients; and employment and follow-up services.

All services funded through this agreement shall be exclusively for TPP student/clients only.

From July 1, 2012 to June 30, 2013: a total of 25 unduplicated TPP students/clients will receive services through this cooperative contract. As a result it is expected that DOR will:

- Open 25 new cases
- Develop 22 Individualized Plan for Employment (IPE)
- Close 10 cases successfully

From July 1, 2013 to June 30, 2014: a total of 25 unduplicated TPP students/clients will receive services through this cooperative contract.

As a result it is expected that DOR will:

- Open 25 new cases
- Develop 22 Individualized Plan for Employment (IPE)
- Close 10 cases successfully

From July 1, 2014 to June 30, 2015: a total of 25 unduplicated TPP student/clients will receive services through this cooperative contract.

As a result it is expected that DOR will:

- Open 25 new cases
- Develop 22 Individualized Plan for Employment (IPE)
- Close 15 cases successfully

II. Services to be Provided

1. Description of Services

Transition Services means a coordinated set of activities for a TPP student/client, designed within an outcome-oriented process, that promotes movement from school to post school activities, including postsecondary education, vocational training, integrated employment, continuing and adult education, adult services, independent living, or community participation ultimately resulting in gainful, employment in an integrated environment.

The coordinated set of activities shall be based upon the individual TPP student/client needs, taking into account the student's preferences and interests as well as DOR IPE goals and objectives, and shall include instruction, community experiences, the development of employment and other post school adult living objectives, and, when appropriate, acquisition of daily living skills and functional vocational evaluation.

a. Transition Vocational Evaluation (TVE) – Transition Vocational Evaluation services provide an individualized timely, and systematic process by which a TPP student/client seeking employment learns to identify strengths, barriers to employment, as well as viable vocational options and develop employment goals and objectives. TVE includes an analysis of the TPP student/client's prior work experience and transferable skills. Published assessments may include career aptitude, career interest, career skills, and interest inventory assessments. Actual work sites may also be used to conduct the evaluation and may include simulated work trials, the opportunity to conduct work activity with paid wages, job exploration, job shadowing, and volunteer activities. Reporting of assessments completed, findings and recommendations will be provided to the referring DOR Counselor.

b. Vocational Instruction (Employment Preparation-EP) – Classroom and/or community based instruction with a vocational rehabilitation focus. This

instruction can be provided as a class, in a group or individually with curricular supports. This secondary school instruction is intended to support both pre-plan and plan activities, goals and objectives and will typically be provided until the student exits the secondary school system. Services will be in concert with the DOR IPE, once it is developed.

Activities may include instruction regarding techniques for obtaining and maintaining employment, such as:

- Interviewing techniques
- Resume development
- Application preparation
- Appropriate work behaviors
- Relevant work practices
- Appropriate grooming and hygiene
- Mobility training
- Assistance in becoming knowledgeable regarding the impact of employment on a TPP student/client's disability and benefits
- Job maintenance skills

Reporting on employment preparation activities will be provided to the DOR counselor.

- c. Work Experience/Community Experiences (WE/CE)** – Work experience includes short term placements both on and off campus and involves monitoring the TPP student/client's performance in the work environment. Work experience may include paid/unpaid internships, paid/unpaid employment, summer work experience, work exploration and job shadowing. TPP student/clients may participate in more than one work experience situation. Work experiences are expected to result in the development of any of the following: vocational directions, appropriate work attitudes, ethics, interpersonal skills, speed, accuracy, and occupational skills.

Any paid or non-paid experiential activities will be in compliance with the Department of Labor regulations. Work Experience supervisors will evaluate students/DOR clients and submit written reports to the DOR counselor on a monthly basis.

- d. Job Development, Placement and Follow-up** – Assist job ready TPP student/clients, both in school and out-of-school, obtain employment in the community by identifying specific job openings that are appropriate for each TPP.

student/client, assisting in placing the student/client in the job, orient the TPP student/client to the job, and identify specific ongoing support and resource needs. Activities include:

- Contact employers and build networks to develop and/or identify job opportunities
- Work site analysis, as needed
- Job site consultation to identify or modify barriers
- Negotiate job carving or other job accommodations
- Maintain an organized system of current job openings
- Assisting DOR student/DOR or clients to find jobs which match their Individual Plan for Employment vocational goal
- Assistance with personal adjustment
- Assisting a TPP student/client become knowledgeable regarding the conditions of their employment, such as:
 - Job description
 - Name of immediate supervisor
 - Responsibilities of the employee
 - Wage payment practices
 - Benefits
 - Conflict resolution procedures
 - Health and safety practices
- A limited amount of contact with the TPP student/client and/or their employer post-placement to ensure job satisfaction.

e. Non-supported Employment Job Coaching – NSE job coaching includes individual client assistance and support on or off-the-job, in activities that are employment-related and needed to promote job adjustment and retention. Services depend upon individual client needs. Activities include:

- Job orientation
- Job destination/transportation training
- Teaching job tasks
- Supervision at the worksite
- Coworker/supervisor consultation
- Assistance with integrating into the work environment or with changes in the work environment
- Assistance with public support agencies
- Family and residential provider consultation
- Ongoing contact with the student/client and/or employer to ensure continued job satisfaction

2. Service Outcomes/Number to be served

During fiscal year 2012-2013, it is expected that:

- There shall be 25 TPP student/clients who receive TVE.
- There shall be 30 TPP student/clients who receive EP
- There shall be 20 TPP student/clients who receive WE/CE
- There shall be 25 TPP student/clients who receive Job Development services.
- There shall be 18 TPP student/clients placed in employment consistent with the IPE goal.
- The placements shall result in 10 successful DOR closures
- There shall be 5 TPP student/clients who receive Non-supported Employment Job Coaching services.

During fiscal year 2013-2014, it is expected that:

- There shall be 25 TPP student/clients who receive TVE
- There shall be 30 TPP student/clients who receive EP
- There shall be 20 TPP student/clients who receive WE/CE
- There shall be 25 TPP student/clients who receive Job Development services.
- There shall be 18 TPP student/clients placed in employment consistent with the IPE goal.
- The placements shall result in 10 successful DOR closures
- There shall be 5 TPP student/clients who receive Non-supported Employment Job Coaching services.

During fiscal year 2014-2015, it is expected that:

- There shall be 25 TPP student/clients who receive TVE
- There shall be 30 TPP student/clients who receive EP
- There shall be 20 TPP student/clients who receive WE/CE
- There shall be 25 TPP student/clients who receive Job Development services.
- There shall be 18 TPP student/clients placed in employment consistent with the IPE goal.
- The placements shall result in 15 successful DOR closures
- There shall be 5 TPP student/clients who receive Non-supported Employment Job Coaching services.

III. Contract Administrator/Program Coordinator

Department of Rehabilitation

Alfonso Nguyen
721 Capitol Mall, Ste. 110
Sacramento, CA 94814-4702
(916) 558-5307
aknguyen@dor.ca.gov

Center USD

Linda Bender
3111 Center Court Lane
Antelope, CA 95843
(916) 338-6378
lbender@centerusd.org

IV. Linkages to Other Community Agencies

The Center TPP maintains linkages and collaborative relationships with numerous community agencies to increase opportunities for TPP student/clients and avoid duplication of services including:

- American River College
- Sierra Community College
- PRIDE Industries
- Project STRIPE
- California Conservation Corp
- One-Stop Career Center
- Medi-Cal
- Sacramento Works!

V. In-Service Training

CJUSD and DOR staff will be cross-trained in the other agency's mission, services, procedures, and professional approach through quarterly meetings of all contract partners. Other agencies, as mutually identified, will participate in cross-training with contract partners.

EXHIBIT B
(Standard Agreement - Subvention)

BUDGET DETAIL AND PAYMENT PROVISIONS

1. INVOICING AND PAYMENT

A. Service Budget Payment of Expenditure

1. This is a cost reimbursement for subvention services. For services satisfactorily completed, and upon receipt and approval of the invoices, the Department of Rehabilitation (DOR) agrees to reimburse the Contractor for actual expenditures incurred subject to the approved *Service Budget* and *Budget Narrative* as attached hereto and made a part of this Agreement.
2. The Contractor shall be compensated for expenses in the approved Service Budget and Budget Narrative, and shall not be entitled to payment for these expenses until reviewed and approved by the DOR Contract Administrator.
3. The Service Budget must set forth in detail the reimbursable items, unit rates and extended total amounts for each line item. The Contractor's Service Budget shall include items directly related to this Agreement to include a Budget Narrative that fully explains why and how the costs are necessary to the agreement.

B. Submission of Invoice(s)

1. Monthly invoices (DR 801B Service Invoice) with supporting documentation should be submitted no later than the 20th business day for the preceding month's expenditures. The DOR is committed to issue payments as quickly as possible following the receipt of an accurate and complete invoice of allowable costs as approved by the DOR Contract Administrator.
2. Invoice(s) (DR 801B Service Invoice) shall provide an actual line-item detail of expenditure(s) that supports the approved *Service Budget* and *Budget Narrative*. The DR 801B Invoice shall include the Agreement Number, Registration Number, CFDA Reference # and CFDA Title, as listed on the STD 213, and shall be submitted in duplicate not more frequently than monthly in arrears to DOR Contract Administrator or designee (listed on Exhibit A).

C. Appropriate Expenditures

Budgets must not contain line items that are or will be reimbursed/paid by another source of funding during the period covered by this agreement. Unexpended funds for a fiscal year shall not be carried over to another fiscal year. Agreement expenditures reimbursed by DOR must be reported as federal funds in the contractor's accounting records and on the

Schedule of Federal Awards under the CFDA # listed for this Agreement and prepared for the OMB A-133 Single Audit.

D. Invoice Claim Adjustments

1. Surplus funds from a given line item, within a fiscal year budget may be used to defray allowable costs under the approved budget line items contained **within the same fiscal year**. A claim adjustment is required on the Service Invoice (DOR 801B) with an attached brief narrative explaining each line item impacted and may not exceed up to a cumulative amount of ten percent (10%) of the total annual contract Service Budget with a maximum not to exceed \$100,000 for all budget years as long as there is neither an increase nor decrease of the total annual contract Service Budget. A formal amendment is required if it does not meet the above criteria.
2. Staff line items salary ranges and percentage of time are projects and are subject to change based on actual costs. Claim adjustments are allowable as long as the annualized total line items costs do not exceed what is allowed in Item 1 above.

E. Budget Contract Amendments

A contract amendment between both parties is required for any budget changes not covered in Section D above. This includes: Any major category or detailed line item description changes to the approved Service Budget and Budget Narrative.

- Adding and deleting a major category budget or detailed line item.
- Decrease/increase to the total annual budget award or the total agreement award for all budget years.
- Any word for word changes to the written budget narrative or budget cost detail.
- *(Note: ALL changes must be made in bold)*

F. Travel Reimbursements

If travel is reimbursable, the Contractor agrees that all travel expenses and per diem rates paid to its employees under this agreement shall be reimbursed at actual costs not to exceed the Department of Personnel Administration (DPA) designated rates for excluded employees. (www.dpa.ca.gov). No travel outside the State of California except for bordering California states shall be reimbursed without prior documented written authorization from DOR.

Upon request from the DOR, Contractor will provide purpose, destinations, dates of travel, proof of actual receipts and payments for travel costs, i.e., lodging/mileage, and per diem costs in support of travel expenditures.

2. BUDGET CONTINGENCY CLAUSE

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

3. BUDGET CONTINGENCY CLAUSE FOR FEDERALLY FUNDED AGREEMENTS

- A. It is mutually understood between the parties that this Agreement may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid program and fiscal delays that would occur if the Agreement were executed after that determination was made.
- B. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the current year and/or any subsequent year for the purpose of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by Congress or to any statute enacted by Congress that may affect the provisions, terms, or funding of this Agreement in any manner.
- C. The parties mutually agree that if Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.

4. PROMPT PAYMENT CLAUSE

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with section 927.

5. PRINCIPLES AND STANDARDS FOR DETERMINING ALLOWABLE COSTS, INCLUDING REQUIREMENTS FOR DOCUMENTING PERSONNEL ACTIVITY CHARGEABLE TO THE AGREEMENT

Agreements awarded by the Department shall be subject to actual costs for services rendered under this agreement. Allowable costs under this agreement must meet the following general criteria:

The allowable cost must:

- Be generally recognized and necessary for the operation of the Contractor's organization

- Be reasonable for the performance of the agreement, including acceptable sound business practices
- Be subject to the terms and conditions of the agreement and approved DOR budgeted line items
- Not be used for general expenses required to carry out other responsibilities of the Contractor, and
- Be properly supported.

Documenting and supporting the distribution of personnel activity to the agreement is required. The Contractor agrees to comply with the OMB Circular applicable to its organization regarding documentation for the support of personnel activity chargeable to the agreement.

6. ACCOUNTING SYSTEM REQUIREMENTS

- A. Contractor must maintain an appropriate cost accounting system that accurately accumulates and segregates reasonable, allocable, and allowable costs in compliance with state and federal regulations. The Contractor's financial management system shall provide:
- Accurate, current, and complete disclosure of the financial results of each federally sponsored project.
 - Records that identify adequately the source and application of funds for federally sponsored activities.
 - Written procedures for determining the reasonableness, allocable, and allowable costs in accordance with the provisions of the applicable federal cost principles and the terms and conditions of the award.
 - Accounting records including cost accounting records that are supported by source documentation.
- B. Contractor shall submit to State such reports, accounts, and records as deemed necessary by State to discharge its obligation under State and Federal laws and regulations, including the applicable Office of Management and Budget Circulars.

Exhibit B.1

CENTER JOINT UNIFIED SCHOOL DISTRICT

Program Budget and Match Summary
July 1, 2012 - June 30, 2015

	FY 2012/13	FY 2013/14	FY 2014/15
	<u>TOTALS</u>	<u>TOTALS</u>	<u>TOTALS</u>
DOR PROGRAM COSTS (From DOR Program Budget)	\$56,948	\$56,948	\$56,948
TOTAL PAYMENT BY DOR TO CONTRACTOR (From Service Budget)	\$56,948	\$56,948	\$56,948
TOTAL FEDERAL COSTS	\$113,896	\$113,896	\$113,896
Certified Match (If applicable)	\$37,969 25.00%	\$37,969 25.00%	\$37,969 25.00%
Total Federal Share	\$113,896 75.00%	\$113,896 75.00%	\$113,896 75.00%
Cash Match (If applicable)	0%	0%	0%
Total Federal Share	\$0 0%	\$0 0%	\$0 0%
TOTAL STATE MATCH	\$37,969	\$37,969	\$37,969

Cooperative agency certified match expenditure and cash match expenditure must be from non-federal funds and cannot be used to draw down other federal funds. The cash match expenditure must equal at least 21.3% of the designated share and the certified match expenditure must equal at least 25% of the designated share.

This Section For DOR Use Only

	Year 1	Year 2	Year 3
Certified match minimum contribution amount at 25%	\$37,965	\$37,965	\$37,965
Cash match minimum contribution amount at 21.3%	\$24,260	\$24,260	\$24,260

CENTER JOINT UNIFIED SCHOOL DISTRICT

DOR Program Budget July 1, 2012 - June 30, 2015

<u>ITEM</u>	<u>FTE EXPENDITURE</u>	<u>FY 2012/13 TOTAL</u>	<u>FY 2013/14 TOTAL</u>	<u>FY 2014/15 TOTAL</u>
Rehabilitation Team Unit 1 FTE = \$110,377	Units	0.25 \$27,594	0.25 \$27,594	0.25 \$27,594
Case Services (Individual Consumer Expenses)		29,354	29,354	29,354
	SUBTOTAL	\$56,948	\$56,948	\$56,948
Case Service Contract(s):				
TOTAL DOR PROGRAM COST		\$56,948	\$56,948	\$56,948

**STATE OF CALIFORNIA
SERVICE BUDGET**
DEPARTMENT OF REHABILITATION
☒ Original

☐ Amendment

Contractor Name and Address		Contract Number			Federal ID Number			Page X of X		
Center Joint Unified School District 8408 Watt Ave Antelope, CA 95843					94-6002490					
		Budget Period			Budget Period			Budget Period		
		2012/2013			2013/2014			2014/2015		
		Effective Date (Amendments Only)			Effective Date (Amendments Only)			Effective Date (Amendments Only)		
Line No.	PERSONNEL-Position Title & Time Base	Annual Salary	Annual Percent FTE	Amount Budgeted	Annual Salary	Annual Percent FTE	Amount Budgeted	Annual Salary	Annual Percent FTE	Amount Budgeted
1	TPP Voc Spec Asst (33.75hr/wk; 10 mon)	\$27,668.28	30%	\$8,300.48	\$27,668.28	30%	\$8,300.48	\$27,668.28	30%	\$8,300.48
2	TPP Emp. Spec. (40hr/wk; 11 mon)	\$42,886.23	62.50%	\$26,803.89	\$42,886.23	62.50%	\$26,803.89	\$42,886.23	62.50%	\$26,803.89
3	TPP Program Asst. \$9 hourly			\$16,000.00			\$16,000.00			\$16,000.00
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18	Subtotal			\$51,104.38			\$51,104.38			\$51,104.38
19	OPERATING EXPENSES									
20	Office Supplies			\$1,000.00			\$1,000.00			\$1,000.00
21	Travel/Mileage			\$2,000.00			\$2,000.00			\$2,000.00
22	Training			\$600.00			\$600.00			\$600.00
23	Instructional Materials			\$449.00			\$449.00			\$449.00
24	Printing			\$200.00			\$200.00			\$200.00
25										
26										
27	Operating Subtotal			\$4,249.00			\$4,249.00			\$4,249.00
28	Personnel and Operating Subtotal			\$55,353.38			\$55,353.38			\$55,353.38
29	Indirect Rate Percentage			2.88%			2.88%			2.88%
30	Indirect Cost			\$1,594.18			\$1,594.18			\$1,594.18
	TOTAL (rounded to nearest dollar)			\$56,948			\$56,948			\$56,948

SERVICE BUDGET NARRATIVE

PERSONNEL

All staff include health insurance (medical, dental, and vision), sick leave or annual year-round leave, and vacation, except for the TPP Program Assistant.

TPP Vocational Specialist Assistant

Cooperative Duties:

- Assist TPP Vocational Specialist in providing transitional curriculum to TPP student/DOR consumers
- Assists in gathering educational, psychological and functional information to be utilized by the DOR Counselor in the eligibility and planning process for TPP student/DOR consumers

Traditional Education Duties – Special Education Assistant: Assists teach in implementing student's transition program in individualized education program with a classroom. Completes clerical tasks such as scoring tests, copying materials, checking homework assignments.

TPP Employment Specialist

Cooperative Duties: In coordination with TPP Program Coordinators, develops work-based learning experiences for in-school TPP student/consumers related to their vocational interests and goals. Provides job development, placement, and follow-up services to TPP student/consumers.

Specific Job Duties:

- Establishes and maintains linkages and ongoing contact with local employers
- Identifies appropriate job openings in competitive employment consistent with TPP student/consumers IEPs
- Provides guidance and support to TPP student/Consumers to assist in personal and social adjustment, job search and job maintenance
- In cooperation with DOR Counselor provides linkage to employment training, destination training and other needed supports to enable TPP student/consumers to participate effectively in targeted job search and job placement
- Monitors progress of TPP student/consumers on the job
- Provides short-term job coaching, follow-along, and follow-up services to facilitate TPP student/consumers success in employment placement
- Provides employer education and support
- Maintains regular contact with DOR Counselor regarding progress of TPP student/consumers

- Coordinates support services with TPP staff, agency personnel and community-based organizations.
- Meets with TPP Program Coordinator and TPP student/consumers to determine appropriate work-based experiences related to their vocational interests and goals
- Contacts local public and private employers to develop and coordinate work-based learning experiences for TPP student/consumers including career interviews, job shadows, exploratory/in paid work experience, and targeted job training
- Maintains records and files related to contract duties

Traditional Education Duties – Center Unified School District WorkAbility

Job Developer: Initiates and maintains ongoing personal contacts with a variety of business, industry representatives, and training agencies to promote WorkAbility programs to student placement

- Provides career assessment testing for all special education students
- Provides updated transition information to special education students
- Monitors student performance on the job, counsel students when job performance is not satisfactory
- Works with students to improve job performance and gain necessary job skills or reviews other employment options.
- Maintain contact with employers during the student's employment and reports results to WorkAbility Coordinator
- Helps develop and monitors Employment Training Plans
- Provides short-term job coaching, follow-along, and follow-up services to facilitate student success in employment
- Contracts local public and private employers to develop and coordinate WorkAbility work-bases learning experiences for students including career interviews, job shadows, exploratory/unpaid work experience, and targeted job training
- Provides guidance and support to students to assist in personal and social adjustment, job search, and job maintenance

TPP Program Assistant

Coordinative Duties: Assists TPP staff and DOR Counselor in providing pertinent TPP student/DOR consumer information, employment preparation and placement activities, follow-up, and job coaching services.

Specific Job Duties:

- May assists in gathering educational, psychological and functional information to be utilized by the DOR Counselor in the evaluation and planning process for TPP students/DOR consumer. Assists the

Employment Specialist with follow-up of post-secondary TPP student/DOR consumer in college and/or other adult vocational training

- Provides short-term job coaching for TPP student/DOR consumer in community training and competitive employment sites.
- Answers phone, provides requested information, and takes messages for TPP
- Provides monthly progress reports for the Program Coordinator

*This is an hourly pay position created for TPP only; therefore there are no school district duties.

INDIRECT/ADMINISTRATIVE OVERHEAD

Percentage of direct program costs for general management and support. This includes the CJUSD Budget, Accounting, Human Resources, and Maintenance and Operations Departments. Rate used is the rate calculated and approved annually by CDE.

COOPERATIVE AGENCY-CERTIFIED EXPENDITURE BUDGET

July 1, 2012 - June 30, 2015

Contractor Name and Address				Cooperative agency agrees it will make the following expenditures during the fiscal year, in conformity with the following narrative section titled "Cooperative Agency-Certified Expenditure Budget Narrative". These are not legally mandated services and are not services that the Cooperative agency otherwise provides. **NOTE** No portion of the below expenditures shall come from Federal Funds.					
Center Joint Unified School District 8408 Watt Ave Antelope, CA 95843									
Item Expenditure	Fiscal Year 2012/13			Fiscal Year 2013/14			Fiscal Year 2014/15		
PERSONNEL - Position Title & Time Base	Annual Salary	Annual Percent FTE	Annual Amount Certified	Annual Salary	Annual Percent FTE	Annual Amount Certified	Annual Salary	Annual Percent FTE	Annual Amount Certified
TPP District Administrator (40hr/wk; 12m)	\$172,929.19	3%	\$5,187.88	\$172,929.19	3%	\$5,187.88	\$172,929.19	3%	\$5,187.88
TPP Secretary (40hr/wk; 12m)	\$61,722.03	3%	\$1,851.66	\$61,722.03	3%	\$1,851.66	\$61,722.03	3%	\$1,851.66
TPP Program Coordinator (40hr/wk; 11m)	\$63,121.09	23%	\$14,517.85	\$63,121.09	23%	\$14,517.85	\$63,121.09	23%	\$14,517.85
TPP Director of Service (40hr/wk; 12m)	\$124,259.68	2.10%	\$2,609.45	\$124,259.68	2.10%	\$2,609.45	\$124,259.68	2.10%	\$2,609.45
TPP Vocational Specialist (35hr/wk; 10m)	\$63,698.46	20%	\$12,739.69	\$63,698.46	20%	\$12,739.69	\$63,698.46	20%	\$12,739.69
Personnel Subtotal			\$36,906.53			\$36,906.53			\$36,906.53
OPERATING EXPENSES									
Operating Subtotal									
Personnel and Operating Subtotal			\$36,906.53			\$36,906.53			\$36,906.53
Indirect Cost Percentage			2.88%			2.88%			2.88%
Indirect Cost Total			\$1,062.91			\$1,062.91			\$1,062.91
TOTAL EXPENDITURES "CERTIFIED"			\$37,969			\$37,969			\$37,969

CERTIFIED EXPENDITURE NARRATIVE

PERSONNEL

All certified staff include health insurance (medical, dental, and vision), sick leave or annual year-round leave, and vacation.

TPP District Administrator

Cooperative Duties: oversee all TPP staff and TPP operation

Specific Job Duties:

- Meet monthly with TPP Coordinator
- Meet Quarterly with TPP Staff
- Monitor budget and expenditures
- Ensuring personnel activity reports or time allocation documents are maintained by contract staff and reflect accurate reporting.

Traditional Education Duties – Center Unified School District

Superintendent: oversee the school districts operation

TPP Secretary

Cooperative Duties:

Specific Job Duties:

- Serve as liaison between TTP site staff and district superintendent
- Order TPP supplies
- Coordinate budget information with Director of Fiscal Services

Traditional Education Duties – Center Unified School District Executive

Assistant Special Education: provide general clerical supports the Special Education Department.

TPP Program Coordinator

Cooperative Duties: Coordinates Center Unified School District TPP development and implementation. Oversees activities of TPP personnel, and serves as liaison with DOR Supervisor and Contract Administrator.

Specific Job Duties:

- Supervises Cooperative Agency TPP staff
- Monitors program expenditures and payments
- Maintains ongoing contact with DOR Supervisor and Contract Administrator
- Facilitates collaboration between DOR and school district personnel to assure successful partnership

- Coordinates curriculum development in Cooperative Agency schools
- Coordinates staff development activities to insure that special education teachers understand and support DOR/TPP activities
- Develops linkages to other school district and community-based programs and support services that may benefit TPP student/consumers
- Gather educational, psychological and functional information to be utilized by the DOR Counselor in the evaluation and planning process for TPP student/consumers
- Provides monthly progress reports for the DOR Counselor, DOR Supervisor, and DOR Contract Administrator.
- Maintain accurate TPP student/consumers case files and records for the Contract Agency

Traditional Education Duties – Center Unified School District WorkAbility Coordinator:

Maintain knowledge of state and federal legislation and regulations affecting special education

- Provide special education support to parents and students, school staff, and administrators in a region comprised of elementary, middle, and high school sites
- Assist with hiring, supervision, and evaluation of personnel directly assigned to the WorkAbility Program.
- Represent Special Education on professional and district committees
- Coordinate professional development needed for teachers and other special education support staff
- Recruits WorkAbility students and assists in assessing their job skills and interests for positions
- Responsible for the WorkAbility yearly budget

TPP Director of Service

Cooperative Duties:

Specific Job Duties:

- Oversee the TPP budget
- Process and submit TPP Service Budget Invoice and Certified Expenditure Invoice
- Meet quarterly with District Superintendent and TPP Program Coordinator

Traditional Education Duties – Director of Fiscal Services: oversee the school district budget

TPP Vocational Specialist:

Cooperative Duties: coordinates the movement of TPP student/DOR consumers through the services and transition from school to work.

Specific Job Duties:

- Assist TPP student/DOR consumers in selecting career goal
- Assist in developing self-management skills
- Teaches a Job Skills class for TPP student/DOR consumers
- Assist in exploring vocational training
- Assist in apply for college and connecting with college support services
- Provides tutorial assistance to students experiencing academic difficulties

Traditional Education Duties – Special Education Teacher:

- Provides academic instruction to students.
- Teaches district approval core curriculum and provide an educational program designed to provide students with the academic skills to reach their maximum potential
- Implements the transition portion of the student's IEP.
- Formulate daily lesson plans, grade student achievement and monitor student progress with parents, counselors, and special education staff.

INDIRECT/ADMINISTRATIVE OVERHEAD

Percentage of direct program costs for general management and support. This includes the CJUSD Budget, Accounting, Human Resources, and Maintenance and Operations Departments. Rate used is the rate calculated and approved annually by CDE.

EXHIBIT C

GENERAL TERMS AND CONDITIONS (GTC 610)

PLEASE NOTE: This page will not be included with the final agreement, The General Terms and Conditions will be included in the agreement by reference to Internet site <http://www.ols.dgs.ca.gov/Standard+Language/default.htm>

EXHIBIT D
(Standard Agreement - Subvention)

SPECIAL TERMS AND CONDITIONS

1. NOTIFICATION

All notices required by either party shall be in writing and sent by email, mail, or personally delivered to the appropriate address. Mailing addresses may be changed by written notice.

2. DISPUTES

If Contractor believes that there is a dispute or grievance between Contractor and the State arising out of or relating to this agreement, Contractor shall first discuss and attempt to resolve the issue informally with the DOR Contract Administrator. If the issue cannot be resolved at this level, Contractor shall follow the following procedures:

- A. If the issue cannot be resolved informally with the DOR Contract Administrator, Contractor shall submit, in writing, a grievance report together with any evidence to the DOR Contract Administrator's Supervisor. The grievance report must state the issues in the dispute, the legal authority, or other basis for the Contractor's position and the remedy sought. Within ten (10) working days of receipt of the written grievance report from the Contractor the DOR Supervisor shall make a determination on the problem and shall respond in writing to the Contractor indicating the decision and reasons therefore. Should the Contractor disagree with the Supervisor's decision Contractor may appeal to the next level following the procedure in "Disputes", paragraph B listed below.
- B. Contractor's letter of appeal must be submitted within ten (10) working days of the receipt of the Contract Administrator's Supervisor's written decision. Contractor must submit a letter of appeal to the Department's Contract Officer explaining the disagreement with the Contract Administrator's supervisor's decision. The letter must include, as an attachment, copies of the Contractor's original grievance report, evidence originally submitted, and response from Supervisor. The Contracting Officer shall, within twenty (20) working days of receipt of Contractor's letter of appeal, review the issues raised and shall render a written decision to the Contractor. The decision of the Director or designee shall be final.

3. RIGHT TO TERMINATE

- A. Either party reserves the right to terminate this agreement subject to 30 days written notice.
- B. However, the agreement can be immediately terminated for cause. The term "for cause" shall mean that the Contractor fails to meet the terms, conditions, and/or responsibilities of the agreement. In this instance, the agreement termination shall be effective as of the date indicated on the State's notification to the Contractor.

4. TRAINING SEMINARS, WORKSHOPS OR CONFERENCES

If said Contractor provides training seminars, workshops, or conferences, Contractor must obtain prior DOR approval for the location, costs, dates, agenda, instructors, instructional materials, and attendees at any reimbursable training seminar, workshop, or conference

pursuant to this agreement and of any reimbursable publicity or educational materials to be made available for distribution. The Contractor shall acknowledge the support of the State whenever publicizing the work under this agreement in any media. The provision does not apply to necessary staff meetings or training sessions held for the staff of the Contractor to conduct routine business matters.

5. INSURANCE REQUIREMENTS

- A. **Commercial General Liability** – Contractor shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent contractors, products, completed operations, personal & advertising injury, and liability assumed under an insured agreement. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Contractor's limit of liability. The policy must include:

The State of California, its officers, agents, employees and servants as additional insured, but only with respect to work performed under the Agreement.

The endorsement must be supplied under a form acceptable to the DGS Office of Risk and Insurance Management.

- B. **Workers Compensation and Employers Liability** – Contractor shall maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the Agreement. Employer's liability limits of \$1,000,000 are required.
- C. **Automobile Liability** – For DOR consumers being provided transportation under said agreement, the Contractor shall maintain motor vehicle liability with limits not less than \$1,000,000 combined single limit per accident. Such insurance shall cover liability arising out of a motor vehicle including owned, hired and non-owned motor vehicles to include the following additional insurance coverage below:

- **For public schools and for-profit organizations:** Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the agreement. For **seating capacity up to 7 people** (includes driver), the Contractor's certificate of insurance shall state a limit of liability of not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined. For **seating capacity for 8 –15 people** (includes driver) the certificate of insurance shall state a limit of liability of not less than \$1,500,000 per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall state a limit of liability of not less than \$5,000,000 per occurrence for bodily injury and property damage liability combined.
- **For non-profit organizations:** Automobile Liability insurance must include Any-Auto, Hired-Autos, Non-Owned Autos, and any other auto used in performing services under the agreement. For **seating capacity of up to 15 people** (includes driver) the

certificate of insurance shall state a limit of liability of not less than **\$1,000,000** per occurrence for bodily injury and property damage liability combined. For **seating capacity for 16 passengers** or more the certificate of insurance shall state a limit of liability of not less than **\$5,000,000** per occurrence for bodily injury and property damage liability combined.

6. CONFLICT OF INTEREST

- A. Contractor certifies that its employees and the officers of its governing body shall avoid any actual or potential conflicts of interest and that no officer or employee who exercises any functions or responsibilities in connection with this Agreement shall have any personal financial interest or benefit which either directly or indirectly arises from this Agreement.
- B. Contractor shall establish safeguards to prohibit its employees or its officers from using their positions for a purpose which could result in private gain or which gives the appearance of being motivated for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

7. CONFIDENTIALITY

- A. Contractor agrees that any report or material created during the performance of this agreement will not be released to any source except as required by this agreement or otherwise authorized by DOR.
- B. Contractor agrees that any information obtained in the performance of this agreement is confidential and shall not be published or open to public inspection in any manner, except as authorized by DOR.
- C. Contractor agrees to maintain the confidentiality of any information concerning any consumers that the contractor may obtain in the performance of this agreement and specifically agrees to comply with the provisions applicable to such information as set forth in 34 Code of Federal Regulations, Section 361.38, title 9, California code of Regulations, Section 7140 et seq., and the Information Practices Act of 1977 (California Civil Code Section 1798 et seq.)
- D. Contractor agrees to report any security breach or information security incident involving DOR consumers' personal information to the DOR's Contract Administrator and the DOR's Information Security Officer. The DOR's Information Security Officer can be contacted via e-mail at isoinfo@dor.ca.gov.
- E. Security breaches or information security incidents that shall be reported include, but are not limited to:
 - 1. Inappropriate use or unauthorized disclosure of DOR consumers' personal information by the Contractor or the Contractor's assignees. Disclosure methods include, but are not limited to, electronic, paper, and verbal.

2. Unauthorized access to DOR consumers' personal information. Information can be held in medium that includes, but is not limited to, electronic and paper.
 3. Loss or theft of information technology (IT) equipment, electronic devices/media, paper media, or data containing DOR consumers' personal information. IT equipment and electronic devices/media include, but are not limited to, computers (e.g., laptop and desktop, netbooks, tablets), smartphones, cell phones, CDs, DVDs, USB flash drives, servers, printers, peripherals, assistive technology devices (e.g., notetakers, videophones), and copiers. Data can be held in medium that includes, but is not limited to, electronic and paper.
- F. Contractor agrees to provide annual security and privacy training for all individuals who have access to personal, confidential, or sensitive information relating to the performance of this agreement.
 - G. Contractor agrees to obtain and maintain acknowledgements from all individuals to evidence their understanding of the consequences of violating California privacy laws and the contractor's information privacy and security policies.
 - H. For contractors that do not have a security program that includes annual security and privacy training, a self-training manual is available on the DOR website under the "Providers" tab in the "Becoming a Service Provider" section under "Annual Security and Privacy Training for VR Service Providers." The self-training manual is named "Protecting Privacy in State Government" and can be downloaded at the following link: <http://www.dor.ca.gov/eps/privacytraining.htm>.
 - I. Additional training and awareness tools are available at the California Office of Information Security (OIS) website and the California Office of Privacy Protection (COPP) website. The COPP created the self-training manual, "Protecting Privacy in State Government" that DOR revised to meet its business needs.

8. AUDIT AND REVIEW REQUIREMENTS

A. General Audit and Review Requirements

1. The Contractor shall submit to the State such reports, accounts, and records deemed necessary by the State to discharge its obligation under State and Federal laws and regulations, including the applicable 2 CFR Part - 220, 225, 230 (OMB Circulars).
2. Contractor agrees to comply with all laws, regulations, ordinances, and policies of any governmental unit having jurisdiction over the rehabilitation program with regards to construction, medicine, health, safety, wages, hours, working conditions, workers' compensation, licensing and all other activities requiring compliance. Contractor shall accept financial responsibilities in the event of non-compliance.
3. Contractor shall provide State's staff access to all Contractor records and evaluations of individuals referred to the program.

4. The State shall have the right to conduct inspections, reviews, and/or audits of the Contractor to determine whether the services provided and the expenditures invoiced by the Contractor were in compliance with this agreement and other applicable federal or state statutes and regulations.
 5. Contractor agrees that Department of Rehabilitation, State Controller's Office, Department of General Services, Bureau of State Audits, Federal Department of Education Auditors, or their designated representatives shall have the right to review and to copy any records and supporting documentation pertaining to the performance of the agreement, including such books, records, accounts, consumer service records, and other supporting documentation that may be relevant to the audit or investigation.
 6. Contractor agrees to include a provision in its independent auditor agreement that allows DOR, when conducting an audit, access to any audit materials, information, and reports in support of the Contractor's "Independent Auditor Report".
 7. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment or until resolution of all issues which may arise as a result of any litigation, claim, negotiation, audit, or any other action involving the records prior to expiration of the three (3) year period whichever is later. Contractor agrees to allow the auditors access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.
- B. Annual Federal Audit (For Agreements that received Federal Funds \$500,000 and above):
1. In addition to the General Audit and Review Requirements above, the Contractor agrees to provide an annual audit as required by the federal "Single Audit Act" of 1994, as amended. This audit shall be made in accordance with the Office of Management and Budget (OMB) Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations).
 2. For DOR agreement expenditures designated by the independent auditor as major programs the Contractor agrees to submit one copy of the audit report and all management letters to:

Audit Section
Department of Rehabilitation
721 Capitol Mall, 3rd Floor
Sacramento, CA 95814
 3. Copies of the audit report and letters shall be submitted within 30 days after receipt of the auditor report(s) or nine months following the end of the Contractor's fiscal year, unless a longer period is agreed to in advance by DOR. Unless restricted by law or regulation, the auditee shall make copies available for public inspection.

9. COMPETITIVE BIDDING AND PROCUREMENTS

- A. Contractor shall comply with applicable laws and regulations regarding securing competitive bids and undertaking negotiations in Contractor's agreements with other entities for acquisition of goods and services with funds provided by the State or Federal under this agreement.
- B. Contractors must maintain a copy of the narrative description of the procurement systems guidelines, rules or regulations that will be used to make purchases under this agreement. The State reserves the right to request a copy of these documents and to inspect the purchasing practices of the Contractor at any time.
- C. The Contractor should seek prior approval for any purchase of \$2,500 per unit or more for commodities, supplies, and services related to this agreement. The Contractor must provide in its request for approval all particulars necessary, as specified by DOR, for evaluating the necessity or desirability of incurring such costs.
- D. For all purchases made, subject to this agreement, the Contractor must maintain copies of all paid vendor invoices, documents, bids and other information used in vendor selection, for inspection or audit.

10. POTENTIAL SUBCONTRACTORS

Nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of his responsibilities and obligations hereunder. The Contractor agrees to be as fully responsible to the State for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the contractor. The Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor. Contractor shall not subcontract any services under this Agreement without prior approval of the State.

11. CONTRACT AMENDMENTS

In the event that additional program services must be performed which was wholly unanticipated and is not specified in the written Scope of Work, but is in the opinion of both parties is necessary to the successful accomplishment of the general scope of work outlined, an amendment to the agreement is required.

12. SOFTWARE

Contractor certifies that it has appropriate systems and controls in place to ensure that state funds will not be used in the performance of this contract for the acquisition, operation or maintenance of computer software in violation of copyright laws

EXHIBIT E

(Standard Agreement - Subvention)

ADDITIONAL PROVISIONS – Federally Funded Agreements

1. FEDERAL REQUIREMENTS

- A. The Federal Office of Management and Budget (OMB) has established unified administrative requirements and cost principles for determining allowable costs chargeable to Federal awards. The Contractor agrees to abide by the following federal rules and regulations applicable to its organization as specifically defined in the following, except where the agreement is more restrictive.
- 2 CFR Part 215/34 CFR Part 74 (OMB A-110) – Administration of Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
 - 34 CFR Part 80 (OMB A-102) – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
 - 2 CFR Part 220 (OMB A-21) - Cost Principles for Educational Institutions
 - 2 CFR Part 225 (OMB A-87) - Cost Principles for State, Local, and Indian Tribal Governments
 - 2 CFR Part 230 (OMB A-122) - Cost Principles for Non-Profit Organizations
 - OMB A-133 - Audits of States, Local Governments, and Non-Profit Organizations

A copy of the OMB Circulars listed above is available for download and review on the Internet at www.whitehouse.gov/omb/circulars. A copy of Title 34 CFRs is available at <http://www.gpoaccess.gov/cfr/index.html>.

2. FEDERAL FUNDING INTELLECTUAL PROPERTY

- A. In any agreement funded in whole or in part by the federal government, DOR may acquire and maintain the Intellectual Property rights, title and ownership, which results directly and indirectly from the agreement. However, the federal government shall have non-exclusive, non-transferable, irrevocable, paid-up license throughout the world to use, duplicate, or dispose of such Intellectual Property throughout the world in any manner for governmental purposes and to have and permit others to do so.
- B. Evaluation of Discovery or Invention: If any discovery or invention arises as a result of funded work, the Contractor must refer the discovery or invention to the DOR. The Rehabilitation Services Administration (RSA) and its representatives have the sole and exclusive power to determine whether or not and where a patent should be filed and the disposition of all rights, including title and license rights, which may result. RSA's determination of these issues shall be considered final. In addition, the DOR and RSA shall acquire at least an irrevocable, non-exclusive, and royalty-free license to utilize for

government purposes of any of these inventions. By signing this agreement, the Contractor agrees that determinations of rights to inventions made in the course of or under the agreement shall be made by RSA or its authorized representative.

- C. Copyrights and Patents: The Federal awarding agency and/or the DOR reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:
1. The copyright in any work developed under a grant, subgrant, or agreement under a grant or subgrant; and
 2. Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

3. DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

By signing this agreement, Contractor certifies that neither it nor its principals is presently debarred, suspended, proposed for department, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.

4. THE FOLLOWING PROVISIONS ARE SUBJECT TO THIS AGREEMENT

- A. Equal Employment Opportunity--All agreements require compliance with E.O. 11246--Equal Employment Opportunity, as amended by E.O. 1137--Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 6--Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
- B. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended--Agreements of amounts in excess of \$100,000 shall require the Contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to ED and the Regional Office of the Environmental Protection Agency (EPA).
- C. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)--By signing this agreement, the Contractor who is awarded an agreement of \$100,000 or more certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352. Contractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

D. All contractors shall comply with the following statutes and regulations:

Subject: Discrimination on the basis of race, color, or national origin.

Statute: Title VI of the Civil Rights Act of 1964 (45 U.S.C. 2000 through 2000d-4).

Regulation: 34 CFR part 100.

Subject: Discrimination on the basis of sex

Statute: Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683).

Regulations: 34 CFR part 106.

Subject: Discrimination on the basis of handicap.

Statute: Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794).

Regulation: 34 CFR part 104 handicap.

Subject: Discrimination on the basis of age.

Statute: The Age Discrimination Act (42 U.S.C. 6101 et seq.).

Regulation: 34 CFR part 110

5. RETURN OF INAPPROPRIATE USE OF FUNDS

By signing this agreement, Contractor shall certify that in the event of funds used inappropriately, funds must be returned to DOR.

EXHIBIT F
(COOP/Case Services Agreements-Subvention)

ADDITIONAL PROVISIONS - COOPERATIVE/CASE SERVICES

1. MATCH REQUIREMENTS

For Agreements that include **CERTIFIED EXPENDITURE MATCH**:

- A. Contractor shall certify to the State on a monthly or quarterly basis, as specified in Exhibit G, the Contractor's allowable costs to provide the cooperative program services identified in the Scope of Work, in accordance with the Cooperative Agency Certified Expenditure Budget Summary and Narrative, and applicable Federal regulations and OMB circulars. All such expenditures shall be under the administrative supervision of the State and no portion of the certified expenditures shall come from Federal funds. The State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the Cooperative Agency Certified Expenditure Budget Summary.
- B. The total Cooperative Agency certified expenditure share will be matched to Federal funds at no less than 25%, as indicated on the DOR Program Budget Summary. If the value of the certified expenditures by the Contractor is below 25% of the actual total program cost, the Service Budget (DOR 801A) may be reduced after review by the DOR Contract Administrator. The State will not pay the Contractor for actual costs claimed on the Service Invoice (DOR 801B) until the certified expenditure summary for the same period has been submitted.
- C. Contractor contributions, including any excess of the amount specified in the "Cooperative Agency Certified Expenditure Budget Summary", will be used by the State to obtain Federal funds under Section 110 of the Rehabilitation Act of 1973, as amended. Federal funds obtained in excess of the "Total Program Cost" as identified on the "DOR Program Budget Summary" shall accrue to the State.

For Agreements that include **CASH MATCH**:

- A. Each fiscal year Contractor will pay to State, no less than quarterly and in advance, upon receipt of an invoice from the State, all those cash matching funds which are identified within the Program Budget Summary for that fiscal year. The State shall not be obligated to pay the Contractor for any contributions made by the Contractor in accordance with the approved budget, it being understood that all matching funds obtained by the State from the Contractor shall be exclusive funds of the State and no portion of the cash match shall come from Federal funds.
- B. The total Cooperative Agency cash share will be matched to Federal funds at no less than 21.3% as indicated on the "DOR Program Budget Summary."

2. INDIRECT COSTS

- A. Indirect costs are allowable costs incurred by an organization which support the activities of a program or contract, but are not directly assigned to the specific program or contract and are allocated to the program or contract using a method in compliance with 2 CFR Part, 215, 220, 230 (OMBs). The allocation method must be fully explained in the contract budget narrative and must be supported by actual costs/expenditures. The allocation of indirect costs cannot be based on an arbitrary fixed rate.**
- B. Indirect Costs for Service Budgets: The Contractor may be reimbursed for actual indirect costs subject to this agreement not to exceed a rate of 15% indirect cost.**
- C. Indirect Cost Rate for Certified Expenditure Match: The Contractors "actual" indirect costs may be used to calculate certified expenditures, and not subject to the maximum cap of 15% indirect cost rate as defined in B. above.**

3. CONTRACT HANDBOOK

Contractor acknowledges and agrees with the policies requirements and conditions of the Department of Rehabilitation's Contract Handbook and its additional policy requirements and conditions for Case Services/Cooperative Program Agreements as applicable for the Fiscal Year(s) covered under this agreement. Match requirements are applicable to Cooperative Programs agreements only.

4. DOR's CONTRACT MONITORING

The DOR Contract Administrator will monitor and document the contractor's performance to ensure compliance with all agreement provisions. The DOR Contractor Administrator will:

- A. Maintain documentation on all agreement activities, including the performance of the agreement services, invoice reviews and approvals, monitoring activities, and other agreement administration activities.**
- B. Monitor the agreement to ensure services were performed according to the quality, quantity, objectives, timeframes and manner specified in the agreement, and that the Contractor prepares and maintains adequate documentation to support the services provided, expenditures reimbursements, and/or any applicable match requirements.**
- C. Review and approve invoices for payment to substantiate expenditures for the work performed, including verification that costs invoiced for the provision of services to DOR applicants/ consumers during the agreement period are based on actual allowable costs, and that the invoices are current, correct, and timely.**
- D. Ensure that all Service Invoices, and Certified Expenditure Summaries if applicable, are received within 180 days of the end of the fiscal year. If not received, obtain written justification from the contractor for the delay and a timeline when final invoicing will be received.**

- E. Verify that the contractor has fulfilled all requirements of the agreement before approving the final invoice.**
- F. Ensure there are sufficient funds to pay for all services rendered as required by the agreement.**
- G. Ensure, by the end of the second quarter, that the projected certified expenditure match will be sufficient to support the budgets as outlined in this agreement. If not, contact the appropriate Collaborative Services Program Specialist. (Cooperative Program Agreements only)**
- H. Identify low usage levels and consider partial disencumbrance of agreement funds.**
- I. Periodically review personnel activity reports for staff funded by the agreement to ensure that the Contractor is preparing and maintaining personnel activity reports in compliance with the applicable OMB circular.**
- J. Verify that all agreement staff are providing services in accordance to their duties specified in the agreement, including ensuring that:**
- **Personnel duty statements or a copy of the Agreement Budget Narrative/Agreement Duty Statement has been provided to each staff person to communicate the specific duties to be performed under the agreement.**
 - **Verify that job duties, as provided by the agreement staff, match agreement duty statements and service descriptions.**
 - **Ensure that the contractor has submitted to DOR appropriate documentation that supports the services provided to DOR applicants/consumers, including monthly (or otherwise specified) progress reports, consumer listings, utilization/service reports, and/or other agreed-upon documentation.**
 - **Verify that agreement staff provide services only to authorized DOR consumers. (Case Service Agreements only)**

EXHIBIT G
(COOP/Case Services Agreements-Subvention)

I. Contract Monitoring and Reporting

The CJUSD – TPP District Administrator/Program Coordinator shall monitor the contract by:

- Submitting the completed DOR 801B (service invoice), and a monthly outcome tracking report to the DOR Contract administrator on a monthly basis
- Ensuring personnel activity reports or time allocation documents and a list of TPP student/clients served are prepared and maintained by contract staff in accordance with appropriate OMB circular and reflect accurate reporting
- Submitting personnel activity reports on time allocation documents and a list of TPP student/clients served as requested by DOR Contract Administrator
- Communicating with DOR staff routinely about TPP student/clients participation in service activities and providing DOR staff assigned DOR counselor with progress reports on each TPP student/clients receiving services for that month progress reports should include TPP student, clients name, and other necessary or required information.
- Meet quarterly with DOR Contract Administrator and DOR staff to review contract progress and outcomes with regards to contract objectives, evaluate the program's effectiveness; discuss modifications of services as necessary to achieve program goals, and annually review the achievements of the Cooperative Agreement in relation to the objectives identified.
- Utilizing the Contractor Self Assessment tool on an annual basis to ensure contract compliance

II. Transportation

Transportation will be provided to TPP student/clients as needed under this contract. CA will transport up to 7 TPP student/clients in one vehicle at the same time.

CENTER UNIFIED SCHOOL DISTRICT

AGENDA REQUEST FOR:

Dept./Site: Wilson C. Riles Middle School

Date: March 29, 2012

Action Item _____

To: Board of Trustees

Information Item X

From: Joyce Frisch, Principal

Attached Pages 3

Principal's Initials: 

SUBJECT:

Wilson C. Riles Middle School will be sending sixty six 4.0 students and 3 staff to the River Cats AAA school event and game in West Sacramento on May 15, 2012. This 2011 - 2012 4.0 GPA honors recognition field trip will be funded by ASB funds.

CONSENT AGENDA

ID#	First Name	Last Name	Grade	Prog	User1	User6	Enter Date	User10	GTGPAN
28498	Hami	Abebe	7				8/3/2010		4.00
20293		A...	8				6/8/2009		4.00
21985			7				10/27/2010		4.00
39027		ann	8				8/4/2009		4.00
37740	ya	yk	8				6/8/2009		4.00
39406	r		8				8/4/2009		4.00
19696			8				6/8/2009		4.00
22556			7				8/3/2010		4.00
21813		lle	7		G		8/3/2010		4.00
21815			7		G		8/3/2010		4.00
21822		s	7				8/3/2010		4.00
21832			7				8/3/2010		4.00
25212			8		G		6/8/2009		4.00
40873			8		G		8/3/2010		4.00
21730		n	7				8/3/2010		4.00
40584		n	8				8/2/2010		4.00
21740		dez	7		G		8/3/2010		4.00
39992	ne		7 S				8/3/2010 X		4.00
39993			7 S				8/3/2010 X		4.00
21856			7		G		8/3/2010		4.00
42321		en	7				8/18/2011		4.00
20089	et		8				6/8/2009		4.00
41938		cheyev	8				8/2/2011		4.00
23698		na	7				8/3/2010		4.00
19736			8 I				8/10/2011		4.00
41386		a	7				1/7/2011		4.00
25403			7 I				8/3/2010		4.00
19992			8		G		6/8/2009		4.00
27562			7				8/3/2010		4.00
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24347		ny	7				8/3/2010		4.00
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19909			8		G		6/8/2009		4.00
22012	ue		8				6/8/2009		4.00
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19910			8				6/8/2009		4.00
25146		nova	7		G		8/3/2010		4.00
41066			8 X				8/10/2010 X		4.00
19814		o	8				6/8/2009		4.00
19817		nd	8				6/8/2009		4.00
19915			8				6/8/2009		4.00
19819			8		G		6/8/2009		4.00
22568	s		7				10/19/2010		4.00
19952		der	8		G		6/8/2009		4.00
21961		uk	7				8/3/2010		4.00
22356		k	8				6/8/2009		4.00
41836		uk	7				8/3/2011		4.00

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8/3/2010 4.00
6/8/2009 4.00

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AAA SCHOOL DAY INVOICE (2012)



October 14, 2011

Cheryl Williams
Wilson C. Riles Middle
4747 PFE Road
Roseville, CA, 95747

Account Number: 182873

Description	Location	Quantity	Price	Total
May 15, 2012	Lawn	69	\$7.00	\$483.00
	Meal Vouchers	69	\$6.50	\$448.50

Handling Fee: \$5.50

Deposit Paid: \$100.00

Total Amount Due: \$837.00

Sacramento River Cats Baseball Club, LLC
Attn: Samantha Bottari
400 Ballpark Dr.
West Sacramento, CA 95691

Final Payment Due: April 24th, 2011
RESERVATIONS ARE NON-REFUNDABLE AND NON-TRANSFERABLE
QUESTIONS? Call your Account Executive, Samantha Bottari @ (916) 376-4718

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

Date: April 18, 2012

Action Item X

To: Board of Trustees

Information Item

From: Craig Deason, Assist. Supt.

Attached Pages

Assist.Supt. Initials: CD

**SUBJECT: Approval of Westbrook Developer Fee
Payment Agreement (Sierra Vista - Property No. 10)**

The District and developers/owners of property and/or options to acquire property within the Sierra Vista Specific Plan ("Sierra Vista") have negotiated the terms upon which Sierra Vista will mitigate future students generated by the proposed development of the property within the Sierra Vista Specific Plan. The Developer Fee Payment Agreement foresees the development of up to approximately 5,871 student producing dwelling units.

RECOMMENDATION: That the Board of Trustees approves the attached "Developer Fee Payment Agreement (Sierra Vista Specific Plan)" between the District and Sierra Vista owners and developers.

CONSENT AGENDA

Recording Requested by:

Elizabeth B. Hearey, Esq.
Atkinson, Andelson, Loya, Ruud & Romo
For the benefit of
Center Joint Unified School District
No fee under Government Code section 6103

When Recorded Mail to:

Elizabeth B. Hearey, Esq.
Atkinson, Andelson, Loya, Ruud & Romo
5075 Hopyard Road, Suite 210
Pleasanton, CA 94588

(SPACE ABOVE THIS LINE RESERVED FOR RECORDERS USE)

LANDOWNER'S DEVELOPMENT AGREEMENT

(Westpark S.V. 400, LLC (Westbrook Development); Sierra Vista - Property No. 10)

This Landowner's Development Agreement ("Agreement"), dated for reference purposes as of April 18, 2012, is entered into by and between the Center Joint Unified School District ("District"), a public school district duly organized and existing under Chapter 1 of Division 3 of Title 2 of the Education Code of the State of California, and Westpark S.V. 400, LLC ("Landowner") which is the owner of certain property planned for urban uses within the Sierra Vista Specific Plan (hereinafter referred to as the "Specific Plan"). District and Landowner are sometimes referred to individually as a "Party" and collectively as the "Parties."

Recitals

A. WHEREAS, Landowner owns land which it plans to develop as the "Westbrook Project"; and

B. WHEREAS, Landowner submitted an application on May 11, 2011 to the City of Roseville ("City") to process a General Plan Amendment, Specific Plan Amendment, Rezone and Development Agreement ("Westbrook Amendment") affecting an approximately 400 acre property which Landowner owns and which is designated "Urban Reserve" in the Sierra Vista Specific Plan; and

C. WHEREAS, a portion of Landowner's property included in the Westbrook Project area lies within the boundaries of the District (Assessor's Parcel Nos. 017-150-002, and 017-150-023), and is depicted on Exhibit "1" (Map of Specific Plan Owners' Property), and is more particularly described in Exhibit "2" (Legal Description Landowner's Property) attached hereto ("Property"); and

D. WHEREAS, Landowner and all other owners of property within the Sierra Vista Specific Plan, with the exception of those property owners described below in Recital "G," are referred to herein as "Specific Plan Owners"; and

E. WHEREAS, the Specific Plan Owners, including Landowner, the property they own within the Specific Plan ("Specific Plan Owners' Property"), and their contact information are described in **Exhibit "3" (List of Specific Plan Owners' Property, Assessor's Parcel Numbers, and Contact Information)**; and

F. WHEREAS, the other Specific Plan Owners ("Other Specific Plan Owners"), have entered into similar, separate recorded development agreements with the District with respect to their properties; and

G. WHEREAS, one portion of the Specific Plan which lies within the District is designated "Urban Reserve" and is currently owned by the Chan family, entities and persons who are not entering into a Development Agreement with the District at this time; and another portion of the Specific Plan, known as Assessor's Parcel Number 017-150-069, is owned by Ralph and Vicki Perkins Martinez, Trustees of the Martinez Family Trust, and Computer Deductions, as tenants in common who are unwilling to enter into a Development Agreement with the District at this time; the owners of the properties described above in this Recital are excluded from the definition of "Specific Plan Owners" for purposes of this Agreement; and

H. WHEREAS, all property within the Specific Plan has been annexed to the City; and

I. WHEREAS, the Specific Plan dated May 5, 2010, and approved by the City on that date provided for the development of six thousand six hundred fifty (6,650) student-producing dwelling units and approximately two hundred fifteen (215) acres of commercial development, of which approximately five thousand eight hundred seventy-one (5,871) student-producing dwelling units and two hundred fifteen (215) acres of commercial development lie within the District portion of the Specific Plan ("Other Specific Plan Owners' Development"); and

J. WHEREAS, the portion of the Westbrook Project which lies within District boundaries is planned to result in the creation of 187 LDR/MDR units and 527 HDR units; and

K. WHEREAS, there are three school districts which serve the Sierra Vista Specific Plan area including: Roseville City School District, Roseville Joint Union High School District, and the Center Joint Unified School District; and

L. WHEREAS, the District and the Other Specific Plan Owners previously agreed that approximately one thousand five hundred forty-five (1,545) elementary school students, approximately seven hundred sixty-three (763) middle school students, and one thousand one hundred thirty-three (1,133) high school students would be generated for the District from the Other Specific Plan Owners' planned development within the Specific Plan; and

M. WHEREAS, the Westbrook Project will generate approximately ninety (90) elementary school students, forty-seven (47) middle school students, and seventy-three (73) high school students in the District; and

N. WHEREAS, the Landowner's development of the Project will increase the size of the student population within the District and contribute to the need for the building of one (1) middle school and two (2) elementary schools; and

O. WHEREAS, the first construction by Other Specific Plan Owners within the Specific Plan area was expected to commence in 2012 with the first units occupied in 2013; and

P. WHEREAS, the first construction within the Westbrook Project is expected to commence in 2014 with the first units occupied in 2015; and

Q. WHEREAS, the Parties wish to ensure the orderly and expeditious design and construction of school facilities to house students generated by the Project; and

R. WHEREAS, Landowner intends to enter into a separate development agreement with the City ("City Development Agreement") and obtain residential and non-residential zoning for its Property consistent with the Amended Specific Plan; and,

S. WHEREAS, Landowner represents that all entities and persons with an ownership interest in the Property are parties to this Agreement and there are no entities or persons holding an option to purchase the Property.

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, the Parties agree as follows:

1. Term. This Agreement shall not be effective until all of the following have occurred: execution of this Agreement by the Parties, City approval of the proposed General Plan Amendment, Sierra Vista Specific Plan Amendment, execution of the development agreement between the Landowner and the City ("City Development Agreement"), and recordation of the City Development Agreement ("Effective Date"). Thereafter, this Agreement shall remain in full force and effect until the Landowner makes all of the payments contemplated herein and discharges its duties under the Agreement.

2. Developer Fees. The District intends to assess developer fees against the Property within the Sierra Vista Specific Plan and within the District's boundaries, pursuant to California Government Code section 65995, *et seq.* The current fees in effect at the time of execution of the Agreement will not determine the level of fees which will be payable by Landowner. The fees payable will be those in effect at the time the fees are payable. The fees payable may be equal to, greater than, or less than the fees currently assessed. This Agreement shall in no way condition, limit, modify, or terminate these statutory rights of the District to impose fees.

3. School Sites.

a. Currently Identified School Sites.

(1) The development of Specific Plan Owners' Property is anticipated to generate the need for two (2) elementary schools and one (1) middle school. The Other Specific Plan Owners, but not Landowner, have agreed to reserve two (2) sites for elementary schools and one (1) site for a middle school ("School Sites"). Other Specific Plan Owners have

agreed to sell the School Sites to the District in accordance with the terms of the Other Specific Plan Owners' separate development agreements with the District.

(2) The Maps of Proposed School Sites attached as Exhibit "4" depict the currently proposed locations for the identified middle school (FD-65) and two identified elementary schools (KT-61 and JM-61) within the Specific Plan.

b. Sale of School Sites.

The District and the Other Specific Plan Owners have agreed that each School Site will be sold and delivered in construction-ready condition by Other Specific Plan Owners as and when requested by the District and subject to the District's receiving approval of the School Site(s) from the California Department of Education and obtaining funding for the purchase(s) as set forth in the District's development agreements with Other Specific Plan Owners.

4. Supplemental Fee for Landowner.

a. Landowner does not own, and has no ability to offer, or compel Other Specific Plan Owners to offer, the various school sites in the Specific Plan area. District desires to acquire and Landowner agrees to provide a supplemental funding mechanism for student transportation purposes in addition to the developer fees set forth in Section 2 of the Agreement in the event that School Site E-1 has not been delivered to the District by Other Specific Plan Owners as provided for in the Other Specific Plan Owners' development agreements with the District. With respect to School Site E-1, the term "delivered to the District" shall mean "delivered to the District as a Construction Ready Parcel" as described in Section 3.d of the Other Specific Plan Owners' development agreements with the District.

b. If Landowner seeks any residential building permit for the development of Landowner's Property at any time when School Site E-1 has not been so delivered to the District by Other Specific Plan Owners, as provided for in the Other Specific Plan Owners' development agreements with the District, Landowner shall pay, in addition to the developer fees set forth in Section 2, a supplemental fee ("Supplemental Fee") in the following amounts before the building permit shall issue:

Low Density Residential/Medium Density Residential Units	\$1,370.00
High Density Residential Units	\$ 865.00

c. Landowner shall pay such Supplemental Fee for each residential building permit issued for Landowner's Property until School Site E-1 has been delivered to the District by Other Specific Plan Owners, and thereafter until the earlier of (i) eighteen (18) months after delivery of School Site E-1 has been delivered to the District by Other Specific Plan Owners, or (ii) School Site E-1 has been constructed. At such time, the imposition of the Supplemental Fee on residential building permits issued for Landowner's Property shall immediately cease without further action by Landowner or District, and Landowner shall only be responsible for payment of the developer fees provided in Section 2 above.

5. Manner of Financing. District expects to fund the construction, furnishing, and equipping of new school facilities with a combination of District general obligation funds, developer fees described in Section 2, and a State funding contribution. Provided, however, the Parties agree that the sole financial obligation of purely commercial development under this Agreement shall be to pay the school fees then authorized by statute to be levied against such uses.

6. Notice to New Owners and Acknowledgment. Before each and every portion of the Property is conveyed, the then current Landowner(s) of the portion of the Property to be conveyed, (which may be the original Landowner or the original Landowner's heir, successor-in-interest, or assign) shall disclose and require any builder thereon to disclose to the subsequent purchaser(s) or subsequent owner(s) prior to the close of escrow that the Property lies within the Center Joint Unified School District. The then current Landowner shall obtain the subsequent owner's written acknowledgement of this notice prior to the close of escrow. Within fifteen (15) days of each conveyance of all or a portion of the Property, the then current Landowner who has provided the notice and obtained the written acknowledgement shall provide a copy of the notice and the acknowledgment to the District. After an individual homeowner has acquired a lot with a home already constructed thereon, this provision shall no longer apply to that portion of the Property.

7. Binding On Heirs, Successors, and Assigns. This Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, successors, and assigns. Retail tenants and homeowners in the Project are not heirs, successors, and assigns and are not subject to this Agreement.

8. Covenant Running With the Land. This Agreement is for the benefit of the District and the Property shown in Exhibit "1" and described in Exhibit "2" and is intended to preserve the value of said Property and enhance its development. This Agreement shall be recorded in the official records of Placer County at or about the same time but not before the Development Agreement(s) with the City are recorded and this Agreement shall constitute a covenant running with the land.

9. Disputes. If a dispute arises relating to the interpretation of, enforcement of, or compliance with the terms of this Agreement, the Landowner and the District shall first attempt to resolve such dispute through informal discussions or negotiations. Any Party may convene such discussions by written notice and shall reasonably accommodate the other Party with respect to scheduling. If the dispute is not resolved in this manner within thirty (30) days, it may be referred to mediation upon the request of either Party for a period not to exceed an additional thirty (30) days. This dispute resolution process shall be undertaken in good faith and exhausted prior to judicial review. However, compliance with this process does not waive any Party's obligation to comply with, or right to assert as a defense, any applicable statute of limitations. The Parties may agree in writing to toll any applicable statute of limitations for such period as may reasonably be necessary to complete the dispute resolution process.

10. Breach, Default, and Cure.

a. Notice of Breach. If a Party materially breaches or fails to comply with any of its obligations under this Agreement, such breaching party shall have thirty(30) days following receipt of written notice of breach from the non-defaulting Party ("Breach Notice") to cure such breach or noncompliance ("Cure Period"). If such breaching Party shall not have cured such breach or noncompliance within the Cure Period and after the expiration of fifteen (15) days from the later of the expiration of the Cure Period and the date it receives written notice of default ("Default Notice"), it shall be deemed in default ("Default") under this Agreement; provided, however, that if the nature of the breach or noncompliance reasonably requires more than thirty (30) days to cure, the breaching Party shall not be in Default under this Agreement so long as the breaching Party commences such cure within the Cure Period and diligently prosecutes such cure, and provided further that each of the Breach Notice and the Default Notice shall set forth in reasonable detail the nature of the breach, noncompliance, or Default, as the case may be. Copies of all notices required hereunder shall be sent to all Parties to this Agreement.

b. Default Remedies. Upon a Default pursuant to Section 10(a), the non-defaulting Party shall have the following cumulative rights and remedies: (a) to specifically enforce the obligations under this Agreement, or (b) to exercise any and all other rights and remedies the non-defaulting Party may have under this Agreement and/or under the law by reason of the Default.

11. Assignment of Liability.

a. In General. Landowner acknowledges that all terms and conditions of this Agreement shall be binding on all successors-in-interest, including but not limited to purchasers of all or a portion of each Landowner's Property. Provided, however, bona fide, good faith purchasers of completed homes shall not be subject to the provisions of this Agreement.

b. Notice of Assignment, Assignment, and Assumption Agreement. Upon any sale or transfer of any parcel of land in bulk or individual lot which occurs prior to issuance of final building inspection or certificate of occupancy, Landowner shall give written notice of the sale or transfer, including the name, address, and telephone number of purchaser or transferee to the District. Landowner and any successor-in-interest to the Landowner subject to this Agreement shall execute an Assignment and Assumption Agreement in a form which reflects and acknowledges the terms of this Agreement. A sample form Assignment and Assumption Agreement is attached as Exhibit "5."

12. Termination of Agreement. This Agreement shall automatically be terminated, without any further action by either Party or need to record any additional document, with respect to any residential lot within the Project, when all of the following conditions are met: full payment of developer fees as stated in Section 2 and any applicable Supplemental Fees described in Section 4 with respect to such residential lot, the completion of a fully improved lot, the conveyance of such improved residential lot by Landowner, or any successor-in-interest of Landowner, to a bona-fide good faith purchaser thereof and the occupancy of the residences on said residential lot.

13. Notices. 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 first-class mail, postage prepaid, return receipt requested, or sent by overnight delivery, postage prepaid, addressed as follows, or to such other address as either Party may provide the other Party in writing:

Notices to the District shall be addressed to the following address:

Center Joint Unified School District
8408 Watt Avenue
Antelope, California 95843-9116
Attn: Assistant Superintendent, Facilities and Operations

Notices to Landowner shall be addressed to the following address:

Westpark S.V. 400 LLC
1700 Eureka Road, Suite 140
Roseville, CA 95661
Attn: John Murray and Jeff Jones

and shall also be copied to:

Marcus J. Lo Duca, Esq.
Lo Duca & Avdis LLP
3200 Douglas Boulevard, Suite 300
Roseville, California 95661

14. Entire Agreement, Waivers, and Amendments. This Agreement and any written agreement entered into by the Parties with respect to the Property, incorporates all of the terms and conditions mentioned herein, or incidental hereto, and supersedes all negotiations and previous agreements between the Parties with respect to all or part of the subject matter thereof. All waivers of the provisions of this Agreement must be in writing and signed by the appropriate authorities of the Party to be charged. Any amendment or modification to this Agreement must be in writing and executed by District and Landowner which has not then completed development of its Property.

15. Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one in the same Agreement.

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

17. Additional Representations of Authority.

a. Landowner represents and warrants that the individual(s) executing this Agreement on its behalf have the legal power, right, and actual authority to bind Landowner to the terms and conditions of this Agreement.

b. District represents and warrants that the individual executing this Agreement on behalf of District has the legal power, right, and actual authority to bind the District to the terms and conditions of this Agreement.

18. Severability. Should any term or provision of this Agreement be determined to be illegal or in conflict with any law of the State of California, the validity of the remaining portions or provisions shall not be affected thereby, and each term or provision of this Agreement shall be valid and be enforced as written to the full extent permitted by law.

19. Time. Time is of the essence of this Agreement and of each and every term.

20. Attorney's Fees. In the event of any action or proceeding brought by either Party against the other Party under this Agreement, the prevailing Party shall be entitled to recover its reasonable attorney's fees and costs in such action or proceeding in such amount as the court may adjudge.

21. Assignment. Landowner shall not assign this Agreement or any right or privilege under this Agreement without the prior written consent of District, which consent shall not be unreasonably withheld. Notwithstanding the foregoing, upon prior written notice to the District, Landowner may assign this Agreement to Landowner's subsequent purchaser(s) of Landowner's Property, or any portion thereof, including builders, or to any affiliate of Landowner owned or controlled by Landowner, without first obtaining District consent.

22. Third Party Beneficiaries. Nothing in this Agreement shall be construed to confer any rights upon any party not signatory to this Agreement.

23. Exhibits. The Exhibits attached to this Agreement are incorporated herein by this reference and made a part hereof. Said Exhibits are identified as follows:

Exhibit "1" Map of Specific Plan Owners' Property

Exhibit "2" Legal Description of Landowner's Property

Exhibit "3" List of Specific Plan Owners' Property, Assessor's Parcel Numbers, and Contact Information

Exhibit "4" Maps of Proposed School Sites

Exhibit "5" Sample Form of Assignment and Assumption

24. Effect of Recitals. The Recitals above are deemed true and correct, are hereby incorporated into this Paragraph as though fully set forth herein, and Landowner and District acknowledge and agree that they are each bound by the same.

25. Force Majeure. Each Party's obligations hereunder shall be delayed (i) by the acts, omissions, delays, or neglect of the other Party, any employees or agents of the other Party, any contractor employed by the other Party, and any subcontractor, employees, or agents of such contractor employed by the other Party, (ii) by acts of God, (iii) by climatic conditions

(including without limitation any time periods for which the Party's work or any part thereof is stopped or delayed due to rain or other weather problems), (iv) by unavoidable casualties, (v) by labor disputes beyond the Party's control, (vi) by shortages or unavailability of materials beyond the Party's control, (vii) by any act, omission, neglect, or delay in acting by any governmental agency, or (viii) by any other causes beyond the Party's control (collectively, "Force Majeure Event") for a time period equal to such delay.

26. Nondiscrimination. There shall be no discrimination by Landowner or District against any person on account of race, color, religion, sex, marital status, national origin, or ancestry in the performance of their respective obligations under this Agreement.

27. Rights and Remedies Are Cumulative. Except as may be otherwise expressly stated in this Agreement, the rights and remedies of the Parties are cumulative, and the exercise by any Party of one or more of its rights or remedies shall not preclude the exercise by it, at the same time or at different times, of any other rights or remedies for the same Default or any other Default by another Party.

28. Provisions Required by Law Deemed Inserted. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon application of either Party, the Agreement shall forthwith be physically amended to make such insertion or correction.

29. Cooperation. District and Landowner acknowledge that it may be necessary to execute documents other than those specifically referred to herein in order to accomplish the objectives and requirements that are set out in this Agreement. Both District and Landowner hereby agree to cooperate with each other by executing such other documents or taking such other actions as may be reasonably necessary to complete this transaction in accordance with the intent of the Parties as evidenced in this Agreement and attached Exhibits hereto.

30. Interpretation Guides. In interpreting this Agreement, it shall be deemed that the Agreement was prepared by the Parties jointly and no ambiguity shall be resolved against either Party on the premise that it or its attorneys were responsible for drafting this Agreement or any provision thereof. Headings used in this Agreement are for convenience and ease of reference only and are not intended nor may be constructed as a guide to interpret any provision of this Agreement.

31. Due Authority of Signatories to Execute Agreement. Each individual signing this Agreement warrants and represents that he or she has been authorized by appropriate action of the Party which he or she represents to enter into this Agreement on behalf of the Party.

32. No Joint Venture. The relationship of the Parties to this Agreement is determined solely by the provisions of this Agreement. This Agreement does not create and shall not be construed to create any agency, partnership, joint venture, trust, or other relationship with duties or incidents different from those of parties to an arm's length contract.

33. Eminent Domain. Nothing in this Agreement shall prevent the District from exercising its rights of eminent domain pursuant to law.

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

Date: _____

CENTER JOINT UNIFIED SCHOOL DISTRICT

BY: _____
Scott Lochr
Superintendent

Date: _____

APPROVED AS TO FORM:

ATKINSON, ANDELSON, LOYA,
RUUD & ROMO

BY: _____
Elizabeth B. Hearey, Esq.
Counsel for Center Joint Unified School District

Date: 4/2/2012

LANDOWNER

WESTPARK S.V. 400, L.L.C

BY: _____
Jeff Jones
Its: Manager

Date: 4-2-2012

APPROVED AS TO FORM:

LO DUCA & AYDIS LLP

BY: _____
Marcus J. Lo Duca, Esq.
Counsel for Landowner

STATE OF CALIFORNIA)
) ss.
COUNTY OF PLACER)

On April 2, 2012, before me, SANDRA LESSARD, Notary Public, personally appeared KEFF JONES, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.



WITNESS my hand and official seal.

Sandra Lessard

(seal)

STATE OF CALIFORNIA)
) ss.
COUNTY OF _____)

On _____, before me, _____, Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(seal)

EXHIBIT "I"
MAP OF SPECIFIC PLAN OWNERS' PROPERTY

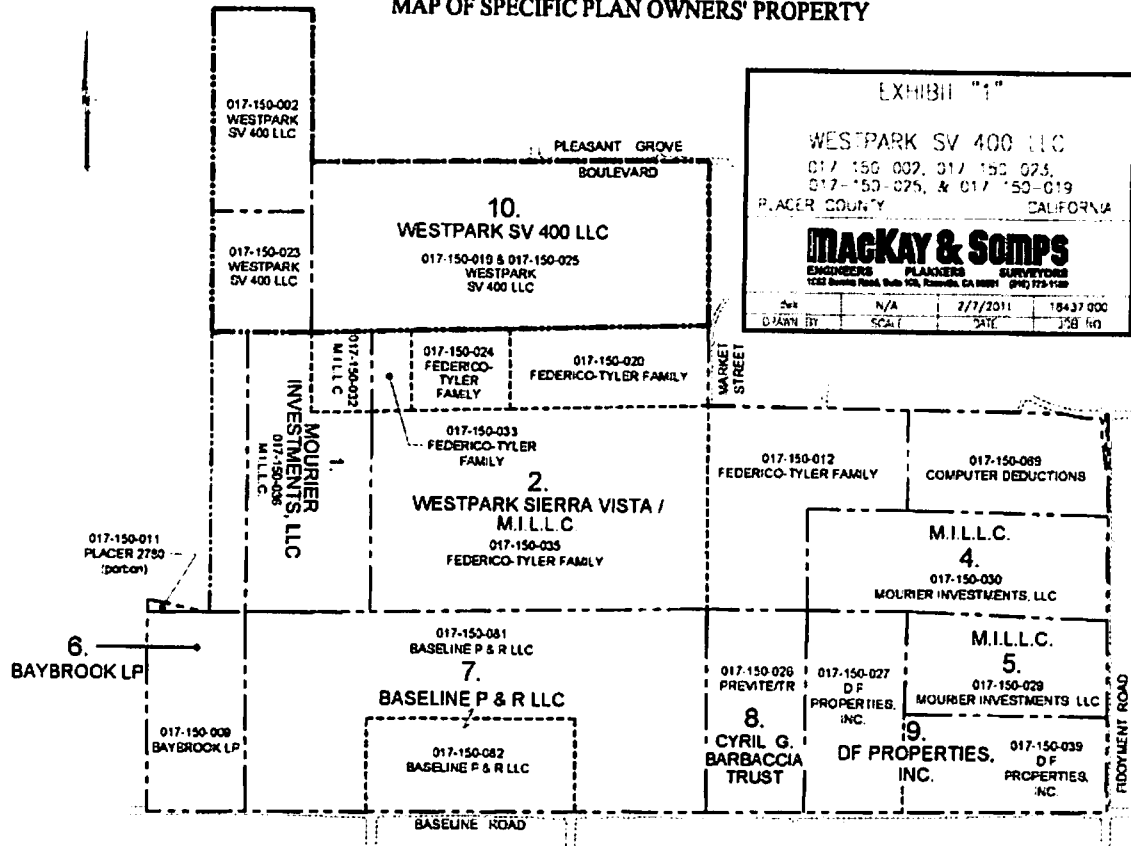


EXHIBIT "2"

LEGAL DESCRIPTIONS OF LANDOWNER'S PROPERTY

ALL THAT REAL PROPERTY IN THE COUNTY OF PLACER, STATE OF CALIFORNIA,
DESCRIBED AS FOLLOWS:

PROPERTY NO.10

PARCEL ONE: APN (017-150-019 & 025)

THE SOUTH QUARTER OF THE NORTH HALF AND THE SOUTH HALF OF SECTION 26,
TOWNSHIP 11 NORTH, RANGE 5 EAST, MOUNT DIABLO MERIDIAN.

EXCEPTING THEREFROM THE SOUTH 1056 FEET OF SAID SECTION 26

PARCEL TWO: (APN 017-150-002)

THE EAST HALF OF THE NORTHEAST QUARTER OF SECTION 27, TOWNSHIP 11 NORTH,
RANGE 5 EAST, MOUNT DIABLO MERIDIAN.

PARCEL THREE: (APN 017-150-023)

THE EAST HALF OF THE SOUTHEAST QUARTER OF SECTION 27, TOWNSHIP 11 NORTH,
RANGE 5 EAST, MOUNT DIABLO MERIDIAN.

EXCEPTING THEREFROM THE SOUTH 1056 FEET THEREOF.

Containing 397.4 acres, more or less.

EXHIBIT "3"

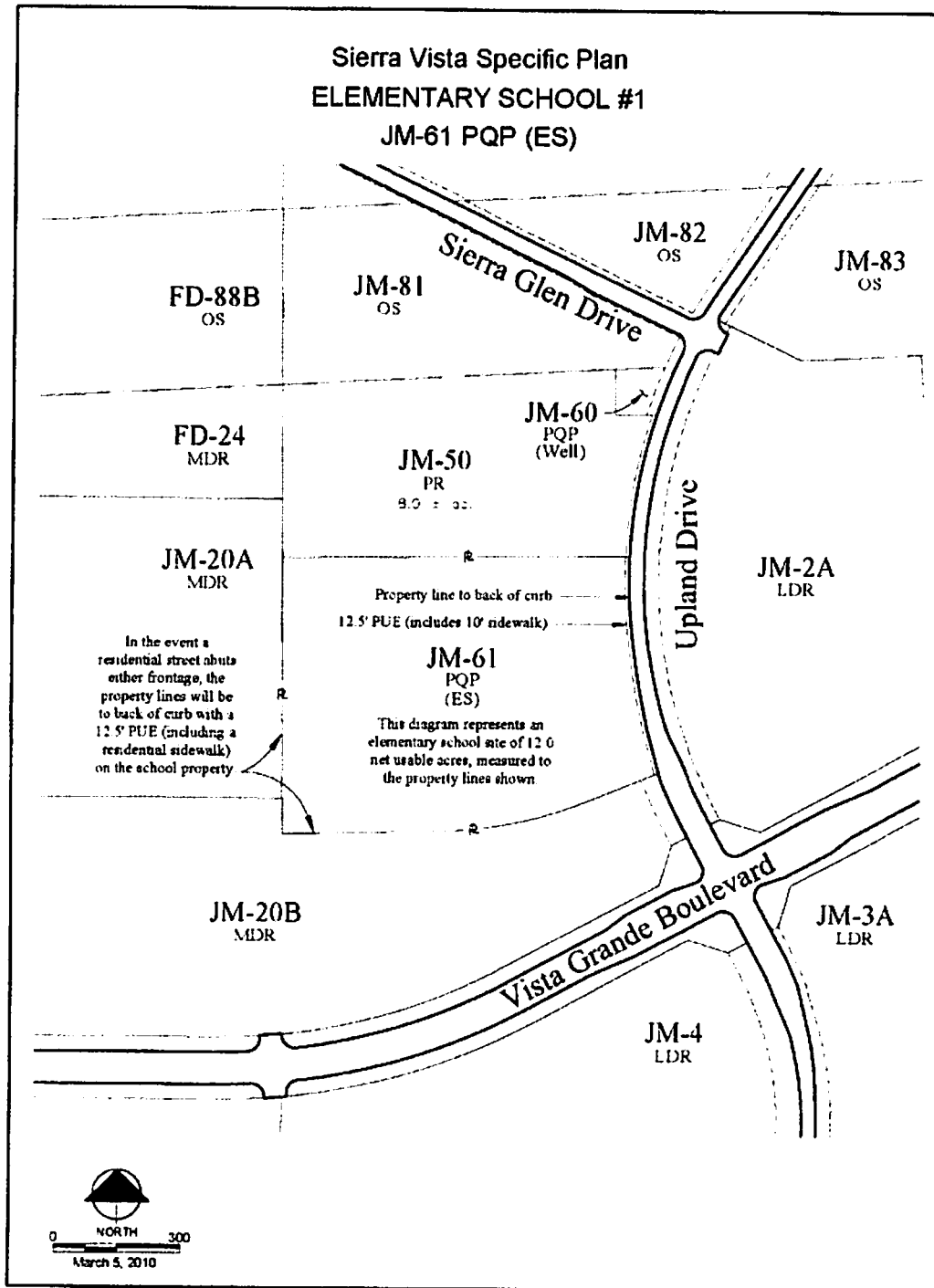
LIST OF SPECIFIC PLAN OWNERS' PROPERTY, ASSESSOR'S PARCEL NUMBERS, AND CONTACT INFORMATION

Reference Number	APN Number	Landowner
1	017-150-036 and 017-150-032	Mourier Investments, LLC 1430 Blue Oaks Boulevard, Suite 190 Roseville, CA 95747 Attention: John L. Mourier, III
2	017-150-035 017-150-033 017-150-024 017-150-020 017-150-012	Westpark Sierra Vista, LLC 1700 Eureka Road, Suite 140 Roseville, CA 95661 Attention: John Murray Mourier Investments, LLC 1430 Blue Oaks Boulevard, Suite 190 Roseville, CA 95747 Attention: John L. Mourier, III Federico-Tyler Family Limited Partnership 4955 E. Anderson, Suite 115 Fresno, CA 93727 Attention: Leonard A. Federico
3	Number intentionally removed	
4	017-150-030	Mourier Investments, LLC 1430 Blue Oaks Boulevard, Suite 190 Roseville, CA 95747 Attention: John L. Mourier, III
5	017-150-029	Mourier Investments, LLC 1430 Blue Oaks Boulevard, Suite 190 Roseville, CA 95747 Attention: John L. Mourier, III
6	017-150-009	Baybrook Limited Partnership c/o Regas, Frezados & Harp 111 West Washington Street, Suite 1525 Chicago, IL 60602 Attention: Mr. James A. Regas

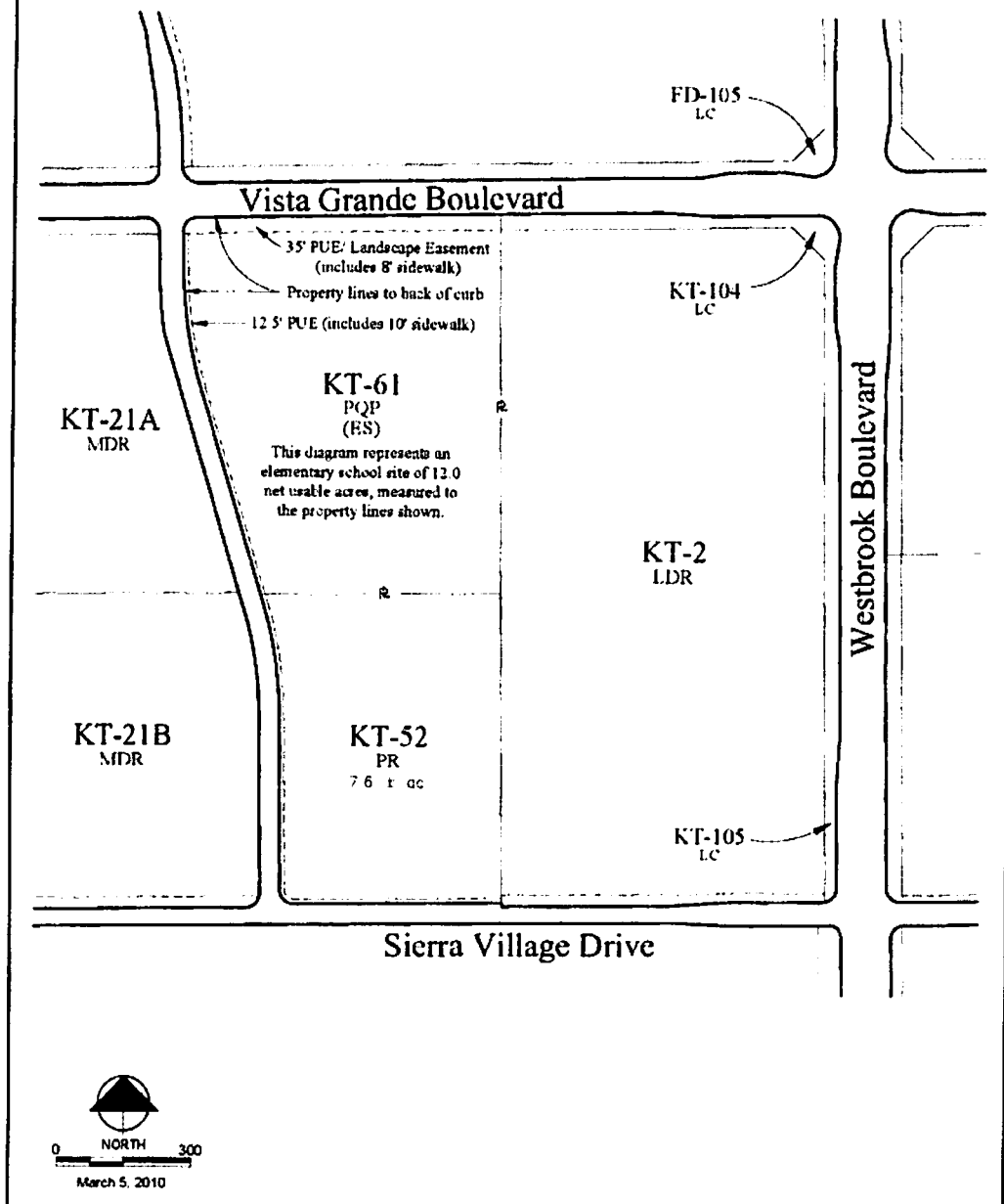
Reference Number	APN Number	Landowner
7	017-150-081 and 017-150-082	Baseline P&R, LLC 7700 College Town Drive, Suite 101 Sacramento, CA 95826 Attention: Mark Enes
8	017-150-026	The Cyril G. Barbaccia Irrevocable Trust Dated December 15, 1976 950 South Bascom, Suite 1113 San Jose, CA 95128 Attention: Jack Previte, Trustee
9	017-150-027 and 017-150-039	DF Properties, Inc. 2013 Opportunity Drive, Suite 140 Roseville, CA 95678 Attention: Jeff Ronten, EVP/CFO
10	017-150-002 and 017-150-023	Westpark S.V. 400, LLC 1700 Eureka Road, Suite 140 Roseville, CA 95661 Attention: John Murray and Jeff Jones

EXHIBIT "4"

MAPS OF PROPOSED SCHOOL SITES



Sierra Vista Specific Plan
ELEMENTARY SCHOOL #2
KT-61 PQP (ES)



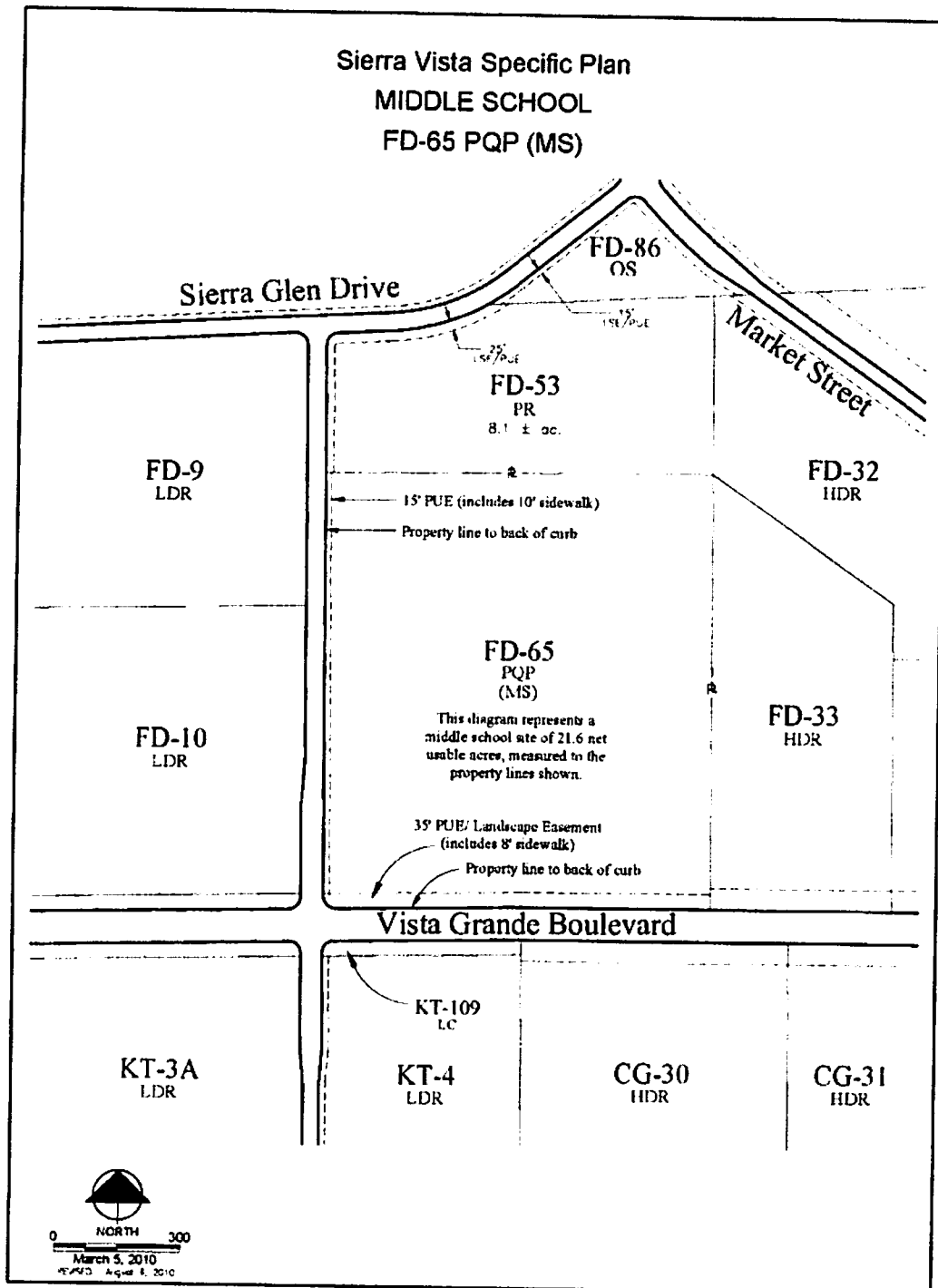


EXHIBIT "5"

SAMPLE ASSIGNMENT AND ASSUMPTION AGREEMENT

WHEN RECORDED, RETURN TO:

ASSIGNMENT AND ASSUMPTION AGREEMENT
RELATIVE TO THE AGREEMENT BETWEEN THE CENTER JOINT UNIFIED
SCHOOL DISTRICT AND _____ Entitled
"LANDOWNER'S DEVELOPMENT AGREEMENT
(_____ ; Sierra Vista)"

THIS ASSIGNMENT AND ASSUMPTION AGREEMENT (hereinafter, the
"Agreement") is entered into this ____ day of _____, 20____, by and between _____,
a _____ (hereinafter "Assignor"), and _____,
a _____
(hereinafter "Assignee").

RECITALS

A. On _____, 2012, the Center Joint Unified School District ("District")
and _____ entered into that certain agreement entitled "Landowner's
Development Agreement (_____ ; Sierra Vista)" (hereinafter, the
"Landowner/Center Agreement"). Pursuant thereto, Landowner agreed to mitigate the impacts
of development of Landowner's property (hereinafter, the "Subject Property") which is located
within the Sierra Vista Specific Plan. The Landowner/Center Agreement was made binding
upon the Landowner and subsequent owners of the Subject Property. The Landowner/Center
Agreement was recorded against the Subject Property in the Official Records of Placer County
on _____, 2012 [Instrument No. _____].

B. Assignor is the current owner of all or a portion of the Subject Property.

C. Assignor intends to convey to Assignee all or a portion of the Subject Property commonly referred to as Parcel(s) _____, and more particularly identified and described in Exhibit A, attached hereto and incorporated herein by this reference (hereinafter the "Assigned Parcel(s)").

D. Assignor desires to assign and Assignee desires to assume all of Assignor's right, title, interest, burdens and obligations under the Landowner/Center Agreement with respect to and as related to the Assigned Parcel(s).

ASSIGNMENT AND ASSUMPTION

NOW, THEREFORE, Assignor and Assignee hereby agree as follows:

1. Assignor hereby assigns, effective as of Assignor's conveyance of the Assigned Parcel(s) to Assignee, all of the rights, title, interest, burdens and obligations of Assignor under the Landowner/Center Agreement with respect to the Assigned Parcel(s). Assignor retains all the rights, title, interest, burdens and obligations under the Landowner/Center Agreement with respect to all other property within the Subject Property owned by Assignor.

2. Assignee hereby assumes all of the rights, title, interest, burdens and obligations of Landowner under the Landowner/Center Agreement with respect to the Assigned Parcel(s), and agrees to observe and fully perform all of the duties and obligations of Assignor as Landowner under the Landowner/Center Agreement with respect to the Assigned Parcel(s). The parties intend hereby that, upon the execution of this Agreement and conveyance of the Assigned Parcel(s) to Assignee, Assignee shall become substituted for Assignor as the "Landowner" under the Landowner/Center Agreement with respect to the Assigned Parcel(s), and Assignor shall be released of all obligations under the Landowner/Center Agreement for the Assigned Parcel(s) so conveyed.

3. All of the covenants, terms and conditions set forth herein shall be binding upon and shall insure to the benefit of the parties hereto and their respective heirs, successors and assigns.

4. The Notice Address described in Section 13 of the Landowner/Center Agreement for the Landowner with respect to the Assigned Parcel(s) shall be:

Attn: _____

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written. This Agreement may be signed in identical counterparts.

ASSIGNOR:

By:

Print Name: _____

Title: _____

ASSIGNEE:

By:

Print Name: _____

Title: _____

STATE OF CALIFORNIA)
) ss.
COUNTY OF _____)

On _____, before me, _____, Notary Public,
personally appeared _____, who proved to me on the basis of
satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within
instrument and acknowledged to me that he/she/they executed the same in his/her/their
authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or
the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(seal)

STATE OF CALIFORNIA)
) ss.
COUNTY OF _____)

On _____, before me, _____, Notary Public,
personally appeared _____, who proved to me on the basis of
satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within
instrument and acknowledged to me that he/she/they executed the same in his/her/their
authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or
the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

(seal)

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept. /Site: Business Department

Date: 03/28/2012

Action Item

To: Board of Trustees

Information Item

From: Jeanne Bess

Attached Page 1

Principal's Initials: _____

SUBJECT:

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

The Governing board is asked to approve the attached payroll
Orders for July 2011 through March 2012.

RECOMMENDATION: That the CJUSD Board of Trustees approve the
District Payroll Orders for July 2011 through March 2012.

CONSENT AGENDA

DISTRICT PAYROLL-SUMMARIZED FOR FISCAL YEAR ENDING JUNE 30,2012
--

	REGULAR	VARIABLE	SPECIAL	TOTAL PAYROLL	#OF TRANSACTIONS
JULY	\$ 919,793.88			\$ 919,793.88	191
AUG	\$ 2,152,467.80			\$ 2,152,467.80	492
SEPT	\$ 2,239,586.14			\$ 2,239,586.14	569
OCT	\$ 2,254,927.69			\$ 2,254,927.69	588
NOV	\$ 2,244,104.31			\$ 2,244,104.31	584
DEC	\$ 639,442.61			\$ 639,442.61	346
3-Jan	\$ 1,613,474.46			\$ 1,613,474.46	250
JAN	\$ 2,206,119.40			\$ 2,206,119.40	578
FEB	\$ 2,237,828.30			\$ 2,237,828.30	593
MARCH	\$ 2,240,804.80			\$ 2,240,804.80	600
APRIL				\$ -	
MAY				\$ -	
JUNE				\$ -	
SPECIAL				\$ -	

\$ 18,748,549.39	\$ -	\$ -	\$ 18,748,549.39	4791
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Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Business Department

Date: March 2012

Action Item

To: Board of Trustees

Information Item

From: Jeanne Bess

Attached Pages 68

SUBJECT: Supplemental Agenda – Commercial Warrant Registers

March 1, 2012, 186,399.21, March 8, 2012, 290,256.18, March 15, 2012, 123,900.93, March 21, 2012, 325,484.44, March 27, 2012, 143,567.96.

**The commercial warrant payments to vendors totals
\$ 1,069,608.72**

**RECOMMENDATION: That the CJUSD Board of Trustees approves the
Supplemental Agenda – Vendor Warrants as
presented**

CONSENT AGENDA

XIV-9

81 CENTER UNIFIED SCHOOL DIST.
030212

ACCOUNTS PAYABLE PRELIST

JS192 APY500 H.02.05 03/01/12 PAGE 0

Batch status: A All

From batch: 0046

To batch: 0046

Include Revolving Cash: Y

Include Address: N

81 CENTER UNIFIED SCHOOL DIST.
030212

ACCOUNTS PAYABLE PRELIST
BATCH: 0046 030212
FUND : 01 GENERAL FUND

J5192 APY500 H.02.05 03/01/12 PAGE 1
<< Open >>

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				
011248/00	AED SUPERSTORE						
1650 PO-121384	03/02/2012	213303	1 01-0000-0-4300-472-1263-4200-014-000 YN F			75.73	70.24
TOTAL PAYMENT AMOUNT						70.24 *	70.24
TOTAL USE TAX AMOUNT						5.44	
010669/00	ALHAMBRA & SIERRA SPRINGS						
115 PO-120076	03/02/2012	4781257021612	1 01-7230-0-4300-112-0000-3600-007-000 NN P			34.83	34.83
10 PO-120151	03/02/2012	4782453021612	1 01-8150-0-4300-106-0000-8110-007-000 NN P			99.76	99.76
248 PO-120230	03/02/2012	4780794021612	1 01-0000-0-4300-103-0000-7200-003-000 NN P			47.81	47.81
618 PO-120533	03/02/2012	4781839021612	1 01-0000-0-4300-475-3200-2700-015-000 NN P			60.79	60.79
TOTAL PAYMENT AMOUNT						243.19 *	243.19
014733/00	ALL WEST COACHLINES INC.						
1770 PO-121481	03/02/2012	40617	1 01-0000-0-5810-238-1110-1000-010-000 NN F			2,923.20	2,923.20
1806 PO-121509	03/02/2012	40654	1 01-0000-0-5810-238-1110-1000-010-000 NN F			945.54	945.54
1807 PO-121510	03/02/2012	40684	1 01-0000-0-5810-238-1110-1000-010-000 NN F			1,142.91	1,142.91
TOTAL PAYMENT AMOUNT						5,011.65 *	5,011.65
015002/00	AMERICAN CHEMICAL						
1699 PO-121425	03/02/2012	INV527	1 01-7230-0-4300-112-0000-3600-007-000 NN F			213.04	241.96
TOTAL PAYMENT AMOUNT						241.96 *	241.96
018533/00	ATKINSON ANDELSON LOYA RUUD						
729 PO-120636	03/02/2012	398839	1 01-0000-0-5804-105-0000-7200-005-000 NE P			3,589.04	3,589.04
TOTAL PAYMENT AMOUNT						3,589.04 *	3,589.04
014056/00	BENDER, LINDA						
1829 PO-121539	03/02/2012	REIMB	1 01-6520-0-5200-472-5770-1110-003-000 NN F			46.18	95.58
TOTAL PAYMENT AMOUNT						95.58 *	95.58
014789/00	BISHO, VERNON						
1849 PO-121543	03/02/2012	REIMB	1 01-7220-0-5800-472-1110-1000-014-944 NN F			374.01	374.01
TOTAL PAYMENT AMOUNT						374.01 *	374.01

81 CENTER UNIFIED SCHOOL DIST.
030212

ACCOUNTS PAYABLE PRELIST
BATCH: 0046 030212
FUND : 01 GENERAL FUND

J5192 APY500 H.02.05 03/01/12 PAGE 2
<< Open >>

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		
020155/00	BROWN, PETER						
1824 PO-121520	03/02/2012	REIMB	1	01-6300-0-4300-371-1110-1000-012-000	NN F	167.88	167.88
TOTAL PAYMENT AMOUNT						167.88 *	167.88
018196/00	BULBMAN SACRAMENTO						
1462 PO-121229	03/02/2012	97063	1	01-0000-0-4300-371-0000-2700-012-000	NN F	287.59	288.46
1553 PO-121315	03/02/2012	98749	1	01-6500-0-4300-102-5770-1110-003-018	NN F	48.81	47.97
TOTAL PAYMENT AMOUNT						336.43 *	336.43
022223/00	CASBO PROFESSIONAL DEVELOPMENT						
1151 PO-120978	03/02/2012	3044169	1	01-0000-0-5200-105-0000-7200-005-000	NN F	165.00	165.00
TOTAL PAYMENT AMOUNT						165.00 *	165.00
020305/00	CDW GOVERNMENT INC.						
1581 PO-121333	03/02/2012	D-924603	1	01-0054-0-4300-234-1110-1000-008-000	NN F	560.38	560.38
1632 PO-121426	03/02/2012	F613706	1	01-5640-0-4400-601-9728-3110-017-084	NN F	341.00	341.00
1632 PO-121426	03/02/2012	F951840	2	01-9601-0-4400-601-1110-1000-017-000	NN P	58.64	58.64
1632 PO-121426	03/02/2012	F613706	2	01-9601-0-4400-601-1110-1000-017-000	NN F	237.95	233.41
TOTAL PAYMENT AMOUNT						1,193.43 *	1,193.43
022061/00	CELEBRATIONS						
1826 PO-121522	03/02/2012	26480	1	01-3010-0-5600-371-1110-1000-012-000	NN F	1,505.00	1,505.00
TOTAL PAYMENT AMOUNT						1,505.00 *	1,505.00
015768/00	CHAMBERLAIN, JOE MATTHEW						
1851 PO-121545	03/02/2012	REIMB	1	01-7220-0-5800-472-1110-1000-014-944	NN F	425.93	425.93
TOTAL PAYMENT AMOUNT						425.93 *	425.93
019910/00	CHANEY, AMY						
1867 PO-121555	03/02/2012	REIMB	1	01-7220-0-5800-472-1110-1000-014-944	NN F	514.23	514.23
TOTAL PAYMENT AMOUNT						514.23 *	514.23

81 CENTER UNIFIED SCHOOL DIST.
030212

ACCOUNTS PAYABLE PRELIST
BATCH: 0046 030212
FUND : 01 GENERAL FUND

J5192 APY500 H.02.05 03/01/12 PAGE 3
<< Open >>

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				
019920/00	CHERRY ISLAND GOLF COURSE						
1814 PO-121514	03/02/2012	151202160084	1 01-0000-0-5800-472-1801-1000-014-000 NN F			500.00	500.00
TOTAL PAYMENT AMOUNT						500.00 *	500.00
022313/00	CLARK SYSTEMS INC.						
1840 PO-121534	03/02/2012	10369	1 01-8150-0-5800-106-0000-8110-007-000 NN F			342.50	342.50
TOTAL PAYMENT AMOUNT						342.50 *	342.50
010063/00	CURRICULUM ASSOCIATES INC						
1700 PO-121442	03/02/2012	90142853	1 01-6500-0-4300-102-5001-3120-003-000 NN F			304.97	306.97
TOTAL PAYMENT AMOUNT						306.97 *	306.97
017676/00	DAWSON OIL COMPANY INC.						
1549 PO-121312	03/02/2012	2091274	1 01-7230-0-4300-112-0000-3600-007-000 NN F			500.00	500.00
1549 PO-121312	03/02/2012	2091274	2 01-7230-0-4300-112-0000-3600-007-000 NN F			172.28	172.28
TOTAL PAYMENT AMOUNT						672.28 *	672.28
017368/00	DEL ORO HIGH SCHOOL						
1848 PO-121542	03/02/2012	CHS 3/2	1 01-0000-0-5800-472-1801-1000-014-000 NN F			300.00	300.00
TOTAL PAYMENT AMOUNT						300.00 *	300.00
018277/00	EASTER SEAL SOCIETY OF CA. INC						
491 PO-120433	03/02/2012	JAN 12	1 01-6500-0-5800-102-5750-1180-003-000 NN P			1,323.00	1,323.00
TOTAL PAYMENT AMOUNT						1,323.00 *	1,323.00
019262/00	ENTERPRISE RENT A CAR						
1767 PO-121473	03/02/2012	D848320-3082	1 01-0000-0-5810-472-1110-4000-014-915 NN F			271.19	271.19
1834 PO-121528	03/02/2012	D 848195-3082	1 01-0000-0-5810-472-1110-4000-014-915 NN F			221.19	221.19
1835 PO-121529	03/02/2012	D 848194-3082	1 01-0000-0-5810-472-1110-4000-014-915 NN F			271.19	271.19
1836 PO-121530	03/02/2012	D 848398-3082	1 01-0000-0-5810-472-1110-4000-014-915 NN F			160.59	160.59
1837 PO-121531	03/02/2012	D 848397-3082	1 01-0000-0-5810-472-1110-4000-014-915 NN F			110.59	110.59
1838 PO-121532	03/02/2012	D 848280-3082	1 01-0000-0-5810-472-1110-4000-014-915 NN F			331.78	331.78
1839 PO-121533	03/02/2012	D 848282-3082	1 01-0000-0-5810-472-1110-4000-014-915 NN F			331.78	331.78
TOTAL PAYMENT AMOUNT						1,698.31 *	1,698.31

81 CENTER UNIFIED SCHOOL DIST.
030212

ACCOUNTS PAYABLE PRELIST
BATCH: 0046 030212
FUND : 01 GENERAL FUND

J5192 APY500 H.02.05 03/01/12 PAGE 4
<< Open >>

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				
011132/00	FEDEX							
352 PO-120307	03/02/2012	7-794-65549		1 01-8150-0-5901-106-0000-8110-007-000 NN P			18.65	18.65
TOTAL PAYMENT AMOUNT							18.65 *	18.65
017413/00	FRIDAY NIGHT LIVE/CLUB LIVE							
1104 PO-120940	03/02/2012	120950		1 01-6690-0-5800-103-0000-3110-003-000 NN F			1,500.00	1,500.00
TOTAL PAYMENT AMOUNT							1,500.00 *	1,500.00
022347/00	GIVE SOMETHING BACK							
1637 PO-121377	03/02/2012	1915190-0		1 01-0000-0-4300-472-1262-1000-014-000 NN F			16.15	16.15
1737 PO-121451	03/02/2012	1925001-0		1 01-6500-0-4300-102-5770-1110-003-004 NN F			38.78	38.78
1738 PO-121452	03/02/2012	1925002-0		1 01-0000-0-4300-102-0000-3140-003-000 NN F			93.23	93.23
1785 PO-121488	03/02/2012	1925683-0		1 01-6500-0-4300-102-5770-1110-003-018 NN F			129.77	129.77
1685 PO-121503	03/02/2012	1927185-0		1 01-0000-0-4300-472-1110-1000-014-472 NN F			98.63	98.63
1815 PO-121515	03/02/2012	1927192-0		1 01-6500-0-4300-102-5770-1120-003-026 NN F			173.56	173.56
TOTAL PAYMENT AMOUNT							550.12 *	550.12
017718/00	GUIDING HANDS INC.							
888 PO-120755	03/02/2012	JAN 12 D12061		1 01-6500-0-5800-102-5750-1180-003-000 NN P			1,941.84	1,941.84
TOTAL PAYMENT AMOUNT							1,941.84 *	1,941.84
010992/00	HARBOR FREIGHT TOOLS USA INC							
48 PO-120037	03/02/2012	TICKET 720491		1 01-0000-0-4300-106-0000-8110-007-000 NN P			55.73	55.73
TOTAL PAYMENT AMOUNT							55.73 *	55.73
015072/00	HAYS, KRISTINE							
1866 PO-121554	03/02/2012	REIMB		1 01-7220-0-5800-472-1110-1000-014-944 NN F			49.70	49.70
TOTAL PAYMENT AMOUNT							49.70 *	49.70
017002/00	HOME DEPOT CREDIT SERVICES							
52 PO-120163	03/02/2012	66690128041		1 01-8150-0-4300-106-0000-8110-007-000 NN P			181.29	181.29
52 PO-120163	03/02/2012	66690118729		1 01-8150-0-4300-106-0000-8110-007-000 NN P			169.56	169.56
TOTAL PAYMENT AMOUNT							350.85 *	350.85

81 CENTER UNIFIED SCHOOL DIST.
030212

ACCOUNTS PAYABLE PRELIST
BATCH: 0046 030212
FUND : 01 GENERAL FUND

J5192 APY500 H.02.05 03/01/12 PAGE 5
<< Open >>

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				
016447/00	HUMAN RELATIONS MEDIA						
1682 PO-121423	03/02/2012	3133913	1 01-6300-0-4300-472-1110-1000-014-000 YN F			367.13	343.89
			TOTAL PAYMENT AMOUNT	343.89 *			343.89
			TOTAL USE TAX AMOUNT	26.65			
021874/00	KIDWELL, TAMBRA						
1442 PO-121202	03/02/2012	000-123	1 01-7230-0-5800-112-0000-3600-007-000 NN P			11.89	11.89
1442 PO-121202	03/02/2012	000-138	1 01-7230-0-5800-112-0000-3600-007-000 NN P			7.06	7.06
			TOTAL PAYMENT AMOUNT	18.95 *			18.95
015661/00	LEE, JANE						
1812 PO-121513	03/02/2012	REIMB	1 01-5640-0-4300-601-9728-1000-017-000 NN F			5.39	5.39
			TOTAL PAYMENT AMOUNT	5.39 *			5.39
010445/00	LINGUI SYSTEMS INC.						
1456 PO-121224	03/02/2012	2659507	1 01-5640-0-4300-601-9728-3150-017-000 YN P			224.75	224.75
1456 PO-121224	03/02/2012	2659509	1 01-5640-0-4300-601-9728-3150-017-000 NN F			55.30	35.16
			TOTAL PAYMENT AMOUNT	259.91 *			259.91
			TOTAL USE TAX AMOUNT	17.42			
016167/00	LYONS, ANNE						
1782 PO-121504	03/02/2012	reimb	1 01-6501-0-4300-601-5770-1190-017-000 NN F			889.68	889.68
			TOTAL PAYMENT AMOUNT	889.68 *			889.68
022406/00	MAXIM HEALTHCARE SERVICES INC						
1389 PO-121170	03/02/2012	0512680262	1 01-0000-0-5800-102-0000-3140-003-000 NN F			2,056.80	2,056.80
1762 PO-121480	03/02/2012	530080262	1 01-0000-0-5800-102-0000-3140-003-000 NN P			3,183.60	3,183.60
1762 PO-121480	03/02/2012	0512680262	1 01-0000-0-5800-102-0000-3140-003-000 NN P			1,166.40	1,166.40
			TOTAL PAYMENT AMOUNT	6,406.80 *			6,406.80
017576/00	OFFICE DEPOT/BUS.SERVICES DIV						
1524 PO-121309	03/02/2012	594913942001	1 01-0054-0-4300-234-1110-1000-008-000 NN P			1,174.50	1,174.50
1524 PO-121309	03/02/2012	594913941001	1 01-0054-0-4300-234-1110-1000-008-000 NN P			106.45	106.45
1524 PO-121309	03/02/2012	594913940001	1 01-0054-0-4300-234-1110-1000-008-000 NN F			53.60	53.61

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0046 030212
FUND : 01 GENERAL FUND

J5192 APY500 H.02.05 03/01/12 PAGE 6
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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					
					FD	RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MP		
017576 (CONTINUED)																
1562	PO-121320	03/02/2012	594910702001			1	01-0054-0-4300-234-1110-1000-008-000	NN	P	39.48	39.48					
1562	PO-121320	03/02/2012	594910701001			1	01-0054-0-4300-234-1110-1000-008-000	NN	F	181.26	181.26					
TOTAL PAYMENT AMOUNT											1,555.30 *				1,555.30	
021050/00 PACHECO, SHAWNA																
1729	PO-121479	03/02/2012	reimb			1	01-9520-0-5210-472-1110-1000-003-000	NN	F	42.18	42.18					
TOTAL PAYMENT AMOUNT											42.18 *				42.18	
010253/00 PEARSON EDUCATION																
1702	PO-121443	03/02/2012	73372429			1	01-5640-0-4300-601-9728-3120-017-000	NN	F	351.18	348.08					
TOTAL PAYMENT AMOUNT											348.08 *				348.08	
021157/00 PHYSICAL THERAPY CLINICS INC																
206	PO-120145	03/02/2012	31107			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	
019700/00 PITNEY BOWES INC																
364	PO-120323	03/02/2012	2906528-JA12			1	01-0000-0-7439-106-0000-9100-007-000	NN	P	1,530.00	1,530.00					
TOTAL PAYMENT AMOUNT											1,530.00 *				1,530.00	
021167/00 PLACER COUNTY OFFICE OF EDUC																
1773	PO-121478	03/02/2012	3/29 4/16	ENGLISH LEARNERS		1	01-3010-0-5200-103-1110-1000-003-822	NN	F	375.00	375.00					
TOTAL PAYMENT AMOUNT											375.00 *				375.00	
021401/00 PRACTI-CAL INC																
1777	PO-121485	03/02/2012	20818			1	01-5640-0-5800-103-0000-3140-003-000	NN	F	5,810.00	5,810.00					
TOTAL PAYMENT AMOUNT											5,810.00 *				5,810.00	

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ACCOUNTS PAYABLE PRELIST
BATCH: 0046 030212
FUND : 01 GENERAL FUND

J5192 APY500 H.02.05 03/01/12 PAGE 7
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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				
021194/00		PRUDENTIAL OVERALL SUPPLY INC					
272 PO-120250	03/02/2012	180124349	1 01-0000-0-5800-111-0000-8200-007-000 NN P			109.85	109.85
			TOTAL PAYMENT AMOUNT	109.85 *			109.85
018847/00		PYRAMID EDUCATIONAL CONSULTANT					
1221 PO-121034	03/02/2012	66211	1 01-6500-0-4300-102-5770-1110-003-002 YN F			78.23	73.00
			TOTAL PAYMENT AMOUNT	73.00 *			73.00
			TOTAL USE TAX AMOUNT	5.66			
015071/00		RIDGE, TIM					
1778 PO-121486	03/02/2012	REIMB	1 01-0000-0-5210-103-1110-1004-003-000 NN F			30.28	30.28
			TOTAL PAYMENT AMOUNT	30.28 *			30.28
010626/00		RITE AUTO BODY					
1578 PO-121331	03/02/2012	21577	1 01-7230-0-5800-112-0000-3600-007-000 NN P			80.00	80.00
			TOTAL PAYMENT AMOUNT	80.00 *			80.00
010552/00		SAC VAL JANITORIAL					
1597 PO-121342	03/02/2012	1974878/1974586	1 01-0000-0-9320-000-0000-0000-000-000 NN P			844.76	844.76
			TOTAL PAYMENT AMOUNT	844.76 *			844.76
010266/00		SACRAMENTO COUNTY UTILITIES					
78 PO-120174	03/02/2012	50000878546	1 01-0000-0-5540-106-0000-8110-007-000 NN P			536.97	536.97
78 PO-120174	03/02/2012	50000878608	1 01-0000-0-5540-106-0000-8110-007-000 NN P			262.19	262.19
78 PO-120174	03/02/2012	500006974207	1 01-0000-0-5540-106-0000-8110-007-000 NN P			1,843.55	1,843.55
			TOTAL PAYMENT AMOUNT	2,642.71 *			2,642.71
015675/00		SCOTT ELECTRIC					
1759 PO-121466	03/02/2012	7197070	1 01-0000-0-4300-238-1110-1000-010-000 YN F			76.93	65.50
			TOTAL PAYMENT AMOUNT	65.50 *			65.50
			TOTAL USE TAX AMOUNT	5.08			

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0046 030212
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		
010044/00	SERVPRO OF CITRUS HEIGHTS						
1804 PO-121507	03/02/2012	3024671	1	01-8150-0-5600-106-0000-8110-007-000	NN F	828.85	828.85
TOTAL PAYMENT AMOUNT						828.85 *	828.85
013910/00	SHIELDS HARPER & CO.						
1783 PO-121487	03/02/2012	540266	1	01-7230-0-4300-112-0000-3600-007-000	NN P	91.36	91.36
TOTAL PAYMENT AMOUNT						91.36 *	91.36
017106/00	SIA/VISION SERVICE PLAN						
PV-121053	03/02/2012	MARCH SIA/VISIONS	01	0000-0-9552-000-0000-0000-000-000	NN		5,058.83
TOTAL PAYMENT AMOUNT						5,058.83 *	5,058.83
010263/00	SMUD						
88 PO-120179	03/02/2012	7000000347	2	01-0000-0-5530-106-0000-8110-007-000	NN P	46,705.86	46,705.86
TOTAL PAYMENT AMOUNT						46,705.86 *	46,705.86
021813/00	SUREWEST						
92 PO-120182	03/02/2012	FEB 604800-0001	1	01-0000-0-5902-106-0000-8110-007-000	NN P	193.40	193.40
TOTAL PAYMENT AMOUNT						193.40 *	193.40
010519/00	TIM'S BAND INSTRUMENT SERVICE						
783 PO-120668	03/02/2012	85477	1	01-0000-0-4300-472-1262-1000-014-000	NN F	188.67	188.67
TOTAL PAYMENT AMOUNT						188.67 *	188.67
020040/00	U.S. SCHOOL SUPPLY						
1678 PO-121405	03/02/2012	188565A	1	01-0000-0-4300-371-1110-1000-012-000	YN F	51.19	48.26
TOTAL PAYMENT AMOUNT						48.26 *	48.26
TOTAL USE TAX AMOUNT						3.74	

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					
022254/00		VALLEY POWER SYSTEMS INC						
1803 PO-121506	03/02/2012	J78990	1 01-7230-0-4300-112-0000-3600-007-000 NN F				1,636.83	1,636.83
			TOTAL PAYMENT AMOUNT	1,636.83 *				1,636.83
019842/00		WFCB-OSH COMMERCIAL SERVICES [REDACTED]						
65 PO-120166	03/02/2012	021101687102232012	1 01-8150-0-4300-106-0000-8110-007-000 NN P				11.93	11.93
65 PO-120166	03/02/2012	021101561702152012	1 01-8150-0-4300-106-0000-8110-007-000 NN P				8.61	8.61
65 PO-120166	03/02/2012	021103679102142012	1 01-8150-0-4300-106-0000-8110-007-000 NN P				46.54	46.54
			TOTAL PAYMENT AMOUNT	67.08 *				67.08
015819/00		WILLIAM RILEY						
1827 PO-121524	03/02/2012	REIMB MILEAGE	1 01-5630-0-5800-601-1220-1000-017-000 NN F				40.07	40.07
			TOTAL PAYMENT AMOUNT	40.07 *				40.07
022348/00		WILSON, SHERRY						
1344 PO-121154	03/02/2012	000-138	1 01-7230-0-5600-112-0000-3600-007-000 NN P				7.28	7.28
			TOTAL PAYMENT AMOUNT	7.28 *				7.28
017313/00		XEROX CORPORATION						
1 PO-120001	03/02/2012	059884508	1 01-3010-0-5612-240-1110-1000-011-000 NN P				15.00	15.00
389 PO-120347	03/02/2012	30006092	1 01-0000-0-5800-115-9790-8200-007-000 NN P			34,108.50		34,108.50
389 PO-120347	03/02/2012	300060318	1 01-0000-0-5800-115-9790-8200-007-000 NN P			509.10		509.10
448 PO-120400	03/02/2012	300060692	1 01-7220-0-5612-472-1110-1000-014-000 NN P			100.00		100.00
449 PO-120401	03/02/2012	300060692	1 01-0000-0-5612-472-9769-1000-014-000 NN P			25.00		25.00
450 PO-120402	03/02/2012	300060692	1 01-0000-0-5612-115-9780-8200-007-000 NN P			25.00		25.00
452 PO-120403	03/02/2012	300060692	1 01-6500-0-5612-102-5001-2700-003-000 NN P			25.00		25.00
453 PO-120404	03/02/2012	300060692	1 01-0000-0-5612-371-0000-2700-012-000 NN P			25.00		25.00
451 PO-120412	03/02/2012	300060692	1 01-3550-0-5612-472-1110-1000-014-000 NN P			100.00		100.00
917 PO-120775	03/02/2012	300060692	1 01-3010-0-5612-371-1110-1000-012-000 NN P			50.00		50.00
			TOTAL PAYMENT AMOUNT	34,982.60 *				34,982.60
TOTAL FUND PAYMENT			137,123.89 **					137,123.89
TOTAL USE TAX AMOUNT			63.99					

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ACCOUNTS PAYABLE PRELIST
BATCH: 0046 030212
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									
454 PO-120405	03/02/2012	300060692	1	09-1100-0-5612-501-1110-1000-016-000	NN	P		100.00	100.00	
455 PO-120406	03/02/2012	30057398	2	09-1100-0-5612-501-1110-1000-016-000	NN	P		100.00	100.00	
456 PO-120407	03/02/2012	300057398	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								300.00 **	300.00	

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ACCOUNTS PAYABLE PRELIST

BATCH: 0046 030212

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FUND : 12 CHILD DEVELOPMENT FUND

Vendor/Addr Remit name
Req Reference Date Description

018143/00 CHILD DEVELOPMENT CENTERS INC

Tax ID num Deposit type ABA num Account num
FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Liq Amt Net Amount

678 PO-120580 03/02/2012 5030-112

1 12-6105-0-5800-100-8500-1000-005-000 NN P 40,735.70 40,735.70
TOTAL PAYMENT AMOUNT 40,735.70 *

TOTAL FUND PAYMENT 40,735.70 ** 40,735.70

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0046 030212
FUND : 13 CAFETERIA 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				
020098/00	BIG TRAY						
990 PO-120834	03/02/2012	710490	1 13-5310-0-4400-108-0000-3700-007-000 NN P			11.53	11.53
990 PO-120834	03/02/2012	709112	1 13-5310-0-4400-108-0000-3700-007-000 NN P			281.26	281.26
990 PO-120834	03/02/2012	710336	1 13-5310-0-4400-108-0000-3700-007-000 NN P			566.55	566.55
TOTAL PAYMENT AMOUNT						859.34 *	859.34
022464/00	KASEY, LAURA						
268 PO-120247	03/02/2012	MILEAGE NOV11-JAN12	1 13-5310-0-5210-108-0000-3700-007-000 NN P			177.60	177.60
1792 PO-121493	03/02/2012	REIMB	1 13-5310-0-4300-108-0000-3700-007-000 NN F			425.83	425.83
TOTAL PAYMENT AMOUNT						603.43 *	603.43
021568/00	OEMPCWORLD.COM						
1780 PO-121483	03/02/2012	ORDER 510444	1 13-5310-0-4300-108-0000-3700-007-000 NN F			29.85	29.99
TOTAL PAYMENT AMOUNT						29.99 *	29.99
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
284 PO-120262	03/02/2012	18124348	1 13-5310-0-5800-108-0000-3700-007-000 NN P			67.10	67.10
TOTAL PAYMENT AMOUNT						67.10 *	67.10
021217/00	UNITED REFRIGERATION INC						
1107 PO-120943	03/02/2012	33492472-00	1 13-5310-0-5600-108-0000-3700-007-000 NN P			180.62	180.62
TOTAL PAYMENT AMOUNT						180.62 *	180.62
TOTAL FUND PAYMENT						1,740.48 **	1,740.48

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ACCOUNTS PAYABLE PRELIST

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BATCH: 0046 030212
FUND : 21 BUILDING FUND

Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
021763/00	ALL STAR RENTS					FD RESO P OBJE SIT COAL FUNC RES DEP T9MP				

1789 PO-121491 03/02/2012 287404

1	21-0000-0-4300-472-9606-8500-007-000 NN F	329.14 *	329.14	329.14
TOTAL PAYMENT AMOUNT				329.14

018500/00 WARREN CONSULTING ENGINEERS

1171 PO-120997 03/02/2012 31684

1	21-0000-0-5800-106-9609-8500-007-000 NN P	6,145.00 *	6,145.00	6,145.00
TOTAL PAYMENT AMOUNT				6,145.00

TOTAL FUND	PAYMENT	6,474.14 **		6,474.14
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TOTAL BATCH PAYMENT		186,399.21 ***	0.00	186,399.21
TOTAL USE TAX AMOUNT		63.99		

TOTAL DISTRICT PAYMENT		186,399.21 ****	0.00	186,399.21
TOTAL USE TAX AMOUNT		63.99		

TOTAL FOR ALL DISTRICTS:		186,399.21 ****	0.00	186,399.21
TOTAL USE TAX AMOUNT		63.99		

Number of warrants to be printed: 70, not counting voids due to stub overflows.

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ACCOUNTS PAYABLE PRELIST

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Batch status: A All

From batch: 0048

To batch: 0048

Include Revolving Cash: Y

Include Address: N

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ACCOUNTS PAYABLE PRELIST
BATCH: 0048 03/09/2012
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		
016805/00	BATES, CHERYL						
1917 PO-121595	03/09/2012	REIMB	1	01-6500-0-5800-102-5001-2700-003-000	NY F	36.49	36.49
TOTAL PAYMENT AMOUNT						36.49 *	36.49
018984/00	BURNETT, NELLIE						
1608 PO-121349	03/09/2012	000-137#5	1	01-7230-0-5800-112-0000-3600-007-000	NN F	14.27	13.22
TOTAL PAYMENT AMOUNT						13.22 *	13.22
014926/00	CALIFORNIA ASSOCIATION OF						
1830 PO-121525	03/09/2012	121525	1	01-6501-0-5200-601-5770-1190-017-000	NN P	1,060.00	1,060.00
TOTAL PAYMENT AMOUNT						1,060.00 *	1,060.00
020305/00	CDW GOVERNMENT INC.						
1718 PO-121436	03/09/2012	583994	1	01-8150-0-4300-106-0000-8110-007-000	NN F	200.86	200.86
1722 PO-121472	03/09/2012	g480336	1	01-5640-0-4400-601-9728-1000-017-000	NN P	117.28	117.28
1722 PO-121472	03/09/2012	g210780	1	01-5640-0-4400-601-9728-1000-017-000	NN F	1,157.91	1,037.05
TOTAL PAYMENT AMOUNT						1,355.19 *	1,355.19
016355/00	CHILD THERAPY TOYS.COM						
1716 PO-121434	03/09/2012	34119	1	01-6501-0-4300-601-5770-1190-017-000	NN F	1,891.48	1,776.94
TOTAL PAYMENT AMOUNT						1,776.94 *	1,776.94
021175/00	CINTAS DOCUMENT MANAGEMENT						
1159 PO-120993	03/09/2012	DG37044783	1	01-0000-0-5800-371-0000-2700-012-000	NN P	30.00	30.00
TOTAL PAYMENT AMOUNT						30.00 *	30.00
016069/00	CORRALEJO, BONNIE						
126 PO-120084	03/09/2012	00-137#3	1	01-7230-0-5800-112-0000-3600-007-000	NN P	11.08	11.08
TOTAL PAYMENT AMOUNT						11.08 *	11.08

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ACCOUNTS PAYABLE PRELIST
BATCH: 0048 03/09/2012
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		
014466/00	HAYES, TRACY						
1903 PO-121590	03/09/2012	REIMB	1	01-0000-0-4300-371-0000-2700-012-000	NN F	28.20	28.20
TOTAL PAYMENT AMOUNT						28.20 *	28.20
010602/00	HI-LINE ELECTRICAL & MECH						
137 PO-120192	03/09/2012	10154755	1	01-7230-0-4300-112-0000-3600-007-000	NN P	406.24	406.24
TOTAL PAYMENT AMOUNT						406.24 *	406.24
017002/00	HOME DEPOT CREDIT SERVICES						
52 PO-120163	03/09/2012	66690226100	1	01-8150-0-4300-106-0000-8110-007-000	NN P	152.91	152.91
52 PO-120163	03/09/2012	66691725191	1	01-8150-0-4300-106-0000-8110-007-000	NN P	59.93	59.93
52 PO-120163	03/09/2012	66690675603	1	01-8150-0-4300-106-0000-8110-007-000	NN P	32.33	32.33
TOTAL PAYMENT AMOUNT						245.17 *	245.17
016092/00	KEMP, CYNTHIA						
1886 PO-121580	03/09/2012	FEB MILEAGE REIMB	1	01-5630-0-5800-601-1220-1000-017-000	NN F	111.89	111.89
TOTAL PAYMENT AMOUNT						111.89 *	111.89
017726/00	LOS ANGELES FREIGHTLINER						
121 PO-120187	03/09/2012	BN30210	1	01-7230-0-4300-112-0000-3600-007-000	NN P	184.53	184.53
TOTAL PAYMENT AMOUNT						184.53 *	184.53
018629/00	LUP, DOREL						
1870 PO-121557	03/09/2012	000-152	1	01-7230-0-5800-112-0000-3600-007-000	NN P	6.89	6.89
1870 PO-121557	03/09/2012	000-137	1	01-7230-0-5800-112-0000-3600-007-000	NN P	11.83	11.83
TOTAL PAYMENT AMOUNT						18.72 *	18.72
016167/00	LYONS, ANNE						
1727 PO-121565	03/09/2012	REIMB	1	01-6501-0-4300-601-5770-1190-017-000	NN F	702.48	702.48
1728 PO-121578	03/09/2012	REIMB	1	01-6501-0-4300-601-5770-1190-017-000	NN F	58.85	58.85
TOTAL PAYMENT AMOUNT						761.33 *	761.33

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81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0048 03/09/2012
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					
017315 (CONTINUED)								
1320 PO-121110	03/09/2012	853921	1 01-7230-0-4300-112-0000-3600-007-000 NN P				65.99	65.99
1320 PO-121110	03/09/2012	854726	1 01-7230-0-4300-112-0000-3600-007-000 NN P				76.87	76.87
1320 PO-121110	03/09/2012	854486	1 01-7230-0-4300-112-0000-3600-007-000 NN P				133.04	133.04
1320 PO-121110	03/09/2012	851767	1 01-7230-0-4300-112-0000-3600-007-000 NN P				19.33	19.33
1320 PO-121110	03/09/2012	852044	1 01-7230-0-4300-112-0000-3600-007-000 NN P				14.16	14.16
1320 PO-121110	03/09/2012	851956	1 01-7230-0-4300-112-0000-3600-007-000 NN P				37.83	37.83
1320 PO-121110	03/09/2012	851886	1 01-7230-0-4300-112-0000-3600-007-000 NN P				125.45	125.45
1320 PO-121110	03/09/2012	850589	1 01-7230-0-4300-112-0000-3600-007-000 NN P				20.67	20.67
1320 PO-121110	03/09/2012	850551	1 01-7230-0-4300-112-0000-3600-007-000 NN P				24.05	24.05
1320 PO-121110	03/09/2012	850563	1 01-7230-0-4300-112-0000-3600-007-000 NN P				59.57	59.57
1320 PO-121110	03/09/2012	850673	1 01-7230-0-4300-112-0000-3600-007-000 NN P				19.05	19.05
1320 PO-121110	03/09/2012	850869	1 01-7230-0-4300-112-0000-3600-007-000 NN P				45.88	45.88
1320 PO-121110	03/09/2012	851164	1 01-7230-0-4300-112-0000-3600-007-000 NN P				9.40	9.40
1320 PO-121110	03/09/2012	851112	1 01-7230-0-4300-112-0000-3600-007-000 NN P				19.38	19.38
1320 PO-121110	03/09/2012	851463	1 01-7230-0-4300-112-0000-3600-007-000 NN P				62.39	62.39
1320 PO-121110	03/09/2012	851502	1 01-7230-0-4300-112-0000-3600-007-000 NN P				25.11	25.11
1320 PO-121110	03/09/2012	851488	1 01-7230-0-4300-112-0000-3600-007-000 NN P				6.43	6.43
1320 PO-121110	03/09/2012	851533	1 01-7230-0-4300-112-0000-3600-007-000 NN P				14.31	14.31
TOTAL PAYMENT AMOUNT							1,387.71 *	1,387.71
016912/00 NATOMAS AUTOMOTIVE								
1833 PO-121527	03/09/2012	9225	1 01-7230-0-5600-112-0000-3600-007-000 NN P				59.95	59.95
1833 PO-121527	03/09/2012	9225	1 01-7230-0-5600-112-0000-3600-007-000 NN P				59.95	59.95
1833 PO-121527	03/09/2012	9239	1 01-7230-0-5600-112-0000-3600-007-000 NN P				74.37	74.37
1833 PO-121527	03/09/2012	9256	1 01-7230-0-5600-112-0000-3600-007-000 NN P				58.20	58.20
TOTAL PAYMENT AMOUNT							252.47 *	252.47
018967/00 NEXTEL COMMUNICATIONS INC								
63 PO-120049	03/09/2012	766178812-051	1 01-0000-0-5902-115-0000-7700-007-000 NN P				75.98	75.98
TOTAL PAYMENT AMOUNT							75.98 *	75.98
017576/00 OFFICE DEPOT/BUS.SERVICES DIV								
1823 PO-121519	03/09/2012	599955135001	1 01-6501-0-4300-601-5770-1190-017-000 NN F				21.31	21.31
1841 PO-121535	03/09/2012	600141315001	1 01-0000-0-4300-234-1110-1000-008-000 NN F				19.13	19.13
1844 PO-121536	03/09/2012	600141715001	1 01-6250-0-4300-601-0000-3110-017-238 NN F				37.44	37.44
TOTAL PAYMENT AMOUNT							77.88 *	77.88

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0048 03/09/2012
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		
011822/00	OLARIU, STEFAN							
1882 PO-121564	03/09/2012	TRIP 162	1	01-7230-0-5800-112-0000-3600-007-000	NN P		7.75	7.75
1882 PO-121564	03/09/2012	000-137	1	01-7230-0-5800-112-0000-3600-007-000	NN P		12.69	12.69
1882 PO-121564	03/09/2012	000-88	1	01-7230-0-5800-112-0000-3600-007-000	NN P		6.00	6.00
TOTAL PAYMENT AMOUNT							26.44 *	26.44
020169/00	PITZNER, JOSEPH							
69 PO-120053	03/09/2012	REIMB	1	01-0000-0-5210-106-0000-8300-007-000	NN P		19.80	19.80
TOTAL PAYMENT AMOUNT							19.80 *	19.80
014069/00	PLATT ELECTRIC SUPPLY							
1249 PO-121068	03/09/2012	1148929	1	01-8150-0-4300-106-0000-8110-007-000	NN P		98.70	98.70
1249 PO-121068	03/09/2012	1074821	1	01-8150-0-4300-106-0000-8110-007-000	NN P		56.40	56.40
1249 PO-121068	03/09/2012	1070237	1	01-8150-0-4300-106-0000-8110-007-000	NN P		59.79	59.79
1249 PO-121068	03/09/2012	525629	1	01-8150-0-4300-106-0000-8110-007-000	NN P		21.50	21.50
1249 PO-121068	03/09/2012	1100576	1	01-8150-0-4300-106-0000-8110-007-000	NN P		61.74	61.74
1249 PO-121068	03/09/2012	1108997	1	01-8150-0-4300-106-0000-8110-007-000	NN P		5.16	5.16
TOTAL PAYMENT AMOUNT							303.29 *	303.29
017327/00	PREFERRED AERIAL & CRANE							
1920 PO-121597	03/09/2012	6007	1	01-8150-0-5800-106-0000-8110-007-000	NN F		265.00	265.00
TOTAL PAYMENT AMOUNT							265.00 *	265.00
021194/00	PRUDENTIAL OVERALL SUPPLY INC							
1185 PO-121007	03/09/2012	18124350	1	01-7230-0-5600-112-0000-3600-007-000	NN P		46.79	46.79
1185 PO-121007	03/09/2012	18125045	1	01-7230-0-5600-112-0000-3600-007-000	NN P		47.79	47.79
TOTAL PAYMENT AMOUNT							94.58 *	94.58
017016/00	RADIO SHACK CORPORATION							
673 PO-120577	03/09/2012	405061079	1	01-8150-0-4300-106-0000-8110-007-000	NN P		14.00	14.00
673 PO-120577	03/09/2012	046821	1	01-8150-0-4300-106-0000-8110-007-000	NN P		6.45	6.45
TOTAL PAYMENT AMOUNT							20.45 *	20.45

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ACCOUNTS PAYABLE PRELIST
BATCH: 0048 03/09/2012
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				
020252/00		STAPLES BUSINESS ADVANTAGE					
1527 PO-121284	03/09/2012	111926513	1 01-6500-0-4300-102-5770-1120-003-024 NN F			37.46	37.29
TOTAL PAYMENT AMOUNT						37.29 *	37.29
010394/00		THE SMITH COMPANY INC					
1877 PO-121560	03/09/2012	TSC JOB 24188	1 01-0000-0-5600-106-0000-8110-007-000 NN F			485.00	485.00
TOTAL PAYMENT AMOUNT						485.00 *	485.00
014079/00		THYSSENKRUPP ELEVATOR CORP					
95 PO-120063	03/09/2012	1090107298	1 01-0000-0-5600-106-0000-8110-007-000 NN P			97.41	97.41
95 PO-120063	03/09/2012	1090107297	1 01-0000-0-5600-106-0000-8110-007-000 NN P			876.62	876.62
TOTAL PAYMENT AMOUNT						974.03 *	974.03
019842/00		WFCB-OSH COMMERCIAL SERVICES					
65 PO-120166	03/09/2012	021101653602212012	1 01-8150-0-4300-106-0000-8110-007-000 NN P			54.92	54.92
65 PO-120166	03/09/2012	0211016430022022012	1 01-8150-0-4300-106-0000-8110-007-000 NN P			157.74	157.74
65 PO-120166	03/09/2012	021101586202172012	1 01-8150-0-4300-106-0000-8110-007-000 NN P			32.26	32.26
TOTAL PAYMENT AMOUNT						244.92 *	244.92
022348/00		WILSON, SHERRY					
1344 PO-121154	03/09/2012	00-137#1	1 01-7230-0-5600-112-0000-3600-007-000 NN P			9.68	9.68
TOTAL PAYMENT AMOUNT						9.68 *	9.68
TOTAL FUND PAYMENT						226,593.35 **	226,593.35

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ACCOUNTS PAYABLE PRELIST
BATCH: 0048 03/09/2012
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	
010669/00	ALHAMBRA & SIERRA SPRINGS						
999 PO-120847	03/09/2012	4779099022612	1	09-1100-0-4300-501-1110-1000-016-000	NN	P	
			TOTAL PAYMENT AMOUNT	54.31	*		
			TOTAL FUND	PAYMENT	54.31	**	

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ACCOUNTS PAYABLE PRELIST
BATCH: 0048 03/09/2012
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
010669/00	ALHAMBRA & SIERRA SPRINGS						
467 PO-120445	03/09/2012	7069912022312	1 11-0030-0-4300-601-4130-1000-017-000 NN P			4.75	4.75
			TOTAL PAYMENT AMOUNT	4.75 *			4.75
			TOTAL FUND	PAYMENT	4.75 **		4.75

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ACCOUNTS PAYABLE PRELIST
BATCH: 0048 03/09/2012
FUND : 13 CAFETERIA FUND

J5402 APY500 H.02.05 03/08/12 PAGE 14
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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		
011602/00	DANIELSEN CO., THE						
507 PO-120877	03/09/2012	193886	2	13-5310-0-4300-108-0000-3700-007-000	NN P	1,031.10	1,031.10
507 PO-120877	03/09/2012	193270	2	13-5310-0-4300-108-0000-3700-007-000	NN P	8.00	8.00
507 PO-120877	03/09/2012	192875	2	13-5310-0-4300-108-0000-3700-007-000	NN P	8.00	8.00
507 PO-120877	03/09/2012	193886	1	13-5310-0-4700-108-0000-3700-007-000	NN P	3,837.87	3,837.87
507 PO-120877	03/09/2012	193270	1	13-5310-0-4700-108-0000-3700-007-000	NN P	2,874.85	2,874.85
507 PO-120877	03/09/2012	192875/CM227245	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,174.18	1,174.18
TOTAL PAYMENT AMOUNT						8,934.00 *	8,934.00
021080/00	ED JONES FOOD SERVICE INC						
509 PO-120878	03/09/2012	145347	2	13-5310-0-4700-108-0000-3700-007-000	NN F	3,533.08	3,533.08
509 PO-120878	03/09/2012	145908/145475	1	13-5310-0-4700-108-0000-3700-007-000	NN P	10,566.64	10,566.64
509 PO-120878	03/09/2012	145731	1	13-5310-0-4700-108-0000-3700-007-000	NN P	29.40	29.40
509 PO-120878	03/09/2012	145550	1	13-5310-0-4700-108-0000-3700-007-000	NN P	5,445.66	5,445.66
509 PO-120878	03/09/2012	145347	1	13-5310-0-4700-108-0000-3700-007-000	NN F	3,610.84	3,610.84
TOTAL PAYMENT AMOUNT						23,185.62 *	23,185.62
022364/00	HEARTLAND PAYMENT SYSTEMS						
281 PO-120259	03/09/2012	MSB0000000816	1	13-5310-0-5300-108-0000-3700-007-000	NN P	233.55	233.55
TOTAL PAYMENT AMOUNT						233.55 *	233.55
014836/00	P&D COMMERCIAL PARTS & SERVICE						
1810 PO-121512	03/09/2012	0016358-IN	1	13-5310-0-5600-108-0000-3700-007-000	NN P	590.96	590.96
TOTAL PAYMENT AMOUNT						590.96 *	590.96
011423/00	PLATH DISTRIBUTION INC						
1740 PO-121454	03/09/2012	8528	1	13-5310-0-4700-108-0000-3700-007-000	NN P	10,252.57	10,252.57
TOTAL PAYMENT AMOUNT						10,252.57 *	10,252.57
019993/00	PROPACIFIC FRESH						
278 PO-120256	03/09/2012	NC	1	13-5310-0-4700-108-0000-3700-007-000	NN P	594.20	594.20
278 PO-120256	03/09/2012	WR	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,127.58	1,127.58
278 PO-120256	03/09/2012	SP	1	13-5310-0-4700-108-0000-3700-007-000	NN P	629.46	629.46
278 PO-120256	03/09/2012	CH	1	13-5310-0-4700-108-0000-3700-007-000	NN P	2,142.14	2,142.14
278 PO-120256	03/09/2012	OH	1	13-5310-0-4700-108-0000-3700-007-000	NN P	830.72	830.72
278 PO-120256	03/09/2012	DU	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,002.75	1,002.75

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ACCOUNTS PAYABLE PRELIST
BATCH: 0048 03/09/2012
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
TOTAL PAYMENT AMOUNT				6,326.85	*			6,326.85
021194/00 PRUDENTIAL OVERALL SUPPLY INC								
284 PO-120262	03/09/2012	180125044		1	13-5310-0-5800-108-0000-3700-007-000	NN	P	67.10
TOTAL PAYMENT AMOUNT				67.10	*			67.10
011422/00 SYSCO OF SAN FRANCISCO								
275 PO-120253	03/09/2012	202281901		2	13-5310-0-4300-108-0000-3700-007-000	NN	P	1,702.99
275 PO-120253	03/09/2012	202130610		2	13-5310-0-4300-108-0000-3700-007-000	NN	P	972.37
275 PO-120253	03/09/2012	202060709		2	13-5310-0-4300-108-0000-3700-007-000	NN	P	637.37
510 PO-120879	03/09/2012	202281901		1	13-5310-0-4700-108-0000-3700-007-000	NN	P	3,409.73
510 PO-120879	03/09/2012	202130610		1	13-5310-0-4700-108-0000-3700-007-000	NN	P	2,631.98
510 PO-120879	03/09/2012	20260709		1	13-5310-0-4700-108-0000-3700-007-000	NN	P	2,892.60
TOTAL PAYMENT AMOUNT				12,247.04	*			12,247.04
TOTAL FUND PAYMENT				61,837.69	**			61,837.69

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ACCOUNTS PAYABLE PRELIST
BATCH: 0048 03/09/2012
FUND : 14 DEFERRED MAINTENANCE 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				
017018/00		SIERRA BUILDING SYSTEMS INC					
1863 PO-121579	03/09/2012	3965	1 14-0024-0-4300-106-9603-8110-007-000 NN P			715.00	715.00
1863 PO-121579	03/09/2012	3937	1 14-0024-0-4300-106-9603-8110-007-000 NN F			183.75	183.75
TOTAL PAYMENT AMOUNT						898.75 *	898.75
TOTAL FUND PAYMENT						898.75 **	898.75

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ACCOUNTS PAYABLE PRELIST
BATCH: 0048 03/09/2012
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	
020734/00	AAA SERVICES									
1858 PO-121551	03/09/2012	234463		1	21-0000-0-5600-472-9606-8500-007-000	NN F		200.00	120.00	
TOTAL PAYMENT AMOUNT								120.00 *	120.00	
020305/00	CDW GOVERNMENT INC.									
1720 PO-121438	03/09/2012	F577855		1	21-0000-0-4300-106-9629-8500-007-000	NN F		165.02	165.03	
TOTAL PAYMENT AMOUNT								165.03 *	165.03	
014507/00	HORIZON IRRIGATION									
1857 PO-121550	03/09/2012	ZA027870		1	21-0000-0-4300-106-9629-8500-007-000	NN P		327.28	327.28	
TOTAL PAYMENT AMOUNT								327.28 *	327.28	
014069/00	PLATT ELECTRIC SUPPLY									
1831 PO-121523	03/09/2012	1158086		1	21-0000-0-4300-106-9629-8500-007-000	NN P		255.02	255.02	
TOTAL PAYMENT AMOUNT								255.02 *	255.02	
TOTAL FUND PAYMENT								867.33 **	867.33	
TOTAL BATCH PAYMENT								290,256.18 ***	0.00	290,256.18
TOTAL DISTRICT PAYMENT								290,256.18 ****	0.00	290,256.18
TOTAL FOR ALL DISTRICTS:								290,256.18 ****	0.00	290,256.18

Number of warrants to be printed: 83, not counting voids due to stub overflows.

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ACCOUNTS PAYABLE PRELIST

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Batch status: A All

From batch: 0050

To batch: 0050

Include Revolving Cash: Y

Include Address: N

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ACCOUNTS PAYABLE PRELIST
BATCH: 0050 031612
FUND : 01 GENERAL FUND

J5674 APY500 H.02.05 03/15/12 PAGE 1
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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				
014863/00	ACADEMY BUSINESS SERVICES							
493 PO-120435	03/16/2012	FEB		1 01-6500-0-5800-102-5750-1180-003-000 NN P			2,985.44	2,985.44
				TOTAL PAYMENT AMOUNT	2,985.44 *			2,985.44
010002/00	ALDAR ACADEMY							
1180 PO-121003	03/16/2012	FEB 2012		1 01-6500-0-5800-102-5750-1180-003-000 NN P			2,270.72	2,270.72
				TOTAL PAYMENT AMOUNT	2,270.72 *			2,270.72
010669/00	ALHAMBRA & SIERRA SPRINGS							
466 PO-120410	03/16/2012	4780818030612		1 01-0000-0-4300-105-0000-7200-005-000 NN P			27.38	27.38
				TOTAL PAYMENT AMOUNT	27.38 *			27.38
015335/00	ALLEN, KATHERINE							
1930 PO-121628	03/16/2012	FEB MILEAGE		1 01-5630-0-5800-601-1220-1000-017-000 NN F			385.28	385.28
				TOTAL PAYMENT AMOUNT	385.28 *			385.28
018367/00	ASBURY ENVIRONMENTAL SERVICES							
118 PO-120079	03/16/2012	130390951		1 01-7230-0-4300-112-0000-3600-007-000 NN P			75.00	75.00
				TOTAL PAYMENT AMOUNT	75.00 *			75.00
011481/00	AT&T							
16 PO-120156	03/16/2012	3196274		1 01-0000-0-5902-106-0000-8110-007-000 NN P			4,341.74	4,341.74
				TOTAL PAYMENT AMOUNT	4,341.74 *			4,341.74
021235/00	BECKER, LEE ANN							
1304 PO-121096	03/16/2012	FEB		1 01-0000-0-5210-102-0000-3140-003-000 NN P			56.06	56.06
				TOTAL PAYMENT AMOUNT	56.06 *			56.06
019454/00	BELLA VISTA HIGH SCHOOL							
1940 PO-121613	03/16/2012	CHS 3/24		1 01-0000-0-5800-472-1801-1000-014-000 NN F			225.00	225.00
1941 PO-121614	03/16/2012	CHS 4/13		1 01-0000-0-5800-472-1801-1000-014-000 NN F			150.00	150.00
				TOTAL PAYMENT AMOUNT	375.00 *			375.00

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ACCOUNTS PAYABLE PRELIST
BATCH: 0050 031612
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				
021349/00	BEYOND PLAY LLC						
1874 PO-121568	03/16/2012	784864	1 01-5640-0-4300-601-9728-1000-017-080 NN F			22.98	22.91
TOTAL PAYMENT AMOUNT						22.91 *	22.91
018984/00	BURNETT, NELLIE						
1955 PO-121623	03/16/2012	REIMB MEAL	1 01-7230-0-5600-112-0000-3600-007-000 NN P			12.16	12.16
TOTAL PAYMENT AMOUNT						12.16 *	12.16
016753/00	CALDWELL, CHERYL						
1954 PO-121630	03/16/2012	FEB MILEAGE	1 01-5630-0-5800-601-1220-1000-017-000 NN F			109.89	109.89
TOTAL PAYMENT AMOUNT						109.89 *	109.89
010340/00	CALIFORNIA STATE DEPARTMENT OF						
1343 PO-121125	03/16/2012	891939	1 01-0000-0-5800-110-0000-7200-004-000 NN P			192.00	192.00
TOTAL PAYMENT AMOUNT						192.00 *	192.00
021678/00	CAPITOL ACADEMY						
670 PO-120585	03/16/2012	129	1 01-6500-0-5800-102-5750-1180-003-000 NN P			9,383.00	9,383.00
TOTAL PAYMENT AMOUNT						9,383.00 *	9,383.00
021036/00	CCHAT CENTER						
508 PO-120450	03/16/2012	CENTE2--2012	1 01-6500-0-5800-102-5750-1180-003-000 NN P			1,986.72	1,986.72
TOTAL PAYMENT AMOUNT						1,986.72 *	1,986.72
020305/00	CDW GOVERNMENT INC.						
1933 PO-121604	03/16/2012	G982198	1 01-3010-0-4400-236-1110-1000-009-000 NN F			6,591.63	6,591.64
TOTAL PAYMENT AMOUNT						6,591.64 *	6,591.64
021175/00	CINTAS DOCUMENT MANAGEMENT						
1426 PO-121190	03/16/2012	DG 37044784	1 01-0000-0-5800-472-1110-1000-014-472 NN P			30.00	30.00
TOTAL PAYMENT AMOUNT						30.00 *	30.00

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ACCOUNTS PAYABLE PRELIST
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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	
014557/00	COLLEGE OAK TOW & TRANSPORT							
1541 PO-121304	03/16/2012	454033	1	01-7230-0-5600-112-0000-3600-007-000	NN P	201.60	201.60	
TOTAL PAYMENT AMOUNT						201.60 *	201.60	
015196/00	DAHLSTROM & COMPANY							
1736 PO-121450	03/16/2012	43835	1	01-9520-0-4300-472-1110-1000-003-000	NN F	568.92	198.00	
TOTAL PAYMENT AMOUNT						198.00 *	198.00	
017368/00	DEL ORO HIGH SCHOOL							
1942 PO-121615	03/16/2012	CHS 4/20/12	1	01-0000-0-5800-472-1801-1000-014-000	NN F	250.00	250.00	
TOTAL PAYMENT AMOUNT						250.00 *	250.00	
010183/00	ELK GROVE UNIFIED SCHOOL DIST							
1983 PO-121648	03/16/2012	INV REGISTRATION FORD PAS	1	01-0029-0-5200-472-1110-1000-014-000	NN F	1,500.00	1,500.00	
TOTAL PAYMENT AMOUNT						1,500.00 *	1,500.00	
019262/00	ENTERPRISE RENT A CAR							
1949 PO-121621	03/16/2012	D848655-3082	1	01-0000-0-5600-472-1110-4000-014-915	NN F	329.68	329.68	
TOTAL PAYMENT AMOUNT						329.68 *	329.68	
022347/00	GIVE SOMETHING BACK							
1962 PO-121634	03/16/2012	1933472-0	1	01-0000-0-4300-472-1286-1000-014-000	NN F	51.70	51.70	
1965 PO-121636	03/16/2012	1933468-0	1	01-0000-0-4300-475-3200-1000-015-000	NN F	247.80	247.80	
TOTAL PAYMENT AMOUNT						299.50 *	299.50	
017718/00	GUIDING HANDS INC.							
888 PO-120755	03/16/2012	D12100 FEB 12	1	01-6500-0-5800-102-5750-1180-003-000	NN P	3,074.58	3,074.58	
TOTAL PAYMENT AMOUNT						3,074.58 *	3,074.58	

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ACCOUNTS PAYABLE PRELIST
BATCH: 0050 031612
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				
020258/00		HANDWRITING WITHOUT TEARS					
1873	PO-121567	03/16/2012	654869-1	1 01-5640-0-4300-601-9728-1000-017-080 NN F		56.05	56.05
				TOTAL PAYMENT AMOUNT	56.05 *		56.05
014507/00		HORIZON IRRIGATION					
55	PO-120164	03/16/2012	ZA028068	1 01-0000-0-4300-106-0000-8110-007-000 NN P		306.87	306.87
55	PO-120164	03/16/2012	ZA028069	1 01-0000-0-4300-106-0000-8110-007-000 NN P		18.45	18.45
				TOTAL PAYMENT AMOUNT	325.32 *		325.32
011341/00		HUNT & SONS INC					
1950	PO-121622	03/16/2012	507753	1 01-7230-0-4308-112-0000-3600-007-000 NN P		30,125.93	30,125.93
				TOTAL PAYMENT AMOUNT	30,125.93 *		30,125.93
018990/00		INTERSTATE BATTERY SYSTEM					
1319	PO-121109	03/16/2012	990004454	1 01-7230-0-4300-112-0000-3600-007-000 NN P		413.54	413.54
				TOTAL PAYMENT AMOUNT	413.54 *		413.54
022170/00		JAPPERT, APRIL					
874	PO-120737	03/16/2012	FEB REIMB	1 01-6500-0-5800-102-5770-3600-003-000 NN P		284.16	284.16
				TOTAL PAYMENT AMOUNT	284.16 *		284.16
021874/00		KIDWELL, TAMBRA					
1442	PO-121202	03/16/2012	000-189 MEAL	1 01-7230-0-5800-112-0000-3600-007-000 NN P		5.59	5.59
				TOTAL PAYMENT AMOUNT	5.59 *		5.59
018519/00		LANGUAGE WORLD SERVICES					
1974	PO-121644	03/16/2012	105802	1 01-0000-0-4300-103-0000-7200-003-000 NN F		190.00	190.00
				TOTAL PAYMENT AMOUNT	190.00 *		190.00

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ACCOUNTS PAYABLE PRELIST
BATCH: 0050 031612
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		
017899/00	LAWSON, BECKY						
1883 PO-121627	03/16/2012	REIMB	1	01-0000-0-5200-103-0000-2110-003-000	NN F	227.55	227.55
1883 PO-121627	03/16/2012	REIMB	2	01-0000-0-5210-103-0000-2110-003-000	NN F	22.20	22.20
TOTAL PAYMENT AMOUNT						249.75 *	249.75
015080/00	LILLY PROPERTIES INC						
952 PO-120807	03/16/2012	305125	1	01-0000-0-5800-106-0000-8200-007-000	NN F	545.53	545.53
952 PO-120807	03/16/2012	305125	2	01-0000-0-5800-106-0000-8200-007-000	NN F	47.83	47.83
TOTAL PAYMENT AMOUNT						593.36 *	593.36
018021/00	MARY JANE MERCER CCC SLP						
1546 PO-121310	03/16/2012	FEB 2012	1	01-6500-0-5800-102-5750-1180-003-000	NY P	85.00	85.00
TOTAL PAYMENT AMOUNT						85.00 *	85.00
022406/00	MAXIM HEALTHCARE SERVICES INC						
1762 PO-121480	03/16/2012	0548430262	1	01-0000-0-5800-102-0000-3140-003-000	NN P	3,300.00	3,300.00
1762 PO-121480	03/16/2012	0582180262	1	01-0000-0-5800-102-0000-3140-003-000	NN P	2,333.60	2,333.60
TOTAL PAYMENT AMOUNT						5,633.60 *	5,633.60
020776/00	MAYER-JOHNSON LLC						
1875 PO-121569	03/16/2012	4174-MJI-70523	1	01-5640-0-4300-601-9728-1000-017-080	YN F	37.70	34.99
TOTAL PAYMENT AMOUNT						34.99 *	34.99
TOTAL USE TAX AMOUNT						2.71	
015957/00	MYERS, HOLLAND						
1961 PO-121633	03/16/2012	REIMB	1	01-3550-0-5901-472-1110-1000-014-000	NN F	47.70	47.70
TOTAL PAYMENT AMOUNT						47.70 *	47.70
016912/00	NATOMAS AUTOMOTIVE						
1833 PO-121527	03/16/2012	9282	1	01-7230-0-5600-112-0000-3600-007-000	NN P	58.20	58.20
1833 PO-121527	03/16/2012	9331	1	01-7230-0-5600-112-0000-3600-007-000	NN P	74.37	74.37
TOTAL PAYMENT AMOUNT						132.57 *	132.57

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ACCOUNTS PAYABLE PRELIST
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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		
015787/00		O'REILLY AUTO PARTS					
1919 PO-121596	03/16/2012	3558-169462	1	01-7230-0-4300-112-0000-3600-007-000	NN P	169.95	169.95
TOTAL PAYMENT AMOUNT						169.95 *	169.95
022163/00		ODYSSEY					
1542 PO-121305	03/16/2012	8002513	1	01-6500-0-5800-102-5750-1180-003-000	NN P	2,717.20	2,717.20
TOTAL PAYMENT AMOUNT						2,717.20 *	2,717.20
017576/00		OFFICE DEPOT/BUS.SERVICES DIV					
1850 PO-121544	03/16/2012	600334718001	1	01-0000-0-4300-238-1110-1000-010-000	NN F	66.69	66.69
1852 PO-121546	03/16/2012	600334291001	2	01-0000-0-4300-238-1110-1000-010-000	NN F	8.70	7.13
1852 PO-121546	03/16/2012	600334291001	1	01-0000-0-4300-238-1110-1000-010-777	NN F	99.94	99.94
1885 PO-121572	03/16/2012	600655637001	1	01-0000-0-4300-238-1110-1000-010-000	NN F	36.61	36.61
1895 PO-121583	03/16/2012	601041620001	1	01-9601-0-4300-601-1110-1000-017-000	NN F	13.53	13.53
1900 PO-121584	03/16/2012	601039820001	1	01-6250-0-4300-601-0000-3110-017-000	NN F	18.85	18.85
1906 PO-121586	03/16/2012	601038509001	1	01-0000-0-4300-238-1110-1000-010-777	NN F	41.31	41.31
TOTAL PAYMENT AMOUNT						284.06 *	284.06
010253/00		PEARSON EDUCATION					
1195 PO-121392	03/16/2012	73357642	1	01-6500-0-4300-102-5001-3120-003-000	NN F	351.18	346.55
1855 PO-121548	03/16/2012	73384440	1	01-6500-0-4300-102-5001-3120-003-000	NN F	262.69	240.10
TOTAL PAYMENT AMOUNT						586.65 *	586.65
019207/00		PLACER INSURANCE AGENCY					
1923 PO-121601	03/16/2012	GEMIN-3 INV 1	1	01-0000-0-5400-106-0000-8110-007-000	NN F	1,124.87	1,124.87
TOTAL PAYMENT AMOUNT						1,124.87 *	1,124.87
011345/00		PLACER LEARNING CENTER					
496 PO-120436	03/16/2012	FEB2012	1	01-6500-0-5800-102-5750-1180-003-000	NN P	11,942.00	11,942.00
TOTAL PAYMENT AMOUNT						11,942.00 *	11,942.00

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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				
018535/00	POINT QUEST EDUCATION INC						
1698 PO-121606	03/16/2012	FEB2012	1 01-6500-0-5800-102-5750-1180-003-000 NN F			5,393.49	5,393.49
			TOTAL PAYMENT AMOUNT	5,393.49 *			5,393.49
021401/00	PRACTI-CAL INC						
1897 PO-121607	03/16/2012	21064	1 01-5640-0-5800-103-0000-3140-003-000 NN P			14.95	14.95
1897 PO-121607	03/16/2012	20788	1 01-5640-0-5800-103-0000-3140-003-000 NN P			8.31	8.31
1897 PO-121607	03/16/2012	20931	1 01-5640-0-5800-103-0000-3140-003-000 NN P			1,137.46	1,137.46
1897 PO-121607	03/16/2012	20994	1 01-5640-0-5800-103-0000-3140-003-000 NN P			151.67	151.67
			TOTAL PAYMENT AMOUNT	1,312.39 *			1,312.39
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
272 PO-120250	03/16/2012	180125584	1 01-0000-0-5800-111-0000-8200-007-000 NN P			109.85	109.85
1185 PO-121007	03/16/2012	180125585	1 01-7230-0-5600-112-0000-3600-007-000 NN P			46.79	46.79
			TOTAL PAYMENT AMOUNT	156.64 *			156.64
015071/00	RIDGE, TIM						
1966 PO-121637	03/16/2012	REIMB	1 01-0000-0-5210-103-1110-1004-003-000 NN F			52.06	52.06
			TOTAL PAYMENT AMOUNT	52.06 *			52.06
010627/00	RIVERVIEW INTERNATIONAL TRUCKS						
150 PO-120099	03/16/2012	759034	1 01-7230-0-4300-112-0000-3600-007-000 NN P			383.17	383.17
			TOTAL PAYMENT AMOUNT	383.17 *			383.17
020716/00	ROBERT A HOFFMAN						
1861 PO-121626	03/16/2012	2/21 WCR/SPINELLI	1 01-0000-0-5800-102-0000-3140-003-000 NY P			594.00	594.00
1861 PO-121626	03/16/2012	2/22 NO CO	1 01-0000-0-5800-102-0000-3140-003-000 NY P			693.00	693.00
1861 PO-121626	03/16/2012	2/23 OAK HILL	1 01-0000-0-5800-102-0000-3140-003-000 NY P			978.00	978.00
1861 PO-121626	03/16/2012	DUDLEY 2/24	1 01-0000-0-5800-102-0000-3140-003-000 NY F			945.00	945.00
			TOTAL PAYMENT AMOUNT	3,210.00 *			3,210.00

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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				
010552/00	SAC VAL JANITORIAL						
239 PO-120221	03/16/2012	1976022	2 01-0000-0-4300-111-0000-8200-007-000 NN P			401.93	401.93
1890 PO-121575	03/16/2012	1976471	1 01-0000-0-4300-111-0000-8200-007-000 NN F			397.06	397.06
TOTAL PAYMENT AMOUNT						798.99 *	798.99
010315/00	SACRAMENTO COUNTY OFFICE OF ED						
1958 PO-121631	03/16/2012	121094	1 01-3010-0-5800-371-1110-1000-012-000 NN F			2,494.00	2,494.00
TOTAL PAYMENT AMOUNT						2,494.00 *	2,494.00
018777/00	SACRAMENTO COUNTY SHERRIF'S						
1809 PO-121511	03/16/2012	OCT26 LIVESCAN	1 01-0000-0-5800-110-0000-7200-004-000 NN P			27.00	27.00
1809 PO-121511	03/16/2012	FEB 15 LIVESCAN	1 01-0000-0-5800-110-0000-7200-004-000 NN P			27.00	27.00
TOTAL PAYMENT AMOUNT						54.00 *	54.00
014786/00	SCHOOL SPECIALTY						
1876 PO-121570	03/16/2012	308101215750	1 01-5640-0-4300-601-9728-1000-017-080 NN F			224.09	233.64
TOTAL PAYMENT AMOUNT						233.64 *	233.64
019222/00	SIERRA PEDIATRIC THERAPY						
666 PO-120572	03/16/2012	CABA 000001	1 01-6500-0-5800-102-5750-1180-003-000 NY P			500.00	500.00
TOTAL PAYMENT AMOUNT						500.00 *	500.00
021813/00	SUREWEST						
93 PO-120183	03/16/2012	604457-0001	1 01-0000-0-5902-106-0000-8110-007-000 NN P			267.36	267.36
TOTAL PAYMENT AMOUNT						267.36 *	267.36
016874/00	SUTTER BUTTES COMMUNICATIONS,						
1821 PO-121518	03/16/2012	32647	1 01-0000-0-4300-238-1110-1000-010-000 YN F			416.99	412.38
TOTAL PAYMENT AMOUNT						412.38 *	412.38
TOTAL USE TAX AMOUNT						31.96	

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ACCOUNTS PAYABLE PRELIST
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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				
020075/00	TATYANA SILCHUK							
790 PO-120675	03/16/2012	FEB		1 01-6500-0-5800-102-5770-3600-003-000 NN P			213.83	213.83
				TOTAL PAYMENT AMOUNT	213.83 *			213.83
017253/00	TERKENSHA ASSOCIATES NORTH							
992 PO-120842	03/16/2012	INV 2/21		1 01-6250-0-5800-601-0000-3110-017-000 NN P			140.00	140.00
993 PO-120843	03/16/2012	INV 2/23 2/2 2/9		1 01-6250-0-5800-601-0000-3110-017-238 NN P			540.00	540.00
				TOTAL PAYMENT AMOUNT	680.00 *			680.00
022085/00	TOZZI, MATTHEW							
1970 PO-121640	03/16/2012	REIMB		1 01-0029-0-4300-472-1110-1000-014-000 NN F			28.40	28.40
				TOTAL PAYMENT AMOUNT	28.40 *			28.40
010127/00	UNITED PARCEL SERVICE							
1956 PO-121624	03/16/2012	INV YW 013092		1 01-7230-0-5800-112-0000-3600-007-000 NN F			23.32	23.32
				TOTAL PAYMENT AMOUNT	23.32 *			23.32
022179/00	US HEALTHWORKS							
1781 PO-121484	03/16/2012	2034254-CA		1 01-0000-0-5800-110-0000-7200-004-000 NN P			20.00	20.00
1781 PO-121484	03/16/2012	2032015-CA		1 01-0000-0-5800-110-0000-7200-004-000 NN P			20.00	20.00
1781 PO-121484	03/16/2012	2040447-CA		1 01-0000-0-5800-110-0000-7200-004-000 NN P			20.00	20.00
1781 PO-121484	03/16/2012	2037360-CA		1 01-0000-0-5800-110-0000-7200-004-000 NN P			138.00	138.00
				TOTAL PAYMENT AMOUNT	198.00 *			198.00
015191/00	WACHOB, CYNTHIA							
264 PO-120244	03/16/2012	FEB REIMB		1 01-6500-0-5210-102-5060-2110-003-000 NN P			12.54	12.54
				TOTAL PAYMENT AMOUNT	12.54 *			12.54
019842/00	WFCB-OSH COMMERCIAL SERVICES							
66 PO-120167	03/16/2012	021104104903092012		1 01-0000-0-4300-106-0000-8110-007-000 NN P			19.21	19.21
				TOTAL PAYMENT AMOUNT	19.21 *			19.21

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ACCOUNTS PAYABLE PRELIST
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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				
022348/00		WILSON, SHERRY					
1884 PO-121571	03/16/2012	REIMB	1 01-7230-0-5800-112-0000-3600-007-000 NN P			13.99	13.99
1884 PO-121571	03/16/2012	000-190	1 01-7230-0-5800-112-0000-3600-007-000 NN P			8.60	8.60
TOTAL PAYMENT AMOUNT						22.59 *	22.59
018924/00		YEE, MELVIN					
1944 PO-121617	03/16/2012	REIMB	1 01-6500-0-4300-102-5770-1120-003-023 NN F			111.34	111.34
TOTAL PAYMENT AMOUNT						111.34 *	111.34
TOTAL FUND PAYMENT						106,277.94 **	106,277.94
TOTAL USE TAX AMOUNT						34.67	

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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
014515/00	FRITCH, JAMES							
1892 PO-121598	03/16/2012	REIMB	1	09-1100-0-4300-501-1110-1000-016-000	NN F		205.95	205.95
TOTAL PAYMENT AMOUNT							205.95 *	205.95
011580/00	HERFF JONES INC							
1805 PO-121508	03/16/2012	531747	1	09-0700-0-4300-503-1110-1000-018-000	NN P		53.91	53.91
1805 PO-121508	03/16/2012	531804	1	09-0700-0-4300-503-1110-1000-018-000	NN F		103.64	102.76
TOTAL PAYMENT AMOUNT							156.67 *	156.67
021041/00	LIONS GATE HOTEL AND COTTAGE							
1972 PO-121642	03/16/2012	146185/146184	1	09-0700-0-5800-503-0000-2700-018-000	NN F		380.72	380.72
TOTAL PAYMENT AMOUNT							380.72 *	380.72
TOTAL FUND PAYMENT							743.34 **	743.34

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BATCH: 0050 031612
FUND : 13 CAFETERIA FUND

J5674 APY500 H.02.05 03/15/12 PAGE 12
<< Open >>

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				
020098/00	BIG TRAY							
990 PO-120834	03/16/2012	710277		1 13-5310-0-4400-108-0000-3700-007-000 NN P			463.33	463.33
TOTAL PAYMENT AMOUNT							463.33 *	463.33
018951/00	DELL							
1717 PO-121435	03/16/2012	XFNCKKD93		1 13-5310-0-4400-108-0000-3700-007-000 NN F			24.80	24.80
TOTAL PAYMENT AMOUNT							24.80 *	24.80
022464/00	KASEY, LAURA							
1963 PO-121635	03/16/2012	REIMB		1 13-5310-0-4300-108-0000-3700-007-000 NN F			110.43	110.43
TOTAL PAYMENT AMOUNT							110.43 *	110.43
014836/00	P&D COMMERCIAL PARTS & SERVICE							
1810 PO-121512	03/16/2012	001679-IN		1 13-5310-0-5600-108-0000-3700-007-000 NN P			147.00	147.00
TOTAL PAYMENT AMOUNT							147.00 *	147.00
021194/00	PRUDENTIAL OVERALL SUPPLY INC							
284 PO-120262	03/16/2012	180125583		1 13-5310-0-5800-108-0000-3700-007-000 NN P			67.10	67.10
TOTAL PAYMENT AMOUNT							67.10 *	67.10
011255/00	SARA LEE BAKERY GROUP							
280 PO-120258	03/16/2012	OH		1 13-5310-0-4700-108-0000-3700-007-000 NN P			100.95	100.95
280 PO-120258	03/16/2012	DU		1 13-5310-0-4700-108-0000-3700-007-000 NN P			189.19	189.19
280 PO-120258	03/16/2012	CH		1 13-5310-0-4700-108-0000-3700-007-000 NN P			316.01	316.01
280 PO-120258	03/16/2012	NC		1 13-5310-0-4700-108-0000-3700-007-000 NN P			138.75	138.75
280 PO-120258	03/16/2012	SP		1 13-5310-0-4700-108-0000-3700-007-000 NN P			114.56	114.56
280 PO-120258	03/16/2012	WR		1 13-5310-0-4700-108-0000-3700-007-000 NN P			90.00	90.00
280 PO-120258	03/16/2012	GY		1 13-5310-0-4700-108-0000-3700-007-000 NN P			13.50	13.50
TOTAL PAYMENT AMOUNT							962.96 *	962.96
TOTAL FUND PAYMENT							1,775.62 **	1,775.62

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0050 031612
FUND : 21 BUILDING FUND

J5674 APY500 H.02.05 03/15/12 PAGE 13
<< Open >>

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				
011166/00	DAILY JOURNAL CORPORATION						
1936 PO-121609	03/16/2012	A2266194	1 21-0000-0-5800-106-9609-8500-007-000 NN F			527.00	527.00
1937 PO-121610	03/16/2012	A2266197	1 21-0000-0-5800-106-9609-8500-007-000 NN F			527.00	527.00
TOTAL PAYMENT AMOUNT			1,054.00 *				1,054.00
019207/00	PLACER INSURANCE AGENCY						
1924 PO-121602	03/16/2012	GEMIN-3 INV2	1 21-0000-0-6100-236-9609-8500-007-827 NN F			1,124.88	1,124.88
TOTAL PAYMENT AMOUNT			1,124.88 *				1,124.88
015350/00	RIVER CITY PAINTING INC						
1530 PO-121286	03/16/2012	226	1 21-0000-0-5800-234-9602-8500-007-000 NN F			11,510.00	11,510.00
TOTAL PAYMENT AMOUNT			11,510.00 *				11,510.00
021105/00	SIGNATURE REPROGRAPHICS INC						
1905 PO-121585	03/16/2012	173311	3 21-0000-0-6100-234-9609-8500-007-826 NN F			431.11	431.11
1905 PO-121585	03/16/2012	173183	1 21-0000-0-6100-236-9609-8500-007-824 NN F			366.65	366.65
1905 PO-121585	03/16/2012	173597	4 21-0000-0-6100-236-9609-8500-007-827 NN F			169.63	169.63
1905 PO-121585	03/16/2012	173226	2 21-0000-0-6100-475-9609-8500-007-825 NN F			447.76	447.76
TOTAL PAYMENT AMOUNT			1,415.15 *				1,415.15
TOTAL FUND PAYMENT			15,104.03 **				15,104.03
TOTAL BATCH PAYMENT			123,900.93 ***		0.00		123,900.93
TOTAL USE TAX AMOUNT			34.67				
TOTAL DISTRICT PAYMENT			123,900.93 ****		0.00		123,900.93
TOTAL USE TAX AMOUNT			34.67				
TOTAL FOR ALL DISTRICTS:			123,900.93 ****		0.00		123,900.93
TOTAL USE TAX AMOUNT			34.67				

Number of warrants to be printed: 78, not counting voids due to stub overflows.

81 CENTER UNIFIED SCHOOL DIST.
032312FINAL

ACCOUNTS PAYABLE PRELIST

J5869 APY500 H.02.05 03/21/12 PAGE 0

Batch status: A All

From batch: 0052

To batch: 0052

Include Revolving Cash: Y

Include Address: N

81 CENTER UNIFIED SCHOOL DIST.
032312FINAL

ACCOUNTS PAYABLE PRELIST
BATCH: 0052 032312
FUND : 01 GENERAL FUND

J5869 APY500 H.02.05 03/21/12 PAGE 1
<< Open >>

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				
017647/00	ACT FINANCE						
1996 PO-121659	03/23/2012	31045873	1 01-3010-0-5800-371-1110-1000-012-000 NN F			288.00	288.00
TOTAL PAYMENT AMOUNT						288.00 *	288.00
011617/00	AMADOR STAGE LINES						
2001 PO-121665	03/23/2012	35798	1 01-0000-0-5810-472-1110-4000-014-915 NN F			1,297.98	1,297.98
TOTAL PAYMENT AMOUNT						1,297.98 *	1,297.98
018533/00	ATKINSON ANDELSON LOYA RUUD						
729 PO-120636	03/23/2012	400722	1 01-0000-0-5804-105-0000-7200-005-000 NE P			8,184.64	8,184.64
TOTAL PAYMENT AMOUNT						8,184.64 *	8,184.64
019075/00	BRIGHT FUTURES THERAPY						
1992 PO-121662	03/23/2012	2073	1 01-6500-0-5800-102-5750-1180-003-000 NN P			9,520.00	9,520.00
TOTAL PAYMENT AMOUNT						9,520.00 *	9,520.00
020305/00	CDW GOVERNMENT INC.						
1975 PO-121645	03/23/2012	h160589	1 01-0000-0-4300-105-0000-7200-005-000 NN F			105.96	105.95
TOTAL PAYMENT AMOUNT						105.95 *	105.95
021464/00	CMI EDUCATION INSTITUTE INC						
1999 PO-121663	03/23/2012	182879	1 01-6501-0-5200-601-5770-1190-017-000 NN F			119.99	119.99
TOTAL PAYMENT AMOUNT						119.99 *	119.99
015718/00	CUSTOM BENEFIT ADMINISTRATORS						
PV-121056	03/23/2012	03/30/2012 CBA	01-0000-0-9552-000-0000-0000-000-000 NN				2,695.93
TOTAL PAYMENT AMOUNT						2,695.93 *	2,695.93
022529/00	GUITAR CENTER						
1847 PO-121541	03/23/2012	2261253193	1 01-0000-0-4300-472-9780-8110-014-000 NN F			323.22	323.22
TOTAL PAYMENT AMOUNT						323.22 *	323.22

81 CENTER UNIFIED SCHOOL DIST.
032312FINAL

ACCOUNTS PAYABLE PRELIST
BATCH: 0052 032312
FUND : 01 GENERAL FUND

J5869 APY500 H.02.05 03/21/12 PAGE 2
<< 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
013988/00	HAJOCA CORPORATION							
24	PO-120018	03/23/2012	8006655941.001	1	01-8150-0-4300-106-0000-8110-007-000	NN P	139.45	139.45
TOTAL PAYMENT AMOUNT							139.45 *	139.45
010992/00	HARBOR FREIGHT TOOLS USA INC							
1595	PO-121340	03/23/2012	0200557988	1	01-0000-0-9320-000-0000-0000-000-000	NN P	59.98	59.98
TOTAL PAYMENT AMOUNT							59.98 *	59.98
010830/00	HOLT OF CALIFORNIA							
1026	PO-120872	03/23/2012	8w050204956	1	01-8150-0-4300-106-0000-8110-007-000	NN P	264.80	264.80
TOTAL PAYMENT AMOUNT							264.80 *	264.80
010355/00	KAISER							
PV-121057	03/23/2012	APRIL		01-0000-0-9552-000-0000-0000-000-000	NN		161,115.61	161,115.61
TOTAL PAYMENT AMOUNT							161,115.61 *	161,115.61
016990/00	NCS PEARSON							
860	PO-120727	03/23/2012	225051	1	01-0000-0-5200-472-1110-1000-014-000	NN F	1,000.00	1,000.00
TOTAL PAYMENT AMOUNT							1,000.00 *	1,000.00
017576/00	OFFICE DEPOT/BUS.SERVICES DIV							
1909	PO-121591	03/23/2012	close	1	01-8150-0-4300-106-0000-8110-007-000	NN C	55.99	0.00
1909	PO-121591	03/23/2012	601221526001	2	01-8150-0-5800-106-0000-8110-007-000	NN F	29.09	28.37
1914	PO-121593	03/23/2012	601220821001	1	01-6501-0-4300-601-5770-1190-017-000	NN F	9.47	9.47
1939	PO-121612	03/23/2012	60175106001	1	01-6300-0-4300-371-1110-1000-012-000	NN F	59.95	59.67
TOTAL PAYMENT AMOUNT							97.51 *	97.51
021050/00	PACHECO, SHAWNA							
2000	PO-121664	03/23/2012	reimb	1	01-6520-0-5211-472-5770-1110-003-000	NN F	39.56	39.56
2000	PO-121664	03/23/2012	reimb	2	01-9520-0-5210-472-1110-1000-003-000	NN F	18.87	18.87
TOTAL PAYMENT AMOUNT							58.43 *	58.43

81 CENTER UNIFIED SCHOOL DIST.
032312FINAL

ACCOUNTS PAYABLE PRELIST
BATCH: 0052 032312
FUND : 01 GENERAL FUND

J5869 APY500 H.02.05 03/21/12 PAGE 3
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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		
021194/00		PRUDENTIAL OVERALL SUPPLY INC					
1185 PO-121007	03/23/2012	180126131	1	01-7230-0-5600-112-0000-3600-007-000	NN P	46.79	46.79
TOTAL PAYMENT AMOUNT						46.79 *	46.79
010552/00		SAC VAL JANITORIAL					
239 PO-120221	03/23/2012	1977374	1	01-0000-0-4300-111-0000-8200-007-000	NN F	21.06	32.33
239 PO-120221	03/23/2012	0977382	2	01-0000-0-4300-111-0000-8200-007-000	NN P	77.77	77.77
TOTAL PAYMENT AMOUNT						110.10 *	110.10
019222/00		SIERRA PEDIATRIC THERAPY					
666 PO-120572	03/23/2012	caba000001	1	01-6500-0-5800-102-5750-1180-003-000	NY P	750.00	750.00
TOTAL PAYMENT AMOUNT						750.00 *	750.00
018370/00		STANLEY CONVERGENT SECURITY					
90 PO-120061	03/23/2012	90538011	1	01-0000-0-5800-106-0000-8110-007-000	NN P	206.67	206.67
TOTAL PAYMENT AMOUNT						206.67 *	206.67
011357/00		TAP PLASTICS INC					
94 PO-120062	03/23/2012	367944	1	01-8150-0-4300-106-0000-8110-007-000	NN P	126.86	126.86
TOTAL PAYMENT AMOUNT						126.86 *	126.86
016814/00		VS ATHLETICS INC					
1943 PO-121616	03/23/2012	196581	1	01-0000-0-4300-472-1801-1000-014-000	NN F	303.98	305.70
TOTAL PAYMENT AMOUNT						305.70 *	305.70
022221/00		WESTERN HEALTH ADVANTAGE					
PV-121055	03/23/2012	APRIL WHA	01-0000-0-9552-000-0000-0000-000-000	NN		88,442.62	88,442.62
TOTAL PAYMENT AMOUNT						88,442.62 *	88,442.62

81 CENTER UNIFIED SCHOOL DIST.
032312FINAL

ACCOUNTS PAYABLE PRELIST
BATCH: 0052 032312
FUND : 01 GENERAL FUND

J5869 APY500 H.02.05 03/21/12 PAGE 4
<< Open >>

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				
019842/00	WFCB-OSH COMMERCIAL SERVICES						
65 PO-120166	03/23/2012	021101965203152012	1 01-8150-0-4300-106-0000-8110-007-000 NN P			52.53	52.53
65 PO-120166	03/23/2012	021115290003152012	1 01-8150-0-4300-106-0000-8110-007-000 NN P			13.54	13.54
65 PO-120166	03/23/2012	021103883003052012	1 01-8150-0-4300-106-0000-8110-007-000 NN P			136.26	136.26
TOTAL PAYMENT AMOUNT						202.33 *	202.33
017313/00	XEROX CORPORATION						
389 PO-120347	03/23/2012	30063744	1 01-0000-0-5800-115-9790-8200-007-000 NN P			35,082.41	35,082.41
389 PO-120347	03/23/2012	30063803	1 01-0000-0-5800-115-9790-8200-007-000 NN P			509.10	509.10
448 PO-120400	03/23/2012	300063744	1 01-7220-0-5612-472-1110-1000-014-000 NN F			0.00	100.00
449 PO-120401	03/23/2012	300063744	1 01-0000-0-5612-472-9769-1000-014-000 NN P			25.00	25.00
450 PO-120402	03/23/2012	30003744	1 01-0000-0-5612-115-9780-8200-007-000 NN P			25.00	25.00
452 PO-120403	03/23/2012	30003744	1 01-6500-0-5612-102-5001-2700-003-000 NN P			25.00	25.00
453 PO-120404	03/23/2012	300063744	1 01-0000-0-5612-371-0000-2700-012-000 NN P			25.00	25.00
451 PO-120412	03/23/2012	300063744	1 01-3550-0-5612-472-1110-1000-014-000 NN P			100.00	100.00
843 PO-120716	03/23/2012	300063744	1 01-0000-0-4300-472-0000-2700-014-000 NN F			130.49	130.49
917 PO-120775	03/23/2012	300063744	1 01-3010-0-5612-371-1110-1000-012-000 NN P			50.00	50.00
935 PO-120788	03/23/2012	300063744	1 01-0000-0-4300-472-1110-1000-014-472 NN F			58.19	58.19
1636 PO-121376	03/23/2012	30063744	1 01-0000-0-4300-472-0000-2700-014-000 NN F			120.03	120.03
TOTAL PAYMENT AMOUNT						36,250.22 *	36,250.22
TOTAL FUND PAYMENT						311,712.78 **	311,712.78

81 CENTER UNIFIED SCHOOL DIST.
032312FINAL

ACCOUNTS PAYABLE PRELIST
BATCH: 0052 032312
FUND : 09 CHARTER SCHOOLS

J5869 APY500 H.02.05 03/21/12 PAGE 5
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
010407/00	CENTER UNIFIED REVOLVING FUND						
2008 PO-121661	03/23/2012	4050 KTKZ RADIO	1 09-0000-0-5800-501-0000-2700-016-000 NN F			300.00	300.00
		TOTAL PAYMENT AMOUNT		300.00 *			300.00
020418/00	TOTAL SCHOOL SOLUTIONS						
2011 PO-121669	03/23/2012	10-1398	1 09-0700-0-5200-503-0000-2700-018-000 NN F			195.00	195.00
		TOTAL PAYMENT AMOUNT		195.00 *			195.00
017313/00	XEROX CORPORATION						
454 PO-120405	03/23/2012	300063744	1 09-1100-0-5612-501-1110-1000-016-000 NN P			100.00	100.00
455 PO-120406	03/23/2012	300063744	2 09-1100-0-5612-501-1110-1000-016-000 NN P			100.00	100.00
456 PO-120407	03/23/2012	300063744	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		795.00 **			795.00

ACCOUNTS PAYABLE PRELIST
 BATCH: 0052 032312
 FUND : 11 ADULT EDUCATION FUND

J5869 APY500 H.02.05 03/21/12 PAGE 6
 << Open >>

Vendor/Addr Req Reference	Remit name 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				
457	PO-120408	03/23/2012	300063744		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

81 CENTER UNIFIED SCHOOL DIST.
032312FINAL

ACCOUNTS PAYABLE PRELIST
BATCH: 0052 032312
FUND : 13 CAFETERIA FUND

J5869 APY500 H.02.05 03/21/12 PAGE 7
<< 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
020305/00		CDW GOVERNMENT INC.						
1945	PO-121618	03/23/2012	H023925	1	13-5310-0-4400-108-0000-3700-007-000	NN F	218.43	218.43
				TOTAL PAYMENT AMOUNT	218.43 *			218.43
021194/00		PRUDENTIAL OVERALL SUPPLY INC						
284	PO-120262	03/23/2012	180126130	1	13-5310-0-5800-108-0000-3700-007-000	NN P	67.10	67.10
				TOTAL PAYMENT AMOUNT	67.10 *			67.10
020462/00		STAPLES ADVANTAGE						
494	PO-120442	03/23/2012	112780849	1	13-5310-0-4300-108-0000-3700-007-000	NN P	69.48	69.48
				TOTAL PAYMENT AMOUNT	69.48 *			69.48
				TOTAL FUND	PAYMENT	355.01 **		355.01

81 CENTER UNIFIED SCHOOL DIST.
032312FINAL

ACCOUNTS PAYABLE PRELIST
BATCH: 0052 032312
FUND : 21 BUILDING FUND

J5869 APY500 H.02.05 03/21/12 PAGE 8
<< Open >>

Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount						
					FD	RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MP		
019750/00	CAPITAL PROGRAM MGMT INC															
1790	PO-121492	03/23/2012	INV 56			1	21-0000-0-6234-106-9600-8500-007-000	NN P				11,348.81				11,348.81
					TOTAL PAYMENT AMOUNT								11,348.81			11,348.81
018992/00	GREEN ACRES NURSERY & SUPPLY															
1856	PO-121549	03/23/2012	01-04-1785			1	21-0000-0-4300-106-9629-8500-007-000	NN P				30.03				30.03
					TOTAL PAYMENT AMOUNT								30.03			30.03
017002/00	HOME DEPOT CREDIT SERVICES															
1911	PO-121588	03/23/2012	6692303428			1	21-0000-0-4300-106-9629-8500-007-000	NN P				89.44				89.44
					TOTAL PAYMENT AMOUNT								89.44			89.44
014507/00	HORIZON IRRIGATION															
1857	PO-121550	03/23/2012	2A028168			1	21-0000-0-4300-106-9629-8500-007-000	NN F				472.72				421.26
					TOTAL PAYMENT AMOUNT								421.26			421.26
020983/00	SIERRA PACIFIC TURF SUPPLY															
1788	PO-121490	03/23/2012	0370509-IN			1	21-0000-0-4300-472-9606-8500-007-000	NN F				707.11				707.11
					TOTAL PAYMENT AMOUNT								707.11			707.11
					TOTAL FUND	PAYMENT						12,596.65	**			12,596.65
					TOTAL BATCH PAYMENT						325,484.44	***	0.00			325,484.44
					TOTAL DISTRICT PAYMENT						325,484.44	****	0.00			325,484.44
					TOTAL FOR ALL DISTRICTS:						325,484.44	****	0.00			325,484.44

Number of warrants to be printed: 36, not counting voids due to stub overflows.

81 CENTER UNIFIED SCHOOL DIST.
033012 FINAL

ACCOUNTS PAYABLE PRELIST

J6126 APY500 H.02.05 03/27/12 PAGE 0

Batch status: A All

From batch: 0054

To batch: 0054

Include Revolving Cash: Y

Include Address: N

81 CENTER UNIFIED SCHOOL DIST.
033012 FINAL

ACCOUNTS PAYABLE PRELIST
BATCH: 0054 03/30/12
FUND : 01 GENERAL FUND

J6126 APY500 H.02.05 03/27/12 PAGE 1
<< Open >>

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.						
1308 PO-121100	03/30/2012	DI04298	1 01-7230-0-4300-112-0000-3600-007-000 NN P			613.87	613.87
TOTAL PAYMENT AMOUNT						613.87 *	613.87
020710/00	ACCURATE LABEL DESIGN						
1947 PO-121629	03/30/2012	109397	1 01-5640-0-5800-601-9728-1000-017-091 YN F			267.24	248.95
TOTAL PAYMENT AMOUNT						248.95 *	248.95
TOTAL USE TAX AMOUNT						19.29	
010669/00	ALHAMBRA & SIERRA SPRINGS						
115 PO-120076	03/30/2012	27047404781257	1 01-7230-0-4300-112-0000-3600-007-000 NN P			34.81	34.81
248 PO-120230	03/30/2012	4780794031512	1 01-0000-0-4300-103-0000-7200-003-000 NN P			34.81	34.81
618 PO-120533	03/30/2012	4781839031512	1 01-0000-0-4300-475-3200-2700-015-000 NN P			28.32	28.32
TOTAL PAYMENT AMOUNT						97.94 *	97.94
011617/00	AMADOR STAGE LINES						
2038 PO-121692	03/30/2012	35333	1 01-0000-0-5810-472-1110-4000-014-915 NN F			674.08	674.08
2040 PO-121693	03/30/2012	35352	1 01-0000-0-5810-472-1110-4000-014-915 NN F			439.38	439.38
2041 PO-121694	03/30/2012	35678	1 01-0000-0-5810-472-1110-4000-014-915 NN F			1,159.12	1,159.12
TOTAL PAYMENT AMOUNT						2,272.58 *	2,272.58
016715/00	ANTELOPE NEWS						
2018 PO-121679	03/30/2012	00041408	1 01-5640-0-5800-601-9728-1000-017-091 NN F			210.00	210.00
TOTAL PAYMENT AMOUNT						210.00 *	210.00
020540/00	CALIFORNIA AMERICAN WATER CO						
25 PO-120158	03/30/2012	05-0052955-7	1 01-0000-0-5540-106-0000-8110-007-000 NN F			7,214.87	7,230.38
25 PO-120158	03/30/2012	05-0482624-9	2 01-0000-0-5540-106-0000-8110-007-000 NN P			1,011.67	1,011.67
25 PO-120158	03/30/2012	05-0482625-6	2 01-0000-0-5540-106-0000-8110-007-000 NN P			863.74	863.74
25 PO-120158	03/30/2012	05-0509237-9	2 01-0000-0-5540-106-0000-8110-007-000 NN P			362.84	362.84
25 PO-120158	03/30/2012	05-0550586-7	2 01-0000-0-5540-106-0000-8110-007-000 NN P			745.81	745.81
25 PO-120158	03/30/2012	05-0054876-3	2 01-0000-0-5540-106-0000-8110-007-000 NN P			124.54	124.54
25 PO-120158	03/30/2012	05-0062336-8	2 01-0000-0-5540-106-0000-8110-007-000 NN P			1,043.66	1,043.66
25 PO-120158	03/30/2012	05-0401542-1	2 01-0000-0-5540-106-0000-8110-007-000 NN P			360.77	360.77
25 PO-120158	03/30/2012	05-0054874-8	2 01-0000-0-5540-106-0000-8110-007-000 NN P			293.68	293.68
25 PO-120158	03/30/2012	05-0053101-7	2 01-0000-0-5540-106-0000-8110-007-000 NN P			2,127.09	2,127.09

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ACCOUNTS PAYABLE PRELIST
BATCH: 0054 03/30/12
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
020540 (CONTINUED)								
25	PO-120158	03/30/2012	05-0052956-5	2	01-0000-0-5540-106-0000-8110-007-000	NN P	955.70	955.70
25	PO-120158	03/30/2012	050053100-9	2	01-0000-0-5540-106-0000-8110-007-000	NN P	1,193.57	1,193.57
25	PO-120158	03/30/2012	050052643-9	2	01-0000-0-5540-106-0000-8110-007-000	NN F	1,065.50	1,049.99
TOTAL PAYMENT AMOUNT					17,363.44 *			17,363.44
010340/00 CALIFORNIA STATE DEPARTMENT OF								
1343	PO-121125	03/30/2012	7896937	1	01-0000-0-5800-110-0000-7200-004-000	NN P	256.00	256.00
TOTAL PAYMENT AMOUNT					256.00 *			256.00
017639/00 CDT INC.								
479	PO-120423	03/30/2012	24430	1	01-0000-0-5800-110-0000-7200-004-000	NN P	108.00	108.00
TOTAL PAYMENT AMOUNT					108.00 *			108.00
014449/00 CENTER HIGH SCHOOL STUDENT								
2017	PO-121671	03/30/2012	AP EXAM ORDER	1	01-0000-0-8290-000-0000-0000-000-000	NN F	2,422.46	2,422.46
TOTAL PAYMENT AMOUNT					2,422.46 *			2,422.46
010407/00 CENTER UNIFIED REVOLVING FUND [REDACTED]								
2014	PO-121670	03/30/2012	4051 WACHOB MILEAGE	1	01-6500-0-5210-102-5060-2110-003-000	NN F	112.89	112.89
TOTAL PAYMENT AMOUNT					112.89 *			112.89
016320/00 COLLIER, ALYSON								
2016	PO-121673	03/30/2012	REIMB	1	01-6250-0-4300-601-0000-3110-017-000	NN F	560.10	560.10
TOTAL PAYMENT AMOUNT					560.10 *			560.10
018893/00 DIAMOND DIESEL SERVICES INC								
1998	PO-121660	03/30/2012	17730-2	1	01-7230-0-4300-112-0000-3600-007-000	NN F	1,239.13	1,239.12
TOTAL PAYMENT AMOUNT					1,239.12 *			1,239.12

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ACCOUNTS PAYABLE PRELIST
BATCH: 0054 03/30/12
FUND : 01 GENERAL 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						
					FD	RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MP		
019262/00	ENTERPRISE RENT A CAR															
2042	PO-121695	03/30/2012	D848714-3082			1	01-0000-0-5600-472-1110-4000-014-915	NN F	90.50	90.50						
2043	PO-121696	03/30/2012	D848735-3082			1	01-0000-0-5600-472-1110-4000-014-915	NN F	390.07	390.07						
					TOTAL PAYMENT AMOUNT					480.57 *	480.57					
010191/00	GRAINGER W.W. INC.															
42	PO-120031	03/30/2012	9783019574			1	01-8150-0-4300-106-0000-8110-007-000	NN P	33.23	33.23						
					TOTAL PAYMENT AMOUNT					33.23 *	33.23					
013988/00	HAJOCA CORPORATION															
24	PO-120018	03/30/2012	S006649369.001			1	01-8150-0-4300-106-0000-8110-007-000	NN P	198.26	198.26						
					TOTAL PAYMENT AMOUNT					198.26 *	198.26					
010830/00	HOLT OF CALIFORNIA															
2036	PO-121690	03/30/2012	PS05128600			1	01-7230-0-4300-112-0000-3600-007-000	NN P	147.53	147.53						
					TOTAL PAYMENT AMOUNT					147.53 *	147.53					
017002/00	HOME DEPOT CREDIT SERVICES															
52	PO-120163	03/30/2012	66690217158			1	01-8150-0-4300-106-0000-8110-007-000	NN P	48.32	48.32						
					TOTAL PAYMENT AMOUNT					48.32 *	48.32					
021874/00	KIDWELL, TAMARA															
2034	PO-121688	03/30/2012	000-191			1	01-7230-0-5800-112-0000-3600-007-000	NN P	27.09	27.09						
					TOTAL PAYMENT AMOUNT					27.09 *	27.09					
016042/00	L&H AIRCO															
60	PO-120047	03/30/2012	6006			1	01-8150-0-4300-106-0000-8110-007-000	NN P	105.00	105.00						
					TOTAL PAYMENT AMOUNT					105.00 *	105.00					

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BATCH: 0054 03/30/12
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
014800/00	LORD, KATHLEEN							
2015 PO-121678	03/30/2012	REIMB		1 01-5640-0-4200-601-9728-1000-017-091 NN F			315.00	315.00
TOTAL PAYMENT AMOUNT							315.00 *	315.00
017726/00	LOS ANGELES FREIGHTLINER							
121 PO-120187	03/30/2012	BN31328		1 01-7230-0-4300-112-0000-3600-007-000 NN P			93.75	93.75
TOTAL PAYMENT AMOUNT							93.75 *	93.75
022230/00	MANAGED HEALTH NETWORK							
379 PO-120336	03/30/2012	3200036104		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
016912/00	NATOMAS AUTOMOTIVE							
1833 PO-121527	03/30/2012	9450		1 01-7230-0-5600-112-0000-3600-007-000 NN F			14.96	49.95
TOTAL PAYMENT AMOUNT							49.95 *	49.95
016728/00	NEVADA COUNTY SELPA							
1934 PO-121608	03/30/2012	120467		1 01-6501-0-5200-601-5770-1190-017-000 NN F			150.00	150.00
TOTAL PAYMENT AMOUNT							150.00 *	150.00
016985/00	NEWEGG INC							
1932 PO-121603	03/30/2012	85449075		1 01-3010-0-4400-236-1110-1000-009-000 NN F			24,692.94	24,580.45
TOTAL PAYMENT AMOUNT							24,580.45 *	24,580.45
015787/00	O'REILLY AUTO PARTS							
1919 PO-121596	03/30/2012	3558-170998		1 01-7230-0-4300-112-0000-3600-007-000 NN P			35.08	35.08
TOTAL PAYMENT AMOUNT							35.08 *	35.08
017576/00	OFFICE DEPOT/BUS.SERVICES DIV							
1971 PO-121641	03/30/2012	602158117001		1 01-0000-0-4300-472-0000-2700-014-000 NN F			197.10	197.10
TOTAL PAYMENT AMOUNT							197.10 *	197.10

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BATCH: 0054 03/30/12
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				
014815/00	ORR, JANINE M.						
2004 PO-121676	03/30/2012	REIMB	1 01-5640-0-4300-601-9728-1000-017-000 NN F			116.50	116.50
			TOTAL PAYMENT AMOUNT	116.50 *			116.50
016692/00	PERFORMANCE CHEVROLET						
148 PO-120195	03/30/2012	504950	1 01-7230-0-4300-112-0000-3600-007-000 NN P			28.66	28.66
			TOTAL PAYMENT AMOUNT	28.66 *			28.66
021157/00	PHYSICAL THERAPY CLINICS INC						
206 PO-120145	03/30/2012	31108	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
022525/00	POST-IT LLC						
483 PO-120427	03/30/2012	FEB 2012	1 01-0000-0-5800-110-0000-7200-004-000 NN F			140.00	180.00
			TOTAL PAYMENT AMOUNT	180.00 *			180.00
014023/00	PRO-ED						
1978 PO-121647	03/30/2012	2051569	1 01-6500-0-4300-102-5001-2700-003-000 YN F			144.60	134.20
			TOTAL PAYMENT AMOUNT	134.20 *			134.20
			TOTAL USE TAX AMOUNT	10.40			
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
272 PO-120250	03/30/2012	180126789	1 01-0000-0-5800-111-0000-8200-007-000 NN P			109.85	109.85
1185 PO-121007	03/30/2012	180126790	1 01-7230-0-5600-112-0000-3600-007-000 NN P			46.79	46.79
			TOTAL PAYMENT AMOUNT	156.64 *			156.64
017657/00	RENAISSANCE LEARNING INC.						
1946 PO-121619	03/30/2012	INV3891940	1 01-6300-0-4300-240-1110-1000-011-000 NN F			374.00	374.00
			TOTAL PAYMENT AMOUNT	374.00 *			374.00

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ACCOUNTS PAYABLE PRELIST
BATCH: 0054 03/30/12
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		
010242/00	RUSSEL WARNER INC	ROTO ROOTER					
77	PO-120173	03/30/2012	310071091				
				1	01-8150-0-5600-106-0000-8110-007-000 NN P	282.50	282.50
					TOTAL PAYMENT AMOUNT	282.50 *	282.50
010552/00	SAC VAL	JANITORIAL					
1597	PO-121342	03/30/2012	977988				
				1	01-0000-0-9320-000-0000-0000-000-000 NN P	1,218.66	1,218.66
1597	PO-121342	03/30/2012	1977989				
				1	01-0000-0-9320-000-0000-0000-000-000 NN P	322.48	322.48
1597	PO-121342	03/30/2012	1977990				
				1	01-0000-0-9320-000-0000-0000-000-000 NN P	3,250.25	3,250.25
1994	PO-121658	03/30/2012	1977717				
				1	01-0000-0-4300-111-0000-8200-007-000 NN P	359.03	359.03
					TOTAL PAYMENT AMOUNT	5,150.42 *	5,150.42
010266/00	SACRAMENTO COUNTY	UTILITIES					
78	PO-120174	03/30/2012	50008418859				
				1	01-0000-0-5540-106-0000-8110-007-000 NN P	888.50	888.50
					TOTAL PAYMENT AMOUNT	888.50 *	888.50
013973/00	SAMBA HOLDINGS	INC					
154	PO-120102	03/30/2012	INV00007657				
				2	01-7230-0-4300-112-0000-3600-007-000 NN P	79.90	79.90
					TOTAL PAYMENT AMOUNT	79.90 *	79.90
010373/00	SCHOOLS INSURANCE	AUTHORITY					
283	PO-120261	03/30/2012	2012UST-KAM.17				
				1	01-7230-0-5800-112-0000-3600-007-000 NN P	150.00	150.00
2031	PO-121685	03/30/2012	2012-13 UST-01				
				1	01-7230-0-5800-112-0000-3600-007-000 NN F	1,854.78	1,854.78
					TOTAL PAYMENT AMOUNT	2,004.78 *	2,004.78
017106/00	SIA/VISION SERVICE	PLAN					
	PV-121058	03/30/2012	SIA VISION APRIL				
					01-0000-0-9552-000-0000-0000-000-000 NN		4,949.37
					TOTAL PAYMENT AMOUNT	4,949.37 *	4,949.37
021813/00	SUREWEST						
92	PO-120182	03/30/2012	604800-0001				
				1	01-0000-0-5902-106-0000-8110-007-000 NN P	193.78	193.78
					TOTAL PAYMENT AMOUNT	193.78 *	193.78

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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				
018563/00	THE AIR TEAM						
2019 PO-121680	03/30/2012	INV 1684	1 01-8150-0-5600-106-0000-8110-007-000 NY F			447.50	447.50
TOTAL PAYMENT AMOUNT			447.50 *				447.50
016370/00	TWIN RIVERS UNIFIED SCH DIST						
390 PO-120348	03/30/2012	MARCH	1 01-0031-0-5801-110-0000-8300-004-000 NN P			11,333.33	11,333.33
TOTAL PAYMENT AMOUNT			11,333.33 *				11,333.33
022179/00	US HEALTHWORKS						
1781 PO-121484	03/30/2012	2043750-CA	1 01-0000-0-5800-110-0000-7200-004-000 NN P			40.00	40.00
1781 PO-121484	03/30/2012	2050254-CA	1 01-0000-0-5800-110-0000-7200-004-000 NN P			20.00	20.00
TOTAL PAYMENT AMOUNT			60.00 *				60.00
019842/00	WFCB-OSH COMMERCIAL SERVICES						
65 PO-120166	03/30/2012	0211153340032022012	1 01-8150-0-4300-106-0000-8110-007-000 NN P			29.58	29.58
65 PO-120166	03/30/2012	021115357403222012	1 01-8150-0-4300-106-0000-8110-007-000 NN P			7.63	7.63
65 PO-120166	03/30/2012	021115290703152012	1 01-8150-0-4300-106-0000-8110-007-000 NN P			33.05	33.05
TOTAL PAYMENT AMOUNT			70.26 *				70.26
017313/00	XEROX CORPORATION						
1 PO-120001	03/30/2012	060405895	1 01-3010-0-5612-240-1110-1000-011-000 NN P			15.00	15.00
TOTAL PAYMENT AMOUNT			15.00 *				15.00
TOTAL FUND PAYMENT			81,905.17 **				81,905.17
TOTAL USE TAX AMOUNT			29.69				

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FUND : 12 CHILD DEVELOPMEN FUND << Open >>

Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	ABA num	Account num	FD RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MP	Liq Amt	Net Amount
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018143/00 CHILD DEVELOPMENT CENTERS INC

678 PO-120580 03/30/2012 5030-212

1 12-6105-0-5800-100-8500-1000-005-000 NN P																			44,611.58	44,611.58
TOTAL PAYMENT AMOUNT																			44,611.58 *	44,611.58

TOTAL FUND																			PAYMENT	44,611.58 **	44,611.58
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ACCOUNTS PAYABLE PRELIST
BATCH: 0054 03/30/12
FUND : 13 CAFETERIA 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				
014156/00		COUNTY OF SACRAMENTO					
828 PO-120705	03/30/2012	AR0006768	1 13-5310-0-5800-108-0000-3700-007-000 NN F			821.00	895.00
TOTAL PAYMENT AMOUNT							895.00
021346/00		HUBERT COMPANY					
1921 PO-121600	03/30/2012	745960	1 13-5310-0-4300-108-0000-3700-007-000 NN P			165.56	165.56
TOTAL PAYMENT AMOUNT							165.56
016279/00		P&R PAPER SUPPLY					
287 PO-120265	03/30/2012	N23839-00	1 13-5310-0-4300-108-0000-3700-007-000 NN P			606.33	606.33
TOTAL PAYMENT AMOUNT							606.33
021194/00		PRUDENTIAL OVERALL SUPPLY INC					
284 PO-120262	03/30/2012	180126788	1 13-5310-0-5800-108-0000-3700-007-000 NN P			67.10	67.10
TOTAL PAYMENT AMOUNT							67.10
018563/00		THE AIR TEAM					
2019 PO-121680	03/30/2012	INV 1684	2 13-5310-0-5600-108-0000-3700-007-000 NY F			447.50	447.50
TOTAL PAYMENT AMOUNT							447.50
TOTAL FUND PAYMENT						2,181.49 **	2,181.49

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FUND : 14 DEFERRED MAINTENANCE FUND << Open >>

Vendor/addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	ABA num	Account num	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount
021763/00	ALL STAR RENTS										
2032	PO-121686	03/30/2012	293518						1 14-0024-0-5600-106-9607-8110-007-000 NN F	76.77	76.77
									TOTAL PAYMENT AMOUNT	76.77 *	76.77
010728/00	JOHNSTONE SUPPLY OF SACRAMENTO										
2035	PO-121689	03/30/2012	27-S1762241.001						1 14-0024-0-4300-106-9607-8110-007-000 NN F	44.95	44.95
									TOTAL PAYMENT AMOUNT	44.95 *	44.95
									TOTAL FUND PAYMENT	121.72 **	121.72

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BATCH: 0054 03/30/12
FUND : 21 BUILDING FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
021939/00		ENTEK CONSULTING GROUP INC					
1791 PO-121494	03/30/2012	12/0096	1 21-0000-0-6200-472-9602-8500-007-829 NN F			3,560.00	3,329.50
1793 PO-121495	03/30/2012	12/0097	1 21-0000-0-6200-501-9602-8500-007-829 NN F			3,506.00	2,910.50
1796 PO-121497	03/30/2012	12/0098	1 21-0000-0-6200-106-9602-8500-007-829 NN F			2,645.00	2,074.50
1798 PO-121499	03/30/2012	12/0099	1 21-0000-0-6200-236-9602-8500-007-830 NN F			2,959.00	2,084.50
1800 PO-121500	03/30/2012	12/0100	1 21-0000-0-6200-238-9602-8500-007-830 NN F			3,134.00	2,166.50
1802 PO-121502	03/30/2012	12/0101	1 21-0000-0-6200-371-9602-8500-007-830 NN F			2,958.00	2,182.50
TOTAL PAYMENT AMOUNT			14,748.00 *				14,748.00
TOTAL FUND PAYMENT			14,748.00 **				14,748.00
TOTAL BATCH PAYMENT			143,567.96 ***		0.00		143,567.96
TOTAL USE TAX AMOUNT			29.69				
TOTAL DISTRICT PAYMENT			143,567.96 ****		0.00		143,567.96
TOTAL USE TAX AMOUNT			29.69				
TOTAL FOR ALL DISTRICTS:			143,567.96 ****		0.00		143,567.96
TOTAL USE TAX AMOUNT			29.69				

Number of warrants to be printed: 55, not counting voids due to stub overflows.

CENTER UNIFIED SCHOOL DISTRICT

AGENDA REQUEST FOR:

Dept./Site: Wilson C. Riles Middle School

Date: March 29, 2012

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 sent Joyce Frisch and Christopher Borasi to a conference at SCOE on March 19, 2012 titled, "Smarter Balanced Assessment for The Common Core State Standards". This was funded through Title 1.

SMARTER Balanced Assessment for the Common Core State Standards

Monday, March 19, 2012

Sacramento County Office of Education

Introductory Session: 8:30 a.m. – 11:30 a.m.
In-depth Follow-up Session: 1:00 p.m. – 4:00 p.m.

The Sacramento County Office of Education is pleased to offer another introductory workshop with Susan Gendron, Senior Fellow for the International Center for Leadership in Education, Policy Coordinator for the SMARTER Balanced Assessment Consortium, and the former Commissioner of Education for the State of Maine.

The 3-hour introductory morning presentation will provide:

- An overview and the latest information related to the SMARTER Balanced Assessments
- Sample assessment items and rubrics for math and reading/language arts, and integrated items for social studies and science
- Information on how the needs of English Learners and students with disabilities will be addressed
- An opportunity to develop a plan for transition to the Common Core and its assessments

The 3-hour afternoon session is an in-depth follow-up to the introductory morning session. See below for registration details.

Please visit <http://www.issregister.net> to register.

- For the morning only, register for Event #4328. The cost is \$40= includes material and snacks.
- For the morning and the afternoon session, register for Event #4331. The cost for both is \$80= includes materials and snacks. Lunch will be on your own.

Questions or Concerns?

Please contact Mark Calónico at (916) 228-2615 or mcalonico@scoe.net or
Wendy Harris at (916) 228-2651 or wharris@scoe.net

Sacramento
Office of EducationPROFESSIONAL DEVELOPMENT
ONLINE REGISTRATION SYSTEM[Home](#) > [Find Events](#) >**Event Detail**

Title: 4328: Introduction to SMARTER Balanced Assessment for the Common Core State Standards (Morning Session Only)

Date: March 19, 2012

Time: 8:30 AM - 11:30 AM

Location: Sacramento County Office of Education
10474 Mather Blvd.
Mather 95655
Sacramento County

Subject: Other

Program: Other

Fees: \$40 per participant (includes materials and snacks)

Detail: In case you were unable to attend this event in December, the Sacramento County Office of Education is offering another introductory workshop with Susan Gendron, Senior Fellow for the International Center for Leadership in Education, Policy Coordinator for the SMARTER Balanced Assessment Consortium, and the former Commissioner of Education for the State of Maine. Susan leads a team of former state commissioners/superintendents to provide coaching, executive training, and support to state education leaders and their staffs.

Registration

There is space at this event.

The 3-hour interactive presentation will provide:

- An overview and the latest information related to the SMARTER Balanced Assessments
- Sample assessment items and rubrics for math and reading/language arts, and integrated items for social studies and science
- Information on how the needs of English Learners and students with disabilities will be addressed
- An opportunity to develop a plan of action for transition to the Common Core and its assessments

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gtd



CENTER UNIFIED SCHOOL DISTRICT

AGENDA REQUEST FOR:

Dept./Site: Wilson C. Riles Middle School

Date: March 29, 2012

Action Item ____

To: Board of Trustees

Information Item X

From: Joyce Frisch, Principal

Attached Pages 3

Principal's Initials: 

SUBJECT:

Wilson C. Riles Middle School sent David French, Cheryl Williams and Tracy Daubenmire to PCOE on March 27, 2012 to attend "BEST-Day 3 - Focusing on Tier 2 Interventions". This was funded through Title1.

Placer County SELPA, Region 3 and CalStat are pleased to sponsor:



BEST - DAY 3 (OPEN TO PREVIOUS TEAMS) , FOCUSING ON TIER 2 INTERVENTIONS'

WITH SPECIAL PRESENTER: STEPHEN SMITH - UNIVERSITY OF OREGON

This day of training is the third day of the Region 3 BEST training, but is also open to staff members of schools that have been previously BEST trained. (If you are in one of the 15 schools in the current BEST cohort you do not need to register for this training.) The purpose of this day will be to increase the capacity of schools to use tier 2 with regard to behavior and social-emotional concerns. This workshop will address:

- ◆ REVIEW OF TIER 1 SCHOOL-WIDE PBS PRACTICES
- ◆ DETERMINING READINESS FOR TIER 2 INTERVENTIONS
- ◆ DESIGNING A UNIVERSAL SCREENING SYSTEM (WHO ARE CANDIDATES FOR HIGHER TIERED INTERVENTIONS IN YOUR SCHOOL?)
- ◆ EVIDENCE BASED TIER 2 INTERVENTIONS
- ◆ INITIAL INFORMATION ON TIER 3 INTERVENTIONS

ABOUT STEPHEN SMITH—

Stephen Smith, MS, is involved in a wide range of research, training, and evaluation projects at the University of Oregon and the Institute on Violence and Destructive Behavior (IVDB) where he conducts research on antisocial behavior, bullying and harassment, teacher training, and school-wide behavior management. He also provides trainings for the U.S. Department of Education and state and local agencies on these topics. He is co-author of several publications on these topics and the School Safety and Prevention Strategies: Proven and Practical Solutions for Educators (Guilford Press in 2004).

DATE: March 27, 2012 TIME: 8:00 a.m. to 3:30 p.m. Please register by March 22, 2012 Registration at 8:00 a.m. Session starts promptly at 8:30 a.m.	LOCATION: Parkside Church of Nazarene 3885 Richardson Drive, Auburn, 95602
PLEASE NOTE: If you are in the 15 schools of the 11-12 BEST cohort—you are already registered No need to turn in this registration. If you attended BEST in a previous year the cost for this day is \$15.00 per person. Space is limited.	

TO REGISTER: Fax a copy of the completed registration form below to (530) 886-5888.
 OR Register Online: www.placercoe.k12.ca.us/departments/ProfDev/events.
 Registration is DUE 3/22/12. For more info. Call 530-886-5876

Workshop Title: BEST Tier 2 Training

Date: March 27, 2012

Name (please print): Tracy Dabbenmire

Position/Title: Tracy Dabbenmire

School, District, County: William C. Riley's Middle School, Center Joint Unified School District

Work Ph#: (916) 787-9100 ext 1104 Home Ph#: ()

Fax#: (916) 773-4131

E-Mail: tracy.dabbenmire@cedar-joint.k12.ca.us

Signature: Tracy Dabbenmire

BEST - DAY 3 (OPEN TO PREVIOUS TEAMS) **'FOCUSING ON TIER 2 INTERVENTIONS'**

WITH SPECIAL PRESENTER: STEPHEN SMITH - UNIVERSITY OF OREGON

This day of training is the third day of the Region 3 BEST training, but is also open to staff members of schools that have been previously BEST trained. (If you are in one of the 15 schools in the current BEST cohort you do not need to register for this training.) The purpose of this day will be to increase the capacity of schools to use tier 2 with regard to behavior and social-emotional concerns. This workshop will address:

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- ♦ DETERMINING READINESS FOR TIER 2 INTERVENTIONS
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ABOUT STEPHEN SMITH— Stephen Smith, MS, is involved in a wide range of research, training, and evaluation projects at the University of Oregon and the Institute on Violence and Destructive Behavior (IVDB) where he conducts research on antisocial behavior, bullying and harassment, teacher training, and school-wide behavior management. He also provides trainings for the U.S. Department of Education and state and local agencies on these topics. He is co-author of several publications on these topics and the School Safety and Prevention Strategies: Proven and Practical Solutions for Educators (Guilford Press in 2004).

DATE: March 27, 2012
8:00 a.m. to 3:30 p.m.
Please register by March 22, 2012

TIME: Registration at 8:00 a.m.
Session starts promptly at 8:30 a.m.

LOCATION: Parkside Church of Nazarene
3885 Richardson Drive, Auburn, 95602

PLEASE NOTE:
If you are in the 15 schools of the 11-12 BEST cohort—you are already registered. No need to turn in this registration.

If you attended BEST in a previous year the cost for this day is \$15.00 per person. Space is limited.

TO REGISTER: Fax a copy of the completed registration form below to (530) 886-5888.
OR Register Online: www.placercoe.k12.ca.us/departments/ProfDev/events.
Registration is **DUE 3/22/12**. For more info. Call 530-886-5876

Workshop Title: BEST Tier 2 Training

Date: March 27, 2012

Name (please print): Mrs. Cheryl Williams

Position/Title: Counselor

School, District, County: Wilson C. Riles Middle School, Center Joint Unified School Dist.

Work Ph#: (916) 887-8100 ext 1120 Home Ph#: ()

Fax#: (916) 773-4131 E-Mail: cheryl@centerjcsd.org

Sacramento Co.

BEST - DAY 3 (OPEN TO PREVIOUS TEAMS) **'FOCUSING ON TIER 2 INTERVENTIONS'**

WITH SPECIAL PRESENTER: STEPHEN SMITH - UNIVERSITY OF OREGON

This day of training is the third day of the Region 3 BEST training, but is also open to staff members of schools that have been previously BEST trained. (If you are in one of the 15 schools in the current BEST cohort you do not need to register for this training.) The purpose of this day will be to increase the capacity of schools to use tier 2 with regard to behavior and social-emotional concerns. This workshop will address:

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- ♦ DESIGNING A UNIVERSAL SCREENING SYSTEM (WHO ARE CANDIDATES FOR HIGHER TIERED INTERVENTIONS IN YOUR SCHOOL?)
- ♦ EVIDENCE BASED TIER 2 INTERVENTIONS
- ♦ INITIAL INFORMATION ON TIER 3 INTERVENTIONS

ABOUT STEPHEN SMITH— Stephen Smith, MS, is involved in a wide range of research, training, and evaluation projects at the University of Oregon and the Institute on Violence and Destructive Behavior (IVDB) where he conducts research on antisocial behavior, bullying and harassment, teacher training, and school-wide behavior management. He also provides trainings for the U.S. Department of Education and state and local agencies on these topics. He is co-author of several publications on these topics and the School Safety and Prevention Strategies: Proven and Practical Solutions for Educators (Guilford Press in 2004).

DATE: March 27, 2012
8:00 a.m. to 3:30 p.m.
Please register by March 22, 2012

TIME: Registration at 8:00 a.m.
Session starts promptly at 8:30 a.m.

LOCATION: Parkside Church of Nazarene
3885 Richardson Drive, Auburn, 95602

PLEASE NOTE:

If you are in the 15 schools of the 11-12 BEST cohort—you are already registered. No need to turn in this registration.

If you attended BEST in a previous year the cost for this day is \$15.00 per person. Space is limited.

TO REGISTER: Fax a copy of the completed registration form below to (530) 886-5888.
OR Register Online: www.placercoe.k12.ca.us/departments/ProfDev/events.
Registration is **DUE 3/22/12**. For more info. Call 530-886-5876

Workshop Title: BEST Tier 2 Training

Date: March 27, 2012

Name (please print): MR. DAVID FRENCH

Position/Title: VICE PRINCIPAL

School, District, County: WILSON C. RILES Middle School, CENTER JOINT UNIF. School Dist. SACRAMENTO C.

Work Ph#: (916) 787-8100 ext 1205 Home Ph#: ()

Fax#: (916) 773-4131 E-Mail: DAVID.FRENCH@CENTERJUSD.ORG

CENTER UNIFIED SCHOOL DISTRICT

AGENDA REQUEST FOR:

Dept./Site: Wilson C. Riles Middle School

Date: March 29, 2012

Action Item ____

To: Board of Trustees

Information Item X

From: Joyce Frisch, Principal

Attached Pages 1

Principal's Initials: 

SUBJECT:

Wilson C. Riles Middle School sent Joyce Frisch and Christopher Borasi to PCOE on March 29, 2012 to attend the conference titled, "Programs, Policies, and Practice for Meeting the Needs of Long Term English Learners Day One". They will attend Day Two of this training on April 16, 2012. This is being funded through C&I.

Programs, Policies, and Practice for Meeting the Needs of Long Term English Learners

Presented by Laurie Olsen, Ph.D.

March 29th and April 16, 2012

8:30am—3:30pm

Placer County Office of Education (Annex)

11700 Enterprise Drive, Nobill Room, Auburn, CA

Cost: In Placer County: \$125.00 Out of County: \$200.00

Audience: This institute is designed for teams of district administrators and site leaders, who work with students in grades 4-12, including Principals, Vice-Principals, Teacher Leaders, English Learner Coordinators, Directors of State/Federal Programs, Curriculum and Instruction Staff, Associate Superintendents, Principals or Assistant Principals.

Purpose:

To share research on what happens to English Learners over the years they spend in school that results in students becoming "Long Term English Learners" (LTEL). Discussion will include; who these students are, and how they become LTELs, strategies for meeting their needs, and what can be learned from their experience that sheds light on work to be done across the preschool to 12th grade spectrum in order to better serve ELs.

Outcomes:

- Participants will understand who Long Term English Learners are, how they develop, and their linguistic and academic needs.
- Participating teams will develop a plan for identifying their LTELs, conduct inquiry and discover more about the needs of their LTELs, and analyze the strength of their programs and services for meeting the needs of LTELs.
- Participants will understand basic research-based principles for designing more powerful programs for LTELs and know about effective approaches used in other school and districts.
- Participating teams will have developed a common terminology and shared understanding about LTELs and of the research that informs good practice.

Laurie Olsen, Ph.D., is Director of Sobrato Early Academic Literacy initiative in Redwood City and San Jose school districts. She holds a Ph.D. in Social and Cultural Studies in Education from U.C. Berkeley and serves on the Executive Board of Californians Together. Her career spans four / decades as a researcher, writer and provider of leadership development and technical assistance on education equity. Dr. Olsen has worked with hundreds of school districts, leadership teams and county offices of education to design and implement powerful English Learner programs and services. Her acclaimed *Secondary School Leadership for English Learner Success* has reached hundreds of educators throughout the state. For 23 years, she directed California Tomorrow's work in K-12 education and has published dozens of books, videos and articles on EL education, including the award winning *Made in America: Immigrants in U.S. Schools* and, most recently, *Reparable Harm: Fulfilling the Unkept Promise of Educational Opportunity for California's Long Term English Learners*.

The institute combines presentation, activities, dialogue and planning formats for teams from schools and districts. Participants will be provided tools and led through the steps of examining their own Long Term English Learner population, assessing the strengths of their approaches, and considering the implementation of targeted research-based services and program. Each team will have the opportunity to reflect on their own practices and patterns, and to develop plans for how to address LTELs at their site. The institute is designed to facilitate school/district team dialogue and planning. There is an **expectation of work to be done between sessions. Details to be advised at first meeting.**

ONLINE REGISTRATION ONLY: <http://sites.placercoe.k12.ca.us/POWER/events.aspx>

If you need assistance with the online registration, please contact, Leesa O'Neill at (530)745-1478 or loNeill@placercoe.k12.ca.us. Checks/Purchase Orders should be made out to:

Placer County Office of Education 360 Nevada Street Auburn, CA 95603

Cancellation Policy: No refunds after February 28, 2012

Lunch on your own.

PCOE
GOLD IN EDUCATION

CENTER UNIFIED SCHOOL DISTRICT

AGENDA REQUEST FOR:

Dept./Site: Wilson C. Riles Middle School

Date: March 29, 2012

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 send Joyce Frisch and Christopher Borasi to a conference at SCOE on April 20, 2012 titled, "Common Core Standards for the Secondary Schools". There is no cost to the district.

Chris
+
Joyce

***SCOE's Secondary Center
Common Core Standards for the Secondary
Schools***

**An event especially designed for
Middle and High School Educators**

Friday, April 20, 2012

8:30 a.m. to 11:30 a.m.

Sacramento County Office of Education

10474 Mather Blvd.

Mather, CA 95655

- ❖ **Featuring Jeff Sprague, University of Oregon**
Developing Positive Behavior Systems for Secondary Schools
- ❖ **Common Core Standards Mathematics and ELA**
Grades 7-12 Implementation - Next Steps
- ❖ **SMARTER Balanced Assessment Latest Information**
- ❖ **AVID Strategies to Address the Common Core**

To register for this event (#4337), please visit

<http://www.issregister.net>

No fee to attend

Please contact Sue Stickel at (916) 228-2409 / ssickel@scoe.net or

Tim Taylor at (916) 228-2341 / ttaylor@scoe.net with any questions.

Center Joint Unified School District

AGENDA REQUEST FOR:	
Dept./Site: Superintendent's Office	Action Item <u>X</u>
To: Board of Trustees	Information Item _____
Date: April 18, 2012	# Attached Pages _____
From: Scott A. Loehr, Superintendent	
Principal/Administrator Initials: _____	

SUBJECT: First Reading: Board Policies/Regulations/Exhibits			
Replace	BB	9223	Filling Vacancies
RECOMMENDATION: CUSD Board of Trustees approve the first reading of presented policies/regulations/exhibits.			

FILLING VACANCIES

Events Causing a Vacancy

A vacancy on the Governing Board may occur for any of the following events:

1. The death of an incumbent (Government Code 1770)
2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)
3. A Board member's resignation (Government Code 1770)

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090, 5091)

4. A Board member's removal from office, including by recall (Elections Code 11384; Government Code 1770)
5. A Board member's ceasing to be a resident of the district (Government Code 1770)

Note: The following paragraph is for use by districts that have established trustee areas.

~~A vacancy on the Board also occurs when a Board member ceases to inhabit the trustee area which he/she represents on the Board. (58 Ops.Cal.Atty.Gen. 888 (1975))~~

6. A Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)
 - a. Upon district business with the approval of the Board
 - b. With the consent of the Board for an additional period not to exceed a total absence of 90 days

Note: AB 334 (Ch. 54, Statutes of 2011) amended Government Code 1064 to authorize the Governing Board to extend an out-of-state absence for an unlimited duration when the absence is due to illness or other urgent necessity.
--

FILLING VACANCIES (continued)

In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.

- c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

- 7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by illness or when absent from the state with the permission required by law (Government Code 1770)

Note: Board members forfeit office and, in some cases, are disqualified from holding public office upon conviction of designated crimes as specified in the Constitution and various other state laws. Examples of crimes that result in forfeiture of office include, but are not limited to, convictions for felonies, offenses that involve a violation of official duties, bribery, selling appointments, intoxication in the discharge of official duties, misuse of public funds, conflict of interest violations, and a false claim of receipt of any military decoration or medal.

- 8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)
- 9. A Board member's refusal or neglect to file his/her required oath or bond within the time prescribed (Government Code 1770)

(cf. 9224 - Oath or Affirmation)

- 10. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)

FILLING VACANCIES (continued)

11. The making of an order vacating a Board member's office or declaring the office vacant when the Board member fails to furnish an additional or supplemental bond (Government Code 1770)
12. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)

Note: Pursuant to Education Code 5090, a vacancy is declared when there has been a "failure to elect," meaning that the County Registrar of Voters has determined that an election will not be held because either no candidate or an insufficient number of candidates have filed to run for a Board seat(s). Education Code 5328 authorizes the Board to make an appointment in such circumstances.

13. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs within four months of the end of a Board member's term, the Board shall take no action. (Education Code 5093)

Note: Pursuant to Education Code 5091, when a vacancy occurs or when a deferred resignation has been filed four or more months before the end of a Board member's term, the Board shall take action, as specified below. In the event that the Board fails to make a provisional appointment or order an election within 60 days, the County Superintendent of Schools must call an election to fill the vacancy.

2. When a vacancy occurs longer than four months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below. (Education Code 5091, 5093)
3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

FILLING VACANCIES (continued)

Eligibility

Note: Persons applying or nominated for a Board position must meet the legal qualifications for Board members as detailed in Education Code 35107. Education Code 35107 also provides that a district employee appointed or elected to the Board must resign his/her employment before being sworn in or have his/her employment automatically terminated upon being sworn into office. See BB 9220 - Governing Board Elections.

In order to be appointed or elected to fill a vacancy on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

(cf. 9220 - Governing Board Elections)

Provisional Appointments

Note: The Board is authorized to make a provisional appointment to fill a vacancy pursuant to item #2 in the section above entitled "Timelines for Filling a Vacancy." The law does not specify procedures for making provisional appointments for vacancies caused by reasons other than a failure to elect; however, such procedures must comply with the requirements of the Brown Act (Government Code 54950-54963). Secret ballots are prohibited by Government Code 54953.

The following **optional** paragraph should be modified to reflect district practice. See CSBA's publication Filling a Board Vacancy for additional information about provisional appointments, including sample questions for interviewing and evaluating candidates.

When authorized by law to make a provisional appointment to fill a vacancy on the Board, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

(cf. 9130 - Board Committees)

(cf. 9323.2 - Actions by the Board)

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
2. The full name of the appointee

FILLING VACANCIES (continued)

3. The date of appointment
4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

Appointment Due to Failure to Elect

Note: The following procedure applies when an appointment is being made because of a failure to elect pursuant to Education Code 5090, 5326, and 5328 (item #13 in section entitled "Events Causing a Vacancy" above).

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

(cf. 9100 - Organization)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

Legal Reference: (see next page)

FILLING VACANCIES (continued)

Legal Reference:

EDUCATION CODE

5000-5033 Elections

5090-5095 Vacancies

5200-5208 Districts governed by boards of education

5300-5304 Elections

5320-5329 Order and call of election

5340-5345 Consolidation of elections

5360-5363 Election notice

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions, elections

35107 Eligibility of board members

35178 Resignation with deferred effective date

ELECTIONS CODE

10600-10604 School district elections

11381-11386 Candidates for recall

GOVERNMENT CODE

1064 Absence from state

1770 Vacancies: definition

3000-3003 Forfeiture of office

3060-3075 Removal other than by impeachment

6061 One time notice

54950-54963 The Ralph M. Brown Act

PENAL CODE

88 Bribery, forfeiture from office

UNITED STATES CODE, TITLE 18

704 Military medals or decorations

ATTORNEY GENERAL OPINIONS

58 Ops. Cal. Atty. Gen. 888 (1975)

Management Resources:

CSBA PUBLICATIONS

Filling a Board Vacancy, rev. December 2010

WEB SITES

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

California State Attorney General's Office, Quo Warranto Applications:

http://ag.ca.gov/opinions/quo_warranto.php

Board Bylaw

Filling Vacancies

BB 9223

Board Bylaws

Events Causing a Vacancy

A vacancy on the Governing Board may occur for any of the following events:

- 1. The death of an incumbent (Government Code 1770)**
- 2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)**
- 3. A Board member's resignation (Government Code 1770)**

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. (Education Code 5090, 5091)

Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090)

- 4. A Board member's removal from office, including recall (Elections Code 11384; Government Code 1770)**
- 5. A Board member's ceasing to be an inhabitant of the state or resident of the district (Government Code 1770)**

A vacancy on the Board also occurs when a Board member ceases to inhabit the trustee area which he/she represents on the Board. (58 Ops.Cal.Atty.Gen. 888 (1975))

- 6. A Board member's absence from the state beyond the period allowed by law without the permission required by law (Government Code 1770)**

No Board member shall be absent from the state for more than 60 days, except in any of the following situations: (Government Code 1064)

- a. Upon business of the school district with the approval of the Board
- b. With the consent of the Board for an additional period not to exceed a total absence of 90 days
- c. For federal military deployment not to exceed six months as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities.

- d. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board for an additional period not to exceed 30 days.

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

- 7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by sickness or when absent from the state with the permission required by law (Government Code 1770)

- 8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)

- 9. A Board member's refusal or neglect to file his/her required oath or bond within the time prescribed (Government Code 1770)

(cf. 9224 - Oath or Affirmation)

- 10. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)

- 11. The making of an order vacating a Board member's office or declaring the office vacant when the officer fails to furnish an additional or supplemental bond (Government Code 1770)

- 12. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which

case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)

13. A failure to elect when either no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs less than four months before the end of a Board member's term, the Board shall take no action. (Education Code 5093)

2. When a vacancy occurs four or more months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below. (Education Code 5091, 5093)

3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

When a special election is not required, the Board may make a provisional appointment. (Education Code 5091, 5093)

Provisional Appointments

The first action of the board shall be to offer the provisional appointment to the person who received the next highest number of votes during the most recent Board member election. If that person is no longer available or declines the appointment, in order to draw from the largest possible number of candidates, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

(cf. 9130 - Board Committees)

(cf. 9323.2 - Actions by the Board)

In order to serve on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

(cf. 9220 - Governing Board Elections)

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

- 1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation**
- 2. The full name of the appointee**
- 3. The date of appointment**
- 4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment**

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

Appointment Due to Failure to Elect

When a vacancy occurs because no person or an insufficient number of candidates have been nominated (i.e., a failure to elect), and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

(cf. 9100 - Organization)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

Legal Reference:

EDUCATION CODE

5000-5033 Elections

5090-5095 Vacancies

5200-5208 Districts governed by boards of education

5300-5304 Elections

5320-5329 Order and call of election

5340-5345 Consolidation of elections

5360-5363 Election notice

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions, elections

35107 Eligibility of board members

35178 Resignation with deferred effective date

ELECTIONS CODE

10600-10604 School district elections

11381-11386 Candidates for recall

GOVERNMENT CODE

1064 Absence from state

1770 Vacancies: definition

3000-3002 Forfeiture of office

3060-3075 Removal other than by impeachment

6061 One time notice

54950-54963 The Ralph M. Brown Act

PENAL CODE

88 Bribery, forfeiture from office

UNITED STATES CODE, TITLE 18

704 Military medals or decorations

ATTORNEY GENERAL OPINIONS

58 Ops.Cal.Atty.Gen. 888 (1975)

Management Resources:

CSBA PUBLICATIONS

Filling a Board Vacancy, rev. January 2008

WEB SITES

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

California State Attorney General's Office, Quo Warranto Applications:

<http://caag.state.ca.us/opinions/quo.htm>

Bylaw CENTER UNIFIED SCHOOL DISTRICT
adopted: April 1, 2009 Antelope, California

Center Joint Unified School District

AGENDA REQUEST FOR:	
Dept./Site: Superintendent's Office	Action Item <u> X </u>
To: Board of Trustees	Information Item <u> </u>
Date: April 18, 2012	# Attached Pages <u> </u>
From: Scott A. Loehr, Superintendent	
Principal/Administrator Initials: <u> </u>	

SUBJECT: Second Reading: Board Policies/Regulations/Exhibits			
Replace	AR	1340	Access to District Records
Replace	BP	2121	Superintendent's Contract
Replace	BP	3110	Transfer of Funds
Replace	AR	3314	Payment for Goods and Services
Delete	BP	3513.1	Cellular Phone Reimbursement
Replace	AR	3513.1	Cellular Phone Reimbursement
Replace	AR	3541.1	Transportation for School-Related Trips
Replace	BP	3553	Free and Reduced Price Meals
Replace	AR	4117.11/4317.11	Preretirement Part-Time Employment
Replace	BP	4140/4240/4340	Bargaining Units
Replace	AR	4217.3	Layoff/Rehire
Replace	BP/AR	5111	Admission
Replace	AR	5111.1	District Residency
Replace	AR	5111.12	Residency Based on Parent/Guardian Employment
Delete	AR	5111.13	Residency for Homeless Children
Replace	AR	5125	Student Records
Replace	AR/E	5125.1	Release of Directory Information
Replace	BP/AR	5131.7	Weapons and Dangerous Instruments
Replace	BP/AR	5141.21	Administering Medication and Monitoring Health Conditions
Replace	BP/AR	6145.2	Athletic Competition
Replace	BP/AR	6146.1	High School Graduation Requirements
Replace	AR	6162.51	Standardized Testing and Reporting Program
Add	BP	6170.1	Transitional Kindergarten
Replace	AR	6173.1	Education for Foster Youth
Replace	BB	9320	Meetings and Notices
 RECOMMENDATION: CUSD Board of Trustees approve the second reading of presented policies/regulations/exhibits.			

ACCESS TO DISTRICT RECORDS

Note: Article I, Section 3 of the California Constitution grants any person the right to access information concerning meetings and writings of state and local government bodies, officials, and agencies as long as the constitutional rights of privacy and due process are protected. Courts broadly interpret rules or laws granting access and narrowly interpret those denying access; thus, the burden is on the district to demonstrate the need for restricting access to public records.

The following optional administrative regulation lists those records defined as public and as confidential and is not intended to provide an all-inclusive list of all of the records which may be public and/or confidential.

Definitions

Note: Pursuant to Government Code 6252, "public record" includes any writing that relates to district business as defined below.

Emails discussing district business are considered public records. However, the law is unclear whether emails discussing district business sent from an employee's or Governing Board member's home computer or personal digital assistant would be considered a public record that is "retained in the normal course of business" and thus subject to disclosure. If a district receives a request for such records, legal counsel should be consulted, as appropriate. See BB 9012 - Board Member Electronic Communications.

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

(cf. 3580 - District Records)

(cf. 9012 - Board Member Electronic Communications)

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

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

Public Records

Note: While not specifically enumerated in Government Code 6252, items #1-14 below are items which fall within the definition of "public records."

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

ACCESS TO DISTRICT RECORDS (continued)

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

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

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

(cf. 9324 - Minutes and Recordings)

6. Meeting agendas (Government Code 54957.5)

(cf. 9322 - Agenda/Meeting Materials)

7. Official communications between the district and other government agencies
8. School-based program plans (Education Code 52850)

(cf. 0420 - School Plans/Site Councils)

(cf. 0420.1 - School-Based Program Coordination)

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

(cf. 0440 - District Technology Plan)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

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

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

<p>Note: Although Government Code 6254 exempts from disclosure those records pertaining to pending litigation, the Attorney General opined in 71 <u>Ops.Cal.Atty.Gen.</u> 235 (1988) that records predating the filing of the documents initiating the lawsuit are not exempt from disclosure. In <u>Fairley v. Superior Court</u>, the court concurred and further held that documents were exempted only if prepared for use in litigation. The following item reflects the opinion of the court and the Attorney General. The Board should consult legal counsel if it believes that a tort claim or other document related to litigation should not be disclosed.</p>

ACCESS TO DISTRICT RECORDS (continued)

11. Claims filed against the district and records pertaining to pending litigation (Government Code 6254.25; Fairley v. Superior Court; 71 Ops.Cal.Atty.Gen. 235 (1988))

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

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

(cf. 9270 - Conflict of Interest)

13. Employment contracts and settlement agreements (Government Code 53262)

(cf. 2121 - Superintendent's Contract)

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

(cf. 4141/4241 - Collective Bargaining Agreement)

Note: The following item reflects an Attorney General Opinion (64 Ops.Cal.Atty.Gen. 186 (1981)) which opined that, a person must, upon request, be provided a copy of a textbook or other written instructional material unless the provision would result in a copyright infringement or unreasonable burden to the district. In addition, pursuant to Education Code 49091.10, parents/guardians must be allowed to inspect all instructional materials. See BP/AR 5020 - Parent Rights and Responsibilities.

14. Instructional materials including, but not limited to, textbooks (64 Ops.Cal.Atty.Gen. 186 (1981))

(cf. 5020 - Parent Rights and Responsibilities)

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

Note: In accordance with Government Code 6252.5, Board members have the same access to public records of the district as do members of the public. When Board members are authorized to access public records, Government Code 6252.7 prohibits the district from discriminating between Board members as to when and which record, or portion of the record, will be made available. See BB 9322 - Agenda/Meeting Materials.

Governing Board members shall have the ability to access public records permitted by law in the administration of their duties or open to inspection by members of the public. (Government Code 6252.5)

Note: Generally, the names and salaries of public employees are subject to disclosure. In International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, the California Supreme Court held that the salaries of public employees, linked to individual employee names (including peace officers), must be disclosed. The court recognized that, in some circumstances, the salaries of certain employees might be exempt from disclosure, depending on the facts and circumstances of the particular individual (e.g., anonymity of an undercover police officer); however, the presumption is that salary records are open and the burden is on the district maintaining the record to demonstrate why the particular record would be exempt from disclosure.

ACCESS TO DISTRICT RECORDS (continued)

Government Code 6254.29 specifies that the Public Records Act does not require a district to disclose a social security number and states the Legislature's intent that districts redact social security numbers from any records being disclosed to the public.

The Superintendent or designee shall ensure that any public record containing personal information is redacted to ensure that such information, including, but not limited to, an employee's home address or social security number, is not disclosed to the public.

Confidential Records

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

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

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

2. Records specifically prepared for litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or beyond, if the records are protected by some other provision of law (Government Code 6254, 6254.25; Fairley v. Superior Court; 71 Ops.Cal.Atty.Gen. 235 (1988))
3. Personnel records, medical records, student records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 6254)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)

The home addresses and home telephone numbers of employees may only be disclosed as follows: (Government Code 6254.3)

- a. To an agent or a family member of the employee
- b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties

ACCESS TO DISTRICT RECORDS (continued)

- c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, unless the employee performs law enforcement-related functions or requests in writing that the information not be disclosed

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

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

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

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

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

- 5. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code 6254)
- 6. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying the information (Government Code 6254)

<p>Note: SB 445 (Ch. 80, Statutes of 2011) added Government Code 6267 to make the written and electronic records of library patrons confidential, except with regards to any person who is acting within the scope of his/her duties in the administration of the library, authorized in writing by the patron, or responding to an order of a court.</p>

- 7. Library circulation and patron use records of a borrower or patron including, but not limited to, his/her name, address, telephone number, email address, borrowing information, or use of library information resources (Government Code 6254, 6267)

(cf. 6163.1 - Library Media Centers)

ACCESS TO DISTRICT RECORDS (continued)

Note: The following exemption protects attorney-client privileged communications and attorney work product, as well as other work product prepared for use in pending litigation or claims. Pursuant to the Rules of Professional Conduct of the State Bar of California, when an attorney has been hired to represent the district as a whole, this privilege may only be waived by the Board.

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

(cf. 9124 - Attorney)

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

(cf. 0450 - Comprehensive Safety Plan)

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

(cf. 9223 - Filling Vacancies)

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

(cf. 9321 - Closed Session Purposes and Agendas)

12. Computer software developed by the district (Government Code 6254.9)

Note: The following exemption protects the integrity of districts' electronic information systems against attacks such as "hacking."

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

(cf. 5141.6 - School Health Services)

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

ACCESS TO DISTRICT RECORDS (continued)

Note: Item #16 below reflects an exemption often referred to as the "catch-all" or "public interest" exemption pursuant to Government Code 6255. This exemption allows a district to withhold a record based on analysis of the specific facts of the situation and in light of the competing public interests. This exemption also includes the "deliberative process privilege" which is designed to protect a district's decision-making process in order to encourage candid discussions within the district. Legal counsel should be consulted to determine whether a request for a record falls under this exemption.

16. Records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record (Government Code 6255)

Inspection of Records and Requests for Copies

Note: Court decisions have held that a public record request may be made orally, by phone, or in writing, including by email, fax, or hand delivery. The district may ask, but not require, that the person put an oral request in writing.

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

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

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

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

ACCESS TO DISTRICT RECORDS (continued)

4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data

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

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

Note: Government Code 6253 states that copies of records must be provided "promptly." The term "promptly" is not defined in law, but Government Code 6253 also states that a district may not delay or obstruct the copying of records. Thus, if the records are held in a manner that allows for prompt disclosure, the records generally should not be withheld because of the 10-day response period or the 14-day extension detailed above.

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

Note: The following optional paragraph is for use by districts that charge for copies. See the accompanying Board policy.

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

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

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

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals.

ACCESS TO DISTRICT RECORDS (continued)

2. The request would require data compilation, extraction, or programming to produce the record.

Assistance in Identifying Requested Records

Note: Government Code 6253.1 requires the district to assist a person requesting to inspect or obtain a copy of a public record as specified below. This assistance is not required if the district grants the request and the records are made available or if the request is denied on the grounds that the records are confidential.

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

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

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

Provisions of the Public Records Act shall not be construed so as to delay access for purposes of inspecting records open to the public. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6253)

Administrative Regulation

Access To District Records

AR 1340

Community Relations

Definitions

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

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

A member of the public includes any citizen, except a member, agent, officer, or employee of the district acting within the scope of his/her office or employment. Governing Board members shall have the ability to access public records permitted by law in the administration of their duties. Notwithstanding, members of the Board are entitled to access to district public records on the same basis as any other citizen. (Government Code 6252, 6252.5)

Public Records

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

1. Proposed and approved budgets and annual audit of the district (Government Code 6252; Education Code 41020, 42103)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

2. Statistical compilations (Government Code 6252)

3. Reports and memoranda (Government Code 6252)

4. Notices and bulletins (Government Code 6252)

5. Minutes of public meetings (Government Code 6252)

(cf. 9324 - Minutes and Recordings)

6. Meeting agendas (Government Code 6252, 54957.5)

(cf. 9322 - Agenda/Meeting Materials)

7. Official communications between governmental branches (Government Code 6252)

8. School-based program plans (Education Code 52850)

(cf. 0420.1 - School-Based Program Coordination)

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

(cf. 0420 - School Plans/Site Councils)

(cf. 0440 - District Technology Plan)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

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

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

**11. Tort claims filed against the district and records pertaining to pending litigation
which predate the filing of the litigation, unless protected by some other provision of law
(Government Code 6254.25; Fairley v. Superior Court; 71 Ops.Cal.Atty.Gen. 235 (1988))**

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

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

(cf. 9270 - Conflict of Interest)

13. Contracts of employment and settlement agreements (Government Code 53262)

(cf. 2121 - Superintendent's Contract)

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

(cf. 4141/4241 - Collective Bargaining Agreement)

The Superintendent or designee shall ensure that any record containing personal information is redacted to ensure that such information, including, but not limited to, an employee's home address or social security number, is not disclosed to the public.

Confidential Records

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

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

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

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

2. Records specifically prepared for litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act are confidential, until the pending litigation or claim has been finally adjudicated or otherwise settled, unless the records are protected by some other provision of law (Government Code 6254, 6254.25; Fairley v. Superior Court; 71 Ops.Cal.Atty.Gen. 235 (1988))

3. Personnel records, medical records, student records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 6254)

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

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

The home addresses and home telephone numbers of employees may be disclosed only as follows: (Government Code 6254.3)

a. To an agent or a family member of the individual to whom the information pertains

b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties

c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, unless the employee performs law enforcement-related functions or requests in writing that the information not be disclosed

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

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

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

5. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code 6254)

6. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying the information (Government Code 6254)

7. Library circulation records kept for the purpose of identifying the borrower of items available in the library (Government Code 6254)

(cf. 6163.1 - Library Media Centers)

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

(cf. 9124 - Attorney)

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

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

10. Recall petitions or petitions for the reorganization of school districts (Government Code 6253.5)

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

(cf. 9321 - Closed Session Purposes and Agendas)

12. Computer software developed by the district (Government Code 6254.9)

13. Written instructional textbooks or other materials which, when providing a copy, would infringe a copyright or would constitute an unreasonable burden on the operation

of the district (65 Ops.Cal.Atty.Gen. 186 (1981))

(cf. 5020 - Parent Rights and Responsibilities)

14. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 6254, 6255)

(cf. 5141.6 - School Health Services)

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

16. Records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record (Government Code 6255)

Inspection of Records and Requests for Copies

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

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

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

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

4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data

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

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

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

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

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

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

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

Assistance in Identifying Requested Records

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

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

If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.

2. Describe the information technology and physical location in which the records exist

3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the Public Records Act shall not be construed so as to delay access for purposes of inspecting records open to the public. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6253)

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: April 1, 2009 Antelope, California

SUPERINTENDENT'S CONTRACT

Note: The following optional policy should be modified to reflect district practice.

The Governing Board believes that the Superintendent's employment contract should outline the framework through which the Board and Superintendent are to work together to achieve district goals and objectives. When approving the Superintendent's employment contract, the Board shall consider the need for stability in district administration and shall ensure the best use of district resources.

(cf. 2120 - Superintendent Recruitment and Selection)

(cf. 4312.1 - Contracts)

(cf. 9000 - Role of the Board)

The contract shall be reviewed by the district's legal counsel and shall, at a minimum, include the following:

1. The general duties and responsibilities of the position

(cf. 2110 - Superintendent Responsibilities and Duties)

2. The duration of the contract, which shall be for no more than four years pursuant to Education Code 35031

3. The salary, benefits, and other compensation for the position

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

4. The criteria, process, and procedure for evaluation and the conditions for reemployment

(cf. 2140 - Evaluation of the Superintendent)

5. The conditions for termination of the contract including the maximum cash settlement that the Superintendent may receive upon termination of the contract

Note: Pursuant to Government Code 54957, personnel matters related to the appointment or employment of an employee may appropriately be discussed in closed session. However, pursuant to Government Code 54956, as amended by AB 1344 (Ch. 692, Statutes of 2011), the Governing Board is prohibited from deliberating on the salary or other compensation of the Superintendent at a special meeting. See BB 9320 - Meetings and Notices and BB 9321 - Closed Session Purposes and Agendas.
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The Board shall deliberate in the closed session of a regular meeting about the terms of the contract. (Government Code 54956, 54957)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

SUPERINTENDENT'S CONTRACT (continued)

Terms of the contract shall remain confidential until the ratification process commences.

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

The Board shall ratify the Superintendent's contract in an open meeting, which shall be reflected in the Board's minutes. Copies of the contract shall be available to the public upon request. (Government Code 53262)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Note: The following **optional** paragraph provides that any extension of the contract be based on Board action rather than automatic "rollover" or "evergreen" provisions. Government Code 3511.2, as added by AB 1344 (Ch. 692, Statutes of 2011), prohibits the automatic renewal of a contract with a provision for automatic increase that exceeds the cost of living adjustment.

During an existing contract, the Board may reemploy the Superintendent on mutually agreed upon terms and conditions. However, the Superintendent's contract shall be extended only by Board action subsequent to a satisfactory evaluation of the Superintendent's performance and in accordance with Government Code 3511.2.

Decision not to Reemploy

Note: Pursuant to Education Code 35031, the Board must notify the Superintendent, as specified in the following **optional** paragraph, if it decides to not reemploy him/her. If the Board fails to provide the required prior written notice, the Superintendent shall be deemed reemployed for a term of the same length as the one completed, under the same terms and conditions, and with the same compensation.

If the Board determines to not reemploy the Superintendent at the expiration of his/her contract, the Board shall provide written notice to him/her at least 45 days in advance of the expiration of the term of the contract. (Education Code 35031)

Termination of Contract

Note: Pursuant to Government Code 53260, every employee contract must include a provision limiting the maximum cash settlement the employee may receive upon termination of the contract to an amount equal to his/her monthly salary multiplied by the number of months left on the contract. If the unexpired term is greater than 18 months, this maximum is equal to the monthly salary multiplied by 18. Cash settlements may be less than these maximums. The district must make termination agreements available to the public upon request. See AR 4117.5/4217.5/4317.5 - Termination Agreements.

SUPERINTENDENT'S CONTRACT (continued)

The Board may terminate the Superintendent's contract of employment in accordance with law and applicable contract provisions. If the unexpired term of the contract is more than 18 months, the maximum cash settlement shall be no greater than the Superintendent's monthly salary multiplied by 18. The cash settlement shall not include any noncash items other than health benefits, which may be continued for the unexpired term of the contract up to 18 months or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

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

However, when the termination of the Superintendent's contract is based upon the Board's belief and subsequent confirmation through an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, the maximum settlement shall be as determined by an administrative law judge but no greater than the Superintendent's monthly salary multiplied by six. (Government Code 53260)

Note: Pursuant to Government Code 53243-53243.4, as added by AB 1344 (Ch. 692, Statutes of 2011), effective January 1, 2012, any Superintendent contract to be executed or renewed by the Board must contain a provision requiring the Superintendent to reimburse the district in circumstances specified below.

In addition, if the Superintendent is convicted of a crime involving an abuse of his/her office or position, he/she shall reimburse the district for payments he/she receives as paid leave salary pending investigation or as cash settlement upon his/her termination, and for any funds expended by the district in his/her defense against a crime involving his/her office or position. (Government Code 53243-53243.4, 53260)

Legal Reference: (see next page)

SUPERINTENDENT'S CONTRACT (continued)

Legal Reference:

EDUCATION CODE

35031 Term of employment

41325-41329.3 Conditions of emergency apportionment

GOVERNMENT CODE

3511.1-3511.2 Local agency executives

53243-53243.4 Abuse of office

53260-53264 Employment contracts

54954 Time and place of regular meetings

54957 Closed session personnel matters

54957.1 Closed session, public report of action taken

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Superintendent Evaluation, 2006

Maximizing School Board Governance: Superintendent Selection and Employment, 2004

WEB SITES

CSBA, Governance Consulting Services: <http://www.csba.org>

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

Board Policy

Superintendent's Contract

BP 2121
Administration

In approving employment contracts with the Superintendent, the Governing Board wishes to encourage the Superintendent's long-term commitment to the district and community while carefully considering the financial and legal implications of the contract in order to protect the district from any potentially adverse obligations.

(cf. 2120 - Superintendent Recruitment and Selection)
(cf. 4312.1 - Contracts)
(cf. 9000 - Role of the Board)

The Board shall designate a representative to negotiate with the Superintendent on its behalf and shall consult legal counsel to draft the contract document.

The Board shall deliberate in closed session about the terms of the contract.
(Government Code 54957)

(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

Terms of the contract shall remain confidential until the ratification process commences.

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

The Board shall ratify the Superintendent's contract in an open meeting, which shall be reflected in the Board's minutes. Copies of the contract shall be available to the public upon request. (Government Code 53262)

(cf. 3580 - District Records)

The contract shall include, but not be limited to, provisions for salary and benefits, annual evaluations, term of the contract, and conditions for termination of the contract. The contract should also include general responsibilities and duties of the Superintendent.

(cf. 2110 - Superintendent Responsibilities and Duties)

The term of the contract shall be for no more than four years. (Education Code 35031)

During the term of the contract, the Board may reemploy the Superintendent on those terms and conditions mutually agreed upon by the Board and Superintendent. (Education

Code 35031)

The Superintendent's contract shall be extended only by Board action and subsequent to a satisfactory evaluation of the Superintendent's performance.

(cf. 2140 - Evaluation of the Superintendent)

In the event that the Board determines not to reemploy the Superintendent, the Board shall provide written notice to the Superintendent at least 45 days in advance of the expiration of the term of the contract. (Education Code 35031)

The Superintendent's contract shall include a provision specifying the maximum cash settlement that the Superintendent may receive upon termination of the contract. However, if the unexpired term of the contract is greater than 18 months, the maximum cash settlement shall be no more than the Superintendent's monthly salary multiplied by 18. The cash settlement shall not include any noncash items other than health benefits, which may be continued for the unexpired term of the contract up to 18 months or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

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

If the Board terminates the Superintendent's contract upon its belief and subsequent confirmation pursuant to an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal practices, the maximum settlement shall be within the limits prescribed by law, as determined by an administrative law judge. (Government Code 53260)

Legal Reference:

EDUCATION CODE

35031 Term of employment

41325-41329.3 Conditions of emergency apportionment

GOVERNMENT CODE

53260-53264 Employment contracts

54954 Time and place of regular meetings

54957 Closed session personnel matters

54957.1 Closed session, public report of action taken

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Superintendent Selection and Employment, 2004

WEB SITES

CSBA, Single District Governance Services: <http://www.csba.org/sds>

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

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

TRANSFER OF FUNDS

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2014-15 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

The Governing Board recognizes its responsibility to monitor the district's fiscal practices to ensure accountability regarding the expenditure of public funds and compliance with legal requirements.

(cf. 3100 - Budget)

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

The Board may transfer funds during or at the end of the fiscal year in accordance with law as necessary to meet district needs or to permit the payment of district obligations. (Education Code 16095, 17582-17592, 42600-42603, 42605, 42841-42843, 52616.4)

Tier 3 Categorical Flexibility

From the 2008-09 through 2014-15 fiscal years, the Board has determined that it is in the best interest of the district to utilize the categorical program flexibility authorized by Education Code 42605. Funds received for programs identified by law as Tier 3 categoricals may be expended for any educational purpose.

The Board shall hold a public hearing to take testimony from the public, discuss, and approve or disapprove the proposed use of the funding, and shall make explicit for each of the categorical budget items the purposes for which the funds will be used. (Education Code 42605)

Any such public hearing shall be held prior to and independent of the Board's regular budget-adoption meeting. Whenever the proposed use of the funding will result in the elimination of a program, the notice of the public hearing shall identify the program to be eliminated. (Education Code 42605)

During the hearing, the Board shall consider the district's goals for student learning and determine funding priorities and program focus. The Board may also discuss statutory constraints, available resources, and whether program modifications might improve educational outcomes.

The Superintendent or designee shall regularly report to the Board regarding how the district is exercising the flexibility and whether the desired results are being achieved. He/she shall

also complete any necessary reports required by the California Department of Education.

(cf. 0420 - School Plans/Site Councils)
(cf. 0420.1 - School-Based Program Coordination)
(cf. 0440 - District Technology Plan)
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3111 - Deferred Maintenance Funds)
(cf. 3530 - Risk Management/Insurance)
(cf. 4111 - Recruitment and Selection)
(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)
(cf. 4113 - Assignment)
(cf. 4131 - Staff Development)
(cf. 4131.1 - Beginning Teacher Support/Induction)
(cf. 4138 - Mentor Teachers)
(cf. 4139 - Peer Assistance and Review)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 5136 - Gangs)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5145.6 - Parental Notifications)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 5148.1 - Childcare Services for Parenting Students)
(cf. 5149 - At-Risk Students)
(cf. 6111 - School Calendar)
(cf. 6141.5 - Advanced Placement)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6151 - Class Size)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6162.52 - High School Exit Examination)
(cf. 6163.1 - Library Media Centers)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer School)
(cf. 6178 - Career Technical Education)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6179 - Supplemental Instruction)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)
(cf. 6200 - Adult Education)
(cf. 9323.2 - Actions by the Board)

Legal Reference:

EDUCATION CODE

78 Definition governing board

5200 Districts governed by boards of education

16095 Transfer of district funds to district state school building fund

17582 Deferred maintenance fund; establishment; purpose

17583 Deferred maintenance fund; transfer

17584 Budgeting certification deferred maintenance fund; apportionment
17585 Applications for deferred maintenance funding
41301 Section A state school fund allocation schedule
42125 Designated and unappropriated fund balances
42600 District budget limitation on expenditure
42601 Transfers between funds to permit payment of obligations at close of year
42603 Transfer of monies held in any fund or account to another fund; repayment
42605 Tier 3 categorical flexibility
42840-42843 Special reserve fund
52616.4 Expenditures from adult education fund

Management Resources:

CSBA PUBLICATIONS

Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE

Fiscal Issues Relating to Budget Reductions and Flexibility Provisions, April 2009

WEB SITES

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

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

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

Board Policy

Transfer Of Funds

BP 3110

Business and Noninstructional Operations

Cautionary Notice: 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 in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Governing Board recognizes its responsibility to monitor the district's fiscal practices to ensure accountability regarding the expenditure of public funds and compliance with legal requirements.

(cf. 3100 - Budget)

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

The Board may transfer funds during or at the end of the fiscal year in accordance with law as necessary to meet district needs or to permit the payment of district obligations. (Education Code 16095, 17582-17592, 42600-42603, 42605, 42841-42843, 52616.4)

Tier 3 Categorical Flexibility

From the 2008-09 through 2012-13 fiscal years, the Board has determined that it is in the best interest of the district to utilize the categorical program flexibility authorized by Education Code 42605. Funds received for programs identified by law as Tier 3 categoricals may be expended for any educational purpose.

The Board shall hold a public hearing to take testimony from the public, discuss, and approve or disapprove the proposed use of the funding, and shall make explicit for each of the categorical budget items the purposes for which the funds will be used. (Education Code 42605)

During the hearing, the Board shall consider the district's goals for student learning and determine funding priorities and program focus. The Board may also discuss statutory constraints, available resources, and whether program modifications might improve educational outcomes.

The Superintendent or designee shall regularly report to the Board regarding how the district is exercising the flexibility and whether the desired results are being achieved. He/she shall also complete any necessary reports required by the California Department of Education.

(cf. 0420 - School Plans/Site Councils)
(cf. 0420.1 - School-Based Program Coordination)
(cf. 0440 - District Technology Plan)
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3111 - Deferred Maintenance Funds)
(cf. 3530 - Risk Management/Insurance)
(cf. 4111 - Recruitment and Selection)
(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)
(cf. 4113 - Assignment)
(cf. 4131 - Staff Development)
(cf. 4131.1 - Beginning Teacher Support/Induction)
(cf. 4138 - Mentor Teachers)
(cf. 4139 - Peer Assistance and Review)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 5136 - Gangs)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5145.6 - Parental Notifications)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 5148.1 - Childcare Services for Parenting Students)
(cf. 5149 - At-Risk Students)
(cf. 6111 - School Calendar)
(cf. 6141.5 - Advanced Placement)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6151 - Class Size)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6162.52 - High School Exit Examination)
(cf. 6163.1 - Library Media Centers)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer School)
(cf. 6178 - Career Technical Education)
(cf. 6178.2 - Regional Occupational Center/Program)

(cf. 6179 - Supplemental Instruction)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)
(cf. 6200 - Adult Education)
(cf. 9323.2 - Actions by the Board)

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42125 Designated and unappropriated fund balances

42600 District budget limitation on expenditure

42601 Transfers between funds to permit payment of obligations at close of year

42603 Transfer of monies held in any fund or account to another fund; repayment

42605 Tier 3 categorical flexibility

42840-42843 Special reserve fund

52616.4 Expenditures from adult education fund

Management Resources:

CSBA PUBLICATIONS

Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE

Fiscal Issues Relating to Budget Reductions and Flexibility Provisions, April 2009

WEB SITES

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

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

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

Policy CENTER UNIFIED SCHOOL DISTRICT
adopted: November 4, 2009 Antelope, California

PAYMENT FOR GOODS AND SERVICES

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

Payment for Construction Contracts

Note: Various provisions of the Public Contract Code govern how payments are made when public entities, including school districts, receive goods and services provided by contractors. Specifically, Public Contract Code 9203 requires the Governing Board to approve the process to be used when the district is to pay for any contract involving the creation, construction, alteration, repair, or improvement of any public structure, building, or facility which costs over \$5,000. In addition, Public Contract Code 7107 and, as added by SB 293 (Ch. 700, Statutes of 2011), Public Contract Code 7201 prescribe the rules that a district must follow to withhold contract payments.

Payment on any contract for the creation, construction, alteration, repair, or improvement of any district property or facility or other public works project shall be made in accordance with the estimates, process, and/or schedule approved by the Governing Board.

Note: Public Contract Code 9203 allows districts to make progress payments to contractors for actual work completed or value of materials delivered and to withhold a portion of the contract price until final completion of the project or delivery of the materials. Public Contract Code 9203 requires progress payments to not exceed 95 percent of the actual work completed or value of materials delivered or stored and the amount withheld to be **not less than five percent** of the contract price. However, as added by SB 293 (Ch. 700, Statutes of 2011), Public Contract Code 7201 provides that, for contracts entered into on or after January 1, 2012, the proceeds that can be lawfully withheld by districts for completed work **cannot exceed five percent** of the contract price, except when there has been a finding by the Board, at a regularly scheduled public hearing prior to accepting bids on the project, that the project is "substantially complex." Because the applicability of these provisions to specific situations is unclear, districts should consult with legal counsel as necessary.

Pursuant to Public Contract Code 20104.50, a district must pay any undisputed, properly submitted progress payment request within 30 days of receiving it, to avoid having to pay interest as specified in Code of Civil Procedure 685.010.

As necessary, the Superintendent or designee may make progress payments as actual work is completed or materials are delivered. When a payment request is properly submitted by a contractor, any undisputed portion of the payment request shall be paid within 30 days. If the Superintendent or designee determines any payment request to be improper, he/she shall return the payment request to the contractor with a written statement of reasons why the request is not proper. (Public Contract Code 9203, 20104.50)

(cf. 3312 - Contracts)

The district may withhold up to five percent of the proceeds due to the contractor until completion and acceptance of the project. (Public Contract Code 7201)

Note: Public Contract Code 7201, as added by SB 293 (Ch. 700, Statutes of 2011), which allows districts to withhold more than five percent of contract proceeds for projects that are "substantially complex," does not define the term. Thus, to determine whether a project is substantially complex, districts may need to consult with legal counsel and, if necessary, regulatory agencies such as the Division of State Architect.

PAYMENT FOR GOODS AND SERVICES (continued)

The proceeds to be withheld by the district may exceed five percent when the Board has made a finding, prior to the bid and during a properly noticed and regularly scheduled meeting, that the project is substantially complex and requires a higher retention amount than five percent. In such cases, the Board's finding and the actual amount to be withheld shall be included in the bid documents. (Public Contract Code 7201)

(cf. 3311 - Bids)

(cf. 9320 - Meetings and Notices)

(cf. 9324 - Minutes and Recordings)

At any time after 50 percent of the work has been completed, the Board may release the withheld proceeds if it finds that satisfactory progress is being made. (Public Contract Code 9203)

<p>Note: Public Contract Code 7107 authorizes districts to retain a percentage of final payment in the event of a dispute with a contractor, as specified below. However, because the determination as to whether a contract has been completed is complex, districts should consult legal counsel as appropriate.</p>
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Proceeds withheld by the district from payments to contractors for public works contracts shall be released within 60 days after the construction or improvement is completed. In the event of a dispute between the district and the contractor, the district may withhold from the final payment an amount not to exceed 150 percent of the disputed amount. (Public Contract Code 7107)

Administrative Regulation

Payment For Goods And Services

AR 3314

Business and Noninstructional Operations

Payments to Contractors

The district shall make payment on any contract for the creation, construction, alteration, repair, or improvement of any public structure, building, or other improvement of any kind which costs over \$5,000 based on estimates of actual work completed that have been approved by the Governing Board. The district shall not make progress payments in excess of 95 percent of the actual work completed and may include 95 percent of the value of material delivered or stored but as yet unused. The district shall withhold at least five percent of the contract price until the final completion and acceptance of the project. However, any time after 50 percent of the work has been completed, the Board may make any of the remaining progress payments in full for actual work completed if the Board finds that satisfactory progress is being made. (Public Contract Code 9203)

The Superintendent or designee shall ensure that requests for progress payments related to contracts for public works are processed and paid within 30 days. Any improper request shall be returned to the contractor within seven days, together with a written statement of why the request is not proper. (Public Contract Code 20104.50)

(cf. 3312 - Contracts)

Retention proceeds withheld by the district from payments to contractors for public works contracts shall be released within 60 days after the construction or improvement is completed. In the event of a dispute between the district and the contractor, the district may withhold from the final payment an amount not to exceed 150 percent of the disputed amount. (Public Contract Code 7107)

Regulation **CENTER UNIFIED SCHOOL DISTRICT**
approved: October 17, 2007 Antelope, California

Delete

Board Policy

Cellular Phone Reimbursement

BP 3513.1

Business and Noninstructional Operations

The Governing Board understands that cellular phones and other mobile communications devices are an efficient and important method of conducting district business and can help to ensure the safety and security of staff, students, and others, as well as helping to protect district property.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 4040 - Employee Use of Technology)

(cf. 5131 - Conduct)

The Superintendent or designee shall determine, in accordance with administrative regulation, whether an employee needs a cell phone and/or other mobile communications device in order to perform his/her job responsibilities.

(cf. 3542 - School Bus Drivers)

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

Legal Reference:

EDUCATION CODE

35213 Reimbursement for loss or damage of personal property

44032 Travel expense payment

48901.5 Electronic signaling devices

VEHICLE CODE

23123 Wireless telephones in vehicles

23125 Wireless telephones in school buses

CODE OF FEDERAL REGULATIONS, TITLE 26

1.132-5 Working conditions fringe benefit

Management Resources:

WEB SITES

Internal Revenue Service: <http://www.irs.gov>

adopted: October 17, 2007 Antelope, California

CELLULAR PHONE REIMBURSEMENT

Note: The following **optional** administrative regulation is applicable to any district that provides cell phones or other mobile communications devices to its employees and may be revised to reflect district practice. Pursuant to 26 USC 280F, as amended by the Small Business Jobs Act of 2010 (P.L.111-240) cell phones have been removed from U.S. Internal Revenue Service's definition of listed property, thereby eliminating the extensive documentation and substantiation requirements placed on employers that provide cell phones for their employees' business use. For language relative to the appropriate use of cell phones by employees or students, see BP/AR 4040 - Employee Use of Technology and BP 5131 - Conduct.

Items #1-3 below list criteria for determining whether an employee should be provided with an allowance or a district-owned cell phone or mobile communications device and may be modified to reflect district practice.

When a district employee's position requires frequent use of a cell phone, the Superintendent or designee shall provide either a cell phone for the employee's use or an allowance to the employee for the business use of his/her personally owned cell phone, whichever is the most cost-effective. In determining whether an employee's position requires frequent use of a cell phone, the factors to be considered shall include, but not be limited to, whether the job responsibilities require:

1. An ability to communicate frequently but access to a district landline is not readily available
2. An ability to communicate immediately to ensure the safety of district staff and students or the security of district property
3. A level of accessibility which is impossible because of the employee's frequent job-related absence from the worksite

(cf. 3542 - School Bus Drivers)

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

When an employee is paid an allowance for the use of his/her personally owned cell phone for district business, the Superintendent or designee shall, from time to time, verify that the employee's cell phone contract is active.

The Superintendent or designee shall develop a system for reviewing employees' use of district-owned cell phones and the reimbursement of costs for employees' business-related use of their personal cell phones. Employees shall be responsible for fees and charges associated with any misuse or overuse not attributable to district business.

If the Superintendent or designee determines that an employee no longer needs a cell phone or other mobile communications device to perform his/her job responsibilities, any fees or charges associated with cancellation of the service contract shall be the responsibility of the district.

CELLULAR PHONE REIMBURSEMENT (continued)

Note: The following paragraph provides a method for reimbursing employees for one-time or occasional use of personally owned cell phones.

Any employee who is not provided an allowance or a district-owned cell phone may be reimbursed for the actual expenses of business-related calls made on his/her personally owned cell phone, in accordance with the district's expense reimbursement procedures.

Legal Reference:

EDUCATION CODE

35213 Reimbursement for loss or damage of personal property

44032 Travel expense payment

48901.5 Electronic signaling devices

VEHICLE CODE

23123 Wireless telephones in vehicles

23125 Wireless telephones in school buses

UNITED STATES CODE, TITLE 26

280F Limitation on depreciation for luxury automobiles, etc.

CODE OF FEDERAL REGULATIONS, TITLE 26

1.132-5 Working conditions fringe benefit

Management Resources:

WEB SITES

Internal Revenue Service: <http://www.irs.gov>

Administrative Regulation

Cellular Phone Reimbursement

AR 3513.1

Business and Noninstructional Operations

The district may provide an allowance to an employee for the use of his/her personally owned cell phone or mobile communications device for district-related business. The allowance shall be based on the business requirements of the employee. The allowance shall be given to the employee, who shall be responsible for payments to the service provider.

The district may purchase cell phones or other mobile communications devices for use by employees for district-related business.

Employees who are not provided an allowance or district-owned mobile communications devices may be reimbursed for the actual expenses of business-related calls made on their personally owned equipment, in accordance with the district's expense reimbursement procedures.

The Superintendent or designee shall determine if an employee requires a cell phone or other mobile communications device for the efficient performance of his/her job responsibilities. Factors that will be considered include, but are not limited to, whether the employee's job responsibilities require:

1. An ability to communicate frequently and access to a district telephone is not readily available
2. An ability to communicate immediately to ensure the safety of district staff and students, or the security of district property
3. An ability to be accessible due to frequent travel or work outside of the office

The Superintendent or designee shall develop a uniform system for identifying employee cell phone or mobile communications device needs and the most cost effective method of providing necessary equipment to employees. He/she shall also develop a system for monitoring employee use and reimbursement of costs.

If an employee misuses the cell phone or other mobile communications device or leaves district employment, he/she shall be responsible fees or charges associated with cancellation of the service contract.

If the Superintendent or designee determines that an employee no longer needs a cell phone or other mobile communications device to perform his/her job responsibilities, any

fees or charges associated with cancellation of the service contract shall be the responsibility of the district.

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

Documentation of Records for Tax Purposes

Documentation of personal use and district auditing of records

When an employee receives a monthly allowance for the use of his/her personally owned cell phone or mobile communications device or has been provided the use of a district-owned device, he/she shall identify the personal calls on the monthly bill and shall reimburse the district for the cost of the personal calls. (26 CFR 1.132-5)

In order to satisfy Internal Revenue Service documentation and substantiation requirements regarding taxable income, the Superintendent or designee shall establish a system which requires the employee to maintain documentation distinguishing personal and business charges as well as a system for the district to audit the employee's bills to confirm proper business usage.

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: October 17, 2007 Antelope, California

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

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

Education Code 35330 authorizes the district to provide transportation to and from places in the state, any other state, the District of Columbia, or a foreign country; however, districts will not receive state transportation allowances for field trips or excursions to out-of-state destinations. Requirements for trip approval and/or any Governing Board limitations on travel destinations are addressed at BP/AR 6153 - School-Sponsored Trips.

The district may provide transportation for students, employees, and other individuals for field trips and other school-related trips approved according to Board policy and administrative regulation.

(cf. 3312.2 - Educational Travel Program Contracts)

(cf. 3540 - Transportation)

(cf. 3541 - Transportation Routes and Services)

(cf. 6153 - School-Sponsored Trips)

Note: Pursuant to Education Code 35330, the district may provide or contract for transportation for school-related trips. Public Utilities Code 5384.2 clarifies that school districts and schools are not liable for transportation services provided by a charter-party carrier, as defined in Vehicle Code 545, for which the district has not contracted, arranged, or otherwise provided. Examples of charter-party carriers include stretch Hummers or sport utility vehicles transporting up to 25 students to prom.

The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip. He/she may authorize the use of district vehicles, contract to provide transportation, or arrange transportation by the use of other vehicles.

Note: Pursuant to Education Code 35330, the district must secure sufficient liability insurance when field trips or excursions involve transportation by district vehicles. If travel is to and from a foreign country, liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

The Superintendent or designee shall ensure that the district or contractor has sufficient liability insurance for transportation on school-related trips.

(cf. 3530 - Risk Management/Insurance)

When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parents/guardians.

School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Governing Board.

(cf. 1230 - School-Connected Organizations)

TRANSPORTATION FOR SCHOOL-RELATED TRIPS (continued)**Transportation by Private Vehicle**

Note: Options 1 and 2 below relate to the use of private vehicles for field trip transportation. Districts are advised to consult legal counsel regarding potential liability when private vehicles are used.

OPTION 1: ~~(No private vehicles)~~

~~Private vehicles shall not be used to provide transportation for school-related trips.~~

Note: The remainder of this section is for use by districts that allow private vehicles to be used to provide transportation for school-related trips and may be revised to reflect district practice, including changing the age requirement for drivers, allowing only school employees and parents/guardians to serve as drivers, and/or increasing the amount of liability insurance required beyond the legal minimum.

According to the California Department of Motor Vehicles (DMV), nonresidents on active military duty in California must have either a California driver's license or a valid driver's license from their state of residence. Vehicle Code 12814.6 provides that any person under age 18, during the first 12 months of issuance of a provisional license, cannot transport individuals under age 20. Districts may contact the DMV to determine if a driver has a record of reckless driving. Sample driver registration and instruction forms are provided in the accompanying exhibits.

OPTION 2: (Private vehicles allowed)

The Superintendent or designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 21 or older who possesses a valid California driver's license or, if he/she is a nonresident on active military duty in California, possesses a valid license from his/her state of residence. To be approved, a driver shall have a good driving record and possess at least the minimum insurance required by law. Any person providing transportation to district students in a private vehicle shall register with the district for such purposes.

(cf. 1240 - Volunteer Assistance)

Drivers shall receive safety and emergency instructions which shall be kept in their vehicle.

All student passengers shall submit permission slips signed by their parents/guardians. Teachers shall ensure that each driver has a copy of the permission slip for each student riding in his/her vehicle.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed. Trucks may not transport more persons than can safely sit in the passenger compartment. The driver shall ensure that the manufacturer's recommendations for his/her vehicle are followed regarding the seating of children in seats equipped with airbags.

TRANSPORTATION FOR SCHOOL-RELATED TRIPS (continued)

The driver or any other person shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing tobacco or any other plant when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest. (Health and Safety Code 118948)

Passenger Restraint Systems

Note: The following section is for use only by districts that selected Option 2 above, thereby allowing the use of private vehicles as transportation for school-related trips.

All drivers shall wear safety belts and shall ensure that all passengers are properly secured in seat belts or child passenger restraint systems in accordance with law. (Vehicle Code 27315, 27360, 27360.5, 27363)

Note: SB 929 (Ch. 474, Statutes of 2011) amended Vehicle Code 27360 and 27363 to revise the age and height requirements for children to be secured in a rear seat in an appropriate child passenger restraint system.

A child who is under age 8 years shall be properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards, except under any of the following circumstances: (Vehicle Code 27360, 27363)

1. The child is four feet nine inches or taller, in which case a safety belt may be used.
2. Use of a child passenger restraint system would be impractical by reason of physical unfitness, medical condition, or size and an appropriate special needs child passenger restraint system is not available.
3. There is no rear seat, the rear seats are side-facing jump seats or rear-facing seats, the child passenger restraint system cannot be installed properly in the rear seat, all rear seats are already occupied by children under age 8 years, or medical reasons necessitate that the child not ride in the rear seat.
4. The child is otherwise exempted by law.

Legal Reference: (see next page)

TRANSPORTATION FOR SCHOOL-RELATED TRIPS (continued)

Legal Reference:

EDUCATION CODE

35330 *Excursions and field trips*

35332 *Transportation by air*

39830 *School bus*

39830.1 *School pupil activity bus*

39860 *Transportation to special activities by district*

44808 *Liability when students not on school property*

HEALTH AND SAFETY CODE

118947-118949 *Prohibition against smoking in motor vehicle with minor*

PUBLIC UTILITIES CODE

5384.2 *District not liable for charter-party carrier*

VEHICLE CODE

545 *School bus, definition*

12814.6 *Limitations of provisional driver's license*

27315 *Mandatory use of seat belts in private passenger vehicles*

27360-27360.5 *Child passenger restraint systems*

27363 *Child passenger restraint systems, exemptions*

Management Resources:

WEB SITES

California Department of Motor Vehicles: <http://www.dmv.ca.gov>

California Highway Patrol: <http://www.chp.ca.gov>

California Office of Traffic Safety: <http://www.ots.ca.gov>

National Highway Traffic Safety Administration: <http://www.nhtsa.dot.gov>

Administrative Regulation

Transportation For School-Related Trips

AR 3541.1

Business and Noninstructional Operations

The district may provide transportation for students, employees, and other individuals for field trips and other school-related trips approved according to Board policy and administrative regulation.

(cf. 3312.2 - Educational Travel Program Contracts)

(cf. 3540 - Transportation)

(cf. 3541 - Transportation Routes and Services)

(cf. 6153 - School-Sponsored Trips)

The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip.

When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parents/guardians.

School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Governing Board.

(cf. 1230 - School-Connected Organizations)

The Superintendent or designee shall ensure that the district has sufficient liability insurance when field trips or excursions involve either transportation by district vehicles or travel to and from a foreign country. When a trip to a foreign country is authorized, liability insurance shall be secured from a carrier licensed to transact insurance business in that country. (Education Code 35330)

(cf. 3530 - Risk Management/Insurance)

Transportation by Private Vehicle

The Superintendent or designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 21 or older who possesses a valid California driver's license or, if he/she is a nonresident on active military duty in California, possesses a valid license from his/her state of residence. To be approved, a driver shall have a good driving record and possess at least the minimum insurance required by law. Any person providing transportation to district students in a private vehicle shall register with the district for such purposes.

(cf. 1240 - Volunteer Assistance)

Drivers shall receive safety and emergency instructions which shall be kept in their vehicle.

All student passengers shall submit permission slips signed by their parents/guardians. Teachers shall ensure that each driver has a copy of the permission slip for each student riding in his/her vehicle.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed. Motor trucks may not transport more persons than can safely sit in the passenger compartment. The driver shall ensure that the manufacturer's recommendations for his/her vehicle are followed regarding the seating of children in seats equipped with airbags.

The driver or any other person shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing tobacco or any other plant when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest. (Health and Safety Code 118948)

Passenger Restraint Systems

All drivers shall wear safety belts in accordance with law. In addition, drivers shall ensure that: (Vehicle Code 27315, 27360, 27360.5, 27363)

1. A child who is under age 6 or under 60 pounds, unless exempted in accordance with Vehicle Code 27360 or 27363, is properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards.
2. All other children are properly secured in either a child passenger restraint system or safety belt.
3. All other passengers wear seat belts.

Legal Reference:

EDUCATION CODE

35330 Excursions and field trips

35332 Transportation by air

39830 School bus

39830.1 School pupil activity bus

39860 Transportation to special activities by district

44808 Liability when students not on school property

HEALTH AND SAFETY CODE

118947-118949 Prohibition against smoking in motor vehicle with minor

VEHICLE CODE

12814.6 Limitations of provisional driver's license
27315 Mandatory use of seat belts in private passenger vehicles
27360-27360.5 Child passenger restraint systems
27363 Child passenger restraint systems, exemptions

Management Resources:

WEB SITES

California Department of Motor Vehicles: <http://www.dmv.ca.gov>

California Highway Patrol: <http://www.chp.ca.gov>

California Office of Traffic Safety: <http://www.ots.ca.gov>

National Highway Traffic Safety Administration: <http://www.nhtsa.dot.gov>

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: February 20, 2008 Antelope, California

FREE AND REDUCED PRICE MEALS

Note: Education Code 49550 requires all districts to provide at least one nutritionally adequate meal during each school day to needy students, defined in Education Code 49552 as those who meet federal eligibility criteria for free and reduced-price meals. Pursuant to 42 USC 1758 and 1773, districts that participate in the National School Lunch and/or Breakfast Program may receive reimbursement for free and reduced-price meals at a higher rate than that provided for meals for noneligible students. In addition, state funding may be available through the State Meal Program (Education Code 49490-49494). The district may apply to the California Department of Education (CDE) for available state and federal funds.

The requirement to provide at least one nutritionally adequate meal to needy students applies during summer school sessions unless the district receives a waiver from the State Board of Education under the conditions described in Education Code 49548. Funding to support the provision of summer school meals is available through the Seamless Summer Feeding Option and/or Summer Food Service Program (Education Code 49547.5; 42 USC 1761); see BP/AR 3552 - Summer Meal Program.

The Governing Board recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

(cf. 3551 - Food Service Operations/Cafeteria Fund)
(cf. 3552 - Summer Meal Program)
(cf. 5030 - Student Wellness)
(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 6177 - Summer School)

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

Note: In order to be reimbursed for free and reduced-price meals, a school must meet federal and/or state nutritional guidelines in 7 CFR 210.10 and 220.8 as described in AR 3550 - Food Service/Child Nutrition Program.

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

(cf. 3550 - Food Service/Child Nutrition Program)

Note: The federally funded Special Milk Program (42 USC 1772; 7 CFR 215.1, 215.7) assists in providing milk to students at reasonable prices in schools that do not participate in the National School Lunch or Breakfast Program. Participating districts may, at their discretion, choose to provide milk at no charge to students who qualify for free and reduced-price meals. The following optional paragraph is for use by districts that choose to provide free milk to eligible students.

FREE AND REDUCED PRICE MEALS (continued)

Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.

Note: Education Code 49557 requires the district to develop a plan ensuring that students receiving free and reduced-price meals are not discriminated against in the implementation of the food services program. See the accompanying administrative regulation for plan requirements.

The Board shall approve, and shall submit to the California Department of Education for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

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

(cf. 3555 - Nutrition Program Compliance)

(cf. 5145.3 - Nondiscrimination/Harassment)

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meals program shall be confidential except as provided by law. (Education Code 49558)

Note: The following paragraph is optional. According to CDE Management Bulletin NSD-SNP-12-2010, Education Code 49558 does not prohibit the sharing of free and reduced-price meal application information to other districts/schools for the purpose of determining students' eligibility. The district may provide either the student's application or only the student's name and eligibility status. The CDE urges districts to develop agreements with other districts regarding how the data will be shared, transported, protected, and destroyed once its purpose for determining meal eligibility has been completed.

If a student transfers from the district to another district or to a private school, the Superintendent or designee may release the student's eligibility status or a copy of his/her free and reduced-price meal application to the other district or school to assist in the continuation of the student's meal benefits.

Note: Education Code 49558 authorizes the Governing Board to allow district employees to use the name and eligibility status of students participating in the free and reduced-price meals program for the purpose of disaggregation of academic achievement data. However, in accordance with federal guidelines, free and reduced-price meal records may be shared for this purpose only in connection with either a federal Title I program (20 USC 6301-6514) or the National Assessment of Educational Progress. Education Code 49558 allows districts with schools in program improvement, pursuant to 20 USC 6316, to use this information to identify students eligible for school choice and supplemental educational services; see BP/AR 0520.2 - Title I Program Improvement Schools. Only the name and meal eligibility status of a student may be shared for this purpose. Information regarding a student's participation in the program (e.g., household size and income, the record of meals served to that student) is confidential.

Districts wishing to use free and reduced-price meal records for these purposes are **mandated** to adopt a policy authorizing employee access. See the accompanying administrative regulation for additional requirements applicable to districts that authorize such access.

FREE AND REDUCED PRICE MEALS (continued)

The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced-price meals program for the purposes of: (Education Code 49558)

1. Disaggregation of academic achievement data
2. In any school identified as a Title I program improvement school pursuant to 20 USC 6316, identification of students eligible for school choice and supplemental educational services

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 5125 - Student Records)

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6171 - Title I Programs)

Note: Pursuant to Education Code 49558, a district may release information on the National School Lunch Program application, under the conditions described below, to the local agency that determines eligibility under the Medi-Cal program.

The Board further authorizes the release of information on the school lunch program application to the local agency that determines Medi-Cal program eligibility, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information in accordance with Education Code 49557.2.

(cf. 5141.6 - School Health Services)

Note: The following paragraph is optional. Pursuant to Education Code 49558, as amended by AB 402 (Ch. 504, Statutes of 2011), a district may release information on the National School Lunch Program application of any student who has been approved for participation in the free or reduced-price meals program to the local agency that determines eligibility for participation in the CalFresh program (formerly Food Stamp) or other nutrition assistance program authorized under 7 CFR 210.1. To do so, the district must comply with the conditions described below and may enter into a memorandum of understanding with the local agency in accordance with Education Code 49557.3, as added by AB 402.

In addition, information on the school lunch program application may be released to the local agency that determines eligibility for participation in the CalFresh program or other nutrition assistance program, provided the student whose information is to be released is approved for free or reduced-price meals and his/her parent/guardian consents to the sharing of the information. Prior to releasing information to any such local agency, the Superintendent or designee and the local agency shall enter into a memorandum of understanding that, at a minimum, shall include the roles and responsibilities of the district and the local agency, the process for sharing the information, and a statement that the local agency may use the information only for purposes directly related to the enrollment of families in the CalFresh or other nutrition assistance program. (Education Code 49557.3, 49558)

Legal Reference: (see next page)

FREE AND REDUCED PRICE MEALS (continued)

Legal Reference:

EDUCATION CODE

48980 *Notice at beginning of term*

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 of 1974*

49547-49548.3 *Comprehensive nutrition service*

49550-49562 *Meals for needy students*

CODE OF REGULATIONS, TITLE 5

15510 *Mandatory meals for needy students*

15530-15535 *Nutrition education*

15550-15565 *School lunch and breakfast programs*

UNITED STATES CODE, TITLE 20

1232g *Federal Educational Rights and Privacy Act*

6301-6514 *Title I programs*

UNITED STATES CODE, TITLE 42

1751-1769j *School lunch program*

1771-1791 *Child nutrition, especially:*

1773 *School breakfast program*

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 *National School Lunch Program*

220.10-220.21 *National School Breakfast Program*

245.1-245.13 *Determination of eligibility for free and reduced-price meals and free milk*

Management Resources: (see next page)

FREE AND REDUCED PRICE MEALS (continued)

Management Resources:

CSBA PUBLICATIONS

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

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

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

USDA-SNP-07-2010 Change in Free and Reduced-Price Meal Application Approval Process, September 2010

NSD-SNP-12-2010 Clarification Regarding the Ability to Share Student Meal Program Eligibility Information Between School Food Authorities, April 2010

04-103 Implementation of Final Rule on Verification of Applications for Free and Reduced-Price Meals, August 2004

98-101 Confidentiality of Free and Reduced-Price Eligibility Information, February 1998

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Feed More Kids, Improve Program Participation

Direct Certification Implementation Checklist, May 2008

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Eligibility Manual for School Meals: Federal Policy for Determining and Verifying Eligibility, January 2008

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

WEB SITES

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

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

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

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

Board Policy

Free And Reduced Price Meals

BP 3553

Business and Noninstructional Operations

The Governing Board recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

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

(cf. 3552 - Summer Meal Program)

(cf. 5030 - Student Wellness)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - Summer School)

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

(cf. 3550 - Food Service/Child Nutrition Program)

Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.

The Board shall approve, and shall submit to the California Department of Education for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

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

(cf. 3555 - Nutrition Program Compliance)

(cf. 5145.3 - Nondiscrimination/Harassment)

Confidentiality/Release of Records

All applications and records related to eligibility for the free and reduced-price meals program shall be confidential except as provided by law. (Education Code 49558)

If a student transfers from the district to another district or to a private school, the Superintendent or designee may release the student's eligibility status or a copy of his/her free and reduced-price meal application to the other district or school to assist in the continuation of the student's meal benefits.

The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced-price meals program for the purposes of:
(Education Code 49558)

1. Disaggregation of academic achievement data
2. In any school identified as a Title I program improvement school pursuant to 20 USC 6316, identification of students eligible for school choice and supplemental educational services

(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 5125 - Student Records)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6171 - Title I Programs)

The Board further authorizes the release of information on the school lunch program application to the local agency that determines Medi-Cal program eligibility, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information in accordance with Education Code 49557.2.

(cf. 5141.6 - School Health Services)

Legal Reference:

EDUCATION CODE

48980 Notice at beginning of term

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 of 1974

49547-49548.3 Comprehensive nutrition service

49550-49562 Meals for needy students

CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 20

1232g Federal Educational Rights and Privacy Act

6301-6514 Title I programs
UNITED STATES CODE, TITLE 42
1751-1769j School lunch program
1771-1791 Child nutrition, especially:
1773 School breakfast program
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.31 National School Lunch Program
220.10-220.21 National School Breakfast Program
245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

Management Resources:

CSBA PUBLICATIONS

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

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

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

USDA-SNP-07-2010 Change in Free and Reduced-Price Meal Application Approval Process, September 2010

NSD-SNP-12-2010 Clarification Regarding the Ability to Share Student Meal Program Eligibility Information Between School Food Authorities, April 2010

04-103 Implementation of Final Rule on Verification of Applications for Free and Reduced-Price Meals, August 2004

98-101 Confidentiality of Free and Reduced-Price Eligibility Information, February 1998

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Feed More Kids, Improve Program Participation

Direct Certification Implementation Checklist, May 2008

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Eligibility Manual for School Meals: Federal Policy for Determining and Verifying Eligibility, January 2008

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

WEB SITES

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

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

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

U.S. Department of Agriculture, Food and Nutrition Service:

<http://www.fns.usda.gov/cnd>

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: June 15, 2011 Antelope, California

PRERETIREMENT PART-TIME EMPLOYMENT

Note: Education Code 22713 and 44922 authorize the Governing Board to adopt regulations that allow certificated employees who are members of the defined benefit program of the California State Teachers' Retirement System to reduce their workload from full time to part time while continuing to receive the service credit and other benefits they would have received as full-time employees and having their retirement allowance calculated based on their final compensation as if employed on a full-time basis. For any district that chooses to allow employees to reduce their workload in this manner, Education Code 22713 and 44922 mandate that its regulation include at least the conditions specified in items #1-10 below.

When the Governing Board has adopted the reduced workload program, any certificated employee may reduce his/her workload from full time to part time in accordance with applicable law, district regulations, and collective bargaining agreement.

Any such certificated employee who is a member of the defined benefit program of the California State Teachers' Retirement System (STRS) may continue to receive the service credits and maintain the retirement and health and welfare benefits that he/she would have received if employed on a full-time basis, provided the following conditions exist: (Education Code 22713, 44922)

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

1. The option to reduce the employee's workload shall be exercised at the request of the employee and the agreement to reduce the workload shall be in effect at the beginning of the school year.
2. Prior to the reduction in workload, the employee shall have a minimum of 10 years of credited service, of which the immediately preceding five years shall be full-time employment.
3. The employee shall not have had a break in service during the five years immediately preceding the reduction in workload. Sabbaticals, other approved leaves of absence, and unpaid absences from full-time employment for personal reasons shall not constitute a break in service. However, any period of time during which an employee is retired shall constitute a break in service and the employee shall be required to be employed to perform creditable service on a full-time basis for at least five school years preceding the workload reduction if he/she reinstates from retirement.

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

4. The employee shall have reached the age of 55 years prior to the workload reduction.
5. The employee shall not hold a position with a salary above that of a school principal.
6. The reduced workload shall be equal to at least one-half of the time the district requires for full-time employment, in accordance with Education Code 22138.5, pursuant to the employee's contract of employment during his/her last year of full-time employment preceding the reduction in workload.

PRERETIREMENT PART-TIME EMPLOYMENT (continued)

7. The employee shall be paid compensation that is the pro rata share of the creditable compensation he/she would have earned had he/she not reduced his/her workload.

Note: Education Code 22713 requires the employee and the district to contribute into the employee's retirement fund at the same rate that would be required if the employee were employed full time. In addition, Education Code 44922 requires the district to provide health insurance benefits to an employee who reduces his/her workload in the same manner as it provides for full-time employees. Thus, if full-time employees are required to make payments towards their health insurance, then an employee who wishes to reduce his/her workload must make the payment to receive the health insurance benefit. In Praiser v. Biggs Unified School District, the court held that a certificated employee who reduced his workload was entitled to receive the district-provided health insurance benefit for free since he would not have had to pay if he was a full-time employee.

8. For each school year that the employee's workload is reduced, the district and/or employee shall make any payment or contribution necessary for the employee's retention of a benefit to which he/she is entitled if employed full time, in the same manner as if the employee were employed full time.
9. The agreement may be revoked only by mutual consent of the employee and the district.

However, an employee who has entered into a formalized agreement with the district to have his/her contribution into the defined benefit program paid (picked up) by the district may not terminate the agreement to reduce his/her workload except by one of the following:

- a. Terminating his/her service
- b. Retiring from service under the defined benefit program
- c. Continuing to perform creditable service under a new reduced workload arrangement for at least one-half of the time the district requires for full-time employment in accordance with Education Code 22138.5
- d. Returning to full-time employment

Note: Pursuant to Education Code 22713 and 44922, the district's regulation must specify a limit, not to exceed 10 years, as to how long an employee may reduce his/her workload. The district may modify item #10 below to reflect its specific time limit.

10. The period of the reduced workload shall not exceed 10 years.

PRERETIREMENT PART-TIME EMPLOYMENT (continued)

Prior to the reduction of an employee's workload, the Superintendent or designee shall verify the employee's eligibility in conjunction with the administrative staff of STRS and/or the Public Employees' Retirement System. (Education Code 22713)

The Superintendent or designee shall maintain the necessary records to separately identify each employee who participates in the reduced workload program. (Education Code 22713)

Note: The following optional paragraph allows the Board to enter into an agreement for reducing the workload of certificated employees who do not satisfy the provisions of Education Code 22713 or 44922. Districts that do not wish to allow reduction in workload other than as specified under Education Code 22713 and 44922 should delete this paragraph.

After determining that it is in the best interest of the district, the Board may allow any certificated employee who is not eligible to reduce his/her workload pursuant to Education Code 22713 or 44922 to reduce his/her workload from full time to part time. In any such case, the Board shall specify the terms and conditions under which the reduction in workload shall take place.

Legal Reference:

EDUCATION CODE

22119.5 Creditable service, definition

22138.5 Full-time, definition

22713 Part-time employment; reduction of workload from full-time; credit

22903 Payment of contributions by employer for tax deferred purposes

44922 Regulations; reduction to part-time employment

44924 Regulations; prohibition against waiver of benefits

GOVERNMENT CODE

21110-21120 Reduced workload, partial service retirement under PERS

53201 Health and welfare benefits: election by officers and employees

COURT DECISIONS

Praiser v. Biggs Unified School District (2001) 87 Cal.App.4th 398

United Teachers-Los Angeles v. Los Angeles Unified School District (1994) 24 Cal.App.4th 1510

Management Resources:

WEB SITES

California Public Employees' Retirement System: <http://www.calpers.ca.gov>

California State Teachers' Retirement System: <http://www.calstrs.com>

Administrative Regulation

Preretirement Part-Time Employment

AR 4117.11

Personnel

On a case-by-case basis, the Superintendent or designee may allow a certificated employee who is a member of the defined benefit program of the California State Teachers' Retirement System (STRS) to reduce his/her workload from full time to part time when doing so does not disrupt the educational program and is in the best interests of the district.

Any such certificated employee who reduces his/her workload to part time may maintain the retirement and health and welfare benefits that he/she would have received if employed on a full-time basis under the following conditions: (Education Code 22713, 44922)

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

1. The option to reduce the employee's workload shall be exercised at the request of the employee and the agreement to reduce the workload shall be in effect at the beginning of the school year.
2. Prior to the reduction in workload, the employee shall have a minimum of 10 years of credited service, of which the immediately preceding five years were full-time employment.
3. The employee shall not have had a break in service during the five years immediately preceding the reduction in workload. Sabbaticals, other approved leaves of absence, and unpaid absences for personal reasons from full-time employment shall not constitute a break in service. However, the period of time during which an employee is retired shall constitute a break in service and an employee who reinstates from retirement shall be required to be employed to perform creditable service on a full-time basis for at least five school years preceding the workload reduction.

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

4. The employee shall have reached the age of 55 years prior to the workload reduction.
5. The employee shall not hold a position with a salary above that of a school principal.
6. The reduced workload shall be equal to at least one-half of the time the district

requires for full-time employment, in accordance with Education Code 22138.5, pursuant to the employee's contract of employment during his/her last year of full-time employment.

7. The employee shall be paid compensation that is the pro rata share of the creditable compensation he/she would have earned had he/she not reduced his/her workload.

8. The agreement may be revoked only by mutual consent of the employee and the Superintendent or designee.

However, an employee who has entered into a formalized agreement with the district to have his/her contribution into the defined benefit program picked up by the district may not terminate the agreement to reduce his/her workload except by one of the following:

- a. Terminating his/her service
- b. Retiring from service under the defined benefit program
- c. Continuing to perform creditable service under a new reduced workload arrangement for at least one-half of the time the district requires for full-time employment in accordance with Education Code 22138.5
- d. Returning to full-time employment

9. The period of the reduced workload shall not exceed 10 years.

Prior to the reduction of an employee's workload, the Superintendent or designee shall verify the employee's eligibility in conjunction with the administrative staff of STRS and/or the Public Employees' Retirement System. (Education Code 22713)

The Superintendent or designee shall maintain the necessary records to separately identify each employee who participates in the reduced workload program. (Education Code 22713)

Legal Reference:

EDUCATION CODE

22119.5 Creditable service, definition

22138.5 Full-time, definition

22713 Part-time employment; reduction of workload from full-time; credit

22903 Payment of contributions by employer for tax deferred purposes

44922 Regulations; reduction to part-time employment

GOVERNMENT CODE

21110-21120 Reduced workload, partial service retirement under PERS

53201 Health and welfare benefits: election by officers and employees

Management Resources:

WEB SITES

California Public Employees' Retirement System: <http://www.calpers.ca.gov>

California State Teachers' Retirement System: <http://www.calstrs.com>

Regulation CENTER UNIFIED SCHOOL DISTRICT

approved: February 16, 2011 Antelope, California

Note: Pursuant to Government Code 3544, an employee organization may become the employees' exclusive representative for negotiations by filing a request with the district providing proof that a majority of the employees in an appropriate unit wish to be represented by that organization. Notice of such request must be immediately posted conspicuously on all employee bulletin boards in each district facility in which members of the unit are employed. Government Code 3544.1 requires the district to grant the request for recognition unless (1) the district doubts the appropriateness of the unit, (2) another employee organization files a challenge to the appropriateness of the unit or submits a competing claim of representation within 15 work days of the posting of notice of the written request, or (3) the district currently has a lawful written agreement with another employee organization representing the same employees.

AB 501 (Ch. 674, Statutes of 2011) amended Government Code 3540.1 to expand the definition of "exclusive representative" to include representation of "all public school employees" other than management and confidential employees, as defined. Thus, employees who are neither certificated nor classified employees (e.g., noon-time duty aides) now have the right to be represented.

In addition, AB 501 amended Government Code 3540.1 to expand the definition of "public school employer" to include a joint powers agency (JPA) provided that the JPA is a separate entity with its own employees and meets one of the following criteria: (1) it provides educational services primarily performed by school districts, county boards of education, or county superintendents of schools; (2) a school district, county board of education, or county superintendent of schools is designated as a party to the joint powers agreement pursuant to Government Code 6503.5; or (3) the JPA is comprised solely of educational agencies.

Education Code 3543 provides that public school employees have the right to represent themselves individually in their employment relations with the district except that, once an exclusive representative has been recognized, an employee in that unit is prohibited from meeting and negotiating with the district.

The Governing Board recognizes the right of district employees to form bargaining units, select an employee organization as their exclusive representative, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 9000 - Role of the Board)

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

Neither the district nor the employee organization shall impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3543.6)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

BARGAINING UNITS (continued)

Formation of Bargaining Units

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

The district may recognize a bargaining unit of supervisory employees if: (Government Code 3545)

1. The bargaining unit includes all supervisory employees.
2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.

(cf. 4300 - Administrative and Supervisory Personnel)

(cf. 4301 - Administrative Staff Organization)

(cf. 4312.1 - Contracts)

For this purpose, *supervisory employee* means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, discipline, assign work, direct, adjust grievance of other employees, or effectively recommend that action. The exercise of this authority shall not be merely routine or clerical in nature, but shall require the use of independent judgment. (Government Code 3540.1)

Note: Pursuant to Government Code 3540.1, management and confidential employees, as defined, are excluded from the right to be represented in negotiations by an employee organization. The Public Employment Relations Board ultimately determines, based upon the duties of the position, which positions qualify as "management" or "confidential" and thus are excluded from bargaining, as detailed below.

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Such employees may represent themselves individually or may be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions, but that organization shall not meet and negotiate with the district. For this purpose: (Government Code 3540.1, 3543.4)

1. *Management employee* means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.
2. *Confidential employee* means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

BARGAINING UNITS (continued)

Payment of Dues or Service Fee

Upon the written request of a recognized employee organization, the Superintendent or designee shall deduct the amount of organization dues or the fair share service fee, determined in accordance with Government Code 3546, from the wages and salary of each employee represented by that employee organization and shall pay that amount to the employee organization. (Education Code 45060, 45168; Government Code 3546)

Any employee who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join, maintain membership in, or financially support any employee organization as a condition of employment. However, such an employee may be required to pay an amount equal to the service fee to a designated charitable fund. (Government Code 3546.3)

Each employee organization shall, within 60 days after the end of its fiscal year, provide the Board and the employees who are members of the organization with a detailed financial report consisting of a balance sheet and an operating statement. If the employee organization fails to provide the financial report, the Board may issue an order compelling the organization to provide the financial report or any employee within the organization may petition the Board for such an order. (Government Code 3546.5)

(cf. 3460 - Financial Reports and Accountability)

<p>Note: Government Code 6254.3 authorizes disclosure of an employee's home address and home telephone number to an employee organization unless the district receives a written request by the employee to not disclose the information. The appeals court in <u>County of Los Angeles v. Service Employees International Union, Local 721</u> clarified that nonmembers or agency fee payers have a reasonable expectation of privacy and thus are entitled to notice and an opportunity to object before the disclosure of their personal information. This case has been appealed to the California Supreme Court.</p>
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The Superintendent or designee may provide an employee organization with the home address and home telephone number of employees, except any employees performing law enforcement-related functions and any employees who provide written request that the information not be disclosed for this purpose. (Government Code 6254.3)

(cf. 1340 - Access to District Records)

Legal Reference: (see next page)

BARGAINING UNITS (continued)

Legal Reference:

EDUCATION CODE

45060-45061.5 *Deduction of fees from salary or wage payment, certificated employees*

45100.5 *Senior management positions*

45104.5 *Abolishment of senior classified management positions*

45108.5 *Definitions of senior classified management employees*

45108.7 *Waiver of provisions of 45108.5*

45168 *Deduction of fees from salary or wage payment, classified employees*

45220-45320 *Merit system, classified employees*

GOVERNMENT CODE

3540-3549.3 *Educational Employment Relations Act, especially:*

3540.1 *Definitions*

3543.4 *Management position; representation*

3545 *Appropriateness of unit; basis*

6254.3 *Disclosure of employee contact information to employee organization*

6503.5 *Joint powers agencies*

53260-53264 *Employment contracts*

CODE OF REGULATIONS, TITLE 8

33015-33490 *Recognition of exclusive representative; proceedings*

33700-33710 *Severance of established unit*

34020 *Petition to rescind organizational security arrangement*

34055 *Reinstatement of organizational security arrangement*

COURT DECISIONS

County of Los Angeles v. Service Employees International Union, Local 721, (2011), 192 Cal.App.4th 1409

Management Resources:

CSBA PUBLICATIONS

Collective Bargaining DVD-ROM

Before the Strike: Planning Ahead in Difficult Negotiations, 1996

WEB SITES

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

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

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Public Employment Relations Board: <http://www.perb.ca.gov>

Board Policy

Bargaining Units

BP 4140 4240

Personnel

The Governing Board recognizes the right of public school employees to form bargaining units, select an employee organization as the exclusive representative of their unit, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with the employee organizations and respecting the rights of employees and employee organizations.

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

The Board shall negotiate only with the exclusive representative of each bargaining unit. (Government Code 3543.3)

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

Neither the district nor the employee organization shall impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3543.6)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

Management and Supervisory Employees

Employees serving in a management, senior management, or confidential position shall not be represented by an exclusive representative. Such employees may represent themselves individually or may be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions, but that organization shall not meet and negotiate with the district. (Government Code 3543.4)

However, the district may recognize a bargaining unit of supervisors if that unit includes all supervisory employees and if the unit does not represent the employee whom the supervisors supervise. (Government Code 3545)

Management, supervisory, and confidential positions shall be classified as follows:
(Government Code 3540.1)

1. Management employee means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.

2. Supervisory employee means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, discipline, assign work, direct, adjust grievance of other employees, or effectively recommend that action. The exercise of this authority shall not be merely routine or clerical in nature, but shall require the use of independent judgment.

(cf. 2220 - Administrative Staff Organization)

3. Confidential employee means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Legal Reference:

EDUCATION CODE

45060-45061.5 Deduction of fees from salary or wage payment, certificated employees

45168 Deduction of fees from salary or wage payment, classified employees

45220-45320 Merit system, classified employees

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

CODE OF REGULATIONS, TITLE 8

33015-33490 Recognition of exclusive representative; proceedings

33700-33710 Severance of established unit

34020 Petition to rescind organizational security arrangement

34055 Reinstatement of organizational security arrangement

Management Resources:

CSBA PUBLICATIONS

Collective Bargaining DVD-ROM

Maximizing School Board Governance: Collective Bargaining

Before the Strike: Planning Ahead in Difficult Negotiations, 1996

WEB SITES

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

California Federation of Teachers: <http://www.cft.org>

California School Employees Association: <http://www.csea.com>

California Teachers Association: <http://www.cta.org>

Public Employment Relations Board: <http://www.perb.ca.gov>

**Policy CENTER UNIFIED SCHOOL DISTRICT
adopted: June 20, 2007 Antelope, California**

LAYOFF/REHIRE

Note: The following **optional** regulation is subject to collective bargaining and may be deleted by those districts whose agreements fully cover the provisions specified below.

Classified employees shall be subject to layoff for lack of work or lack of funds. (Education Code 45114, 45308)

A classified employee shall not be laid off if a short-term employee who is employed for more than 45 days is retained to render a service that the classified employee is qualified to render. (Education Code 45117)

(cf. 4121 - Temporary/Substitute Personnel)

Order of Layoff Within a Classification/Determination of Seniority

Within each class, the order of layoff shall be determined by length of service. (Education Code 45114, 45308)

Note: For any district whose average daily attendance (ADA) is under 400,000, Education Code 45308 defines "length of service" as employees' hours in paid status as described in Option 1 below. However, such a district may instead choose to enter into an agreement with the exclusive representative of classified employees to determine "length of service" based on an employee's date of hire. Districts that have entered into such an agreement and districts with 400,000 ADA or more should select Option 2 below.

~~**OPTION 1:** "Length of service" means all hours in paid status, whether during the school year, a holiday, recess, or during any period that school is in session or closed. However, length of service shall not include hours compensated solely on an overtime basis, as provided in Education Code 45128, and shall not include hours for any service performed prior to entering into probationary or permanent status, except for service in a restricted position pursuant to Education Code 45105. The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first. (Education Code 45308)~~

OPTION 2: Length of service shall be determined by the date of hire. The employee who has been employed the shortest time by the district shall be laid off first.

Note: The remainder of this section applies to both options 1 and 2. Pursuant to Education Code 45105 and 45259, persons employed in "restricted positions" are classified employees. However, they do not acquire permanent status or seniority credits unless they satisfy the conditions specified below.

For an employee in a "restricted position" under Education Code 45105 or 45259, the original date of employment in the restricted position shall be used to determine his/her length of service, provided he/she has completed six months of satisfactory service and has successfully passed the qualifying examination required for service in the class.

(cf. 4200 - Classified Personnel)

LAYOFF/REHIRE (continued)

Length of service credit shall be granted for military leave of absence, including voluntary and involuntary active duty during a period of national emergency or war, as a member of the Military Reserve or the National Guard. (Education Code 45297, 45308)

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

Length of service credit may be granted for time spent on unpaid illness or maternity leave, unpaid family care leave, or unpaid industrial accident leave. Length of service credit shall not be granted for other types of unpaid leaves. (Education Code 45308)

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

(cf. 4261.1 - Personal Illness/Injury Leave)

(cf. 4261.11 - Industrial Accident/Illness Leave)

Notice of Layoff

Whenever a classified employee is to be laid off for lack of work or lack of funds, notice shall be given to the employee, informing him/her of his/her displacement rights, if any, and reemployment right. The notice shall be given: (Education Code 45117)

1. At least 45 days prior to the effective date of the layoff, if the layoff is for lack of work resulting from a bona fide reduction or elimination of service being performed.
2. In writing, no later than April 29, if the layoff is for lack of funds due to the expiration of a specially funded program at the end of any school year. However, if the termination date of the specially funded program is other than June 30, the employee shall be given notice at least 45 days from the effective date of the layoff.

The district is not bound to provide 45-day notice in the event of an actual and existing financial inability to pay the salaries of classified employees or if the layoff is due to a lack of work resulting from conditions not foreseeable or preventable by the district. (Education Code 45117)

The district also is not bound to provide 45-day notice to any person hired as a short-term employee for a period not exceeding 45 days. (Education Code 45117)

Reemployment

Note: The following optional section specifies the rights of employees who are laid off or who take voluntary demotion or reduction in assigned time in lieu of layoff. Pursuant to Education Code 45308, as amended by AB 1269 (Ch. 116, Statutes of 2011), laid-off classified employees have reemployment rights which are enforced in order of seniority rather than reverse order of layoff. In addition, recent court decisions have further clarified the rights of laid-off classified employees. In California School Employees Association v. The Governing Board of East Side Union High School District, the court held that the

LAYOFF/REHIRE (continued)

permanent status of a laid-off classified employee is not retained when the employee is reemployed in a different class. In Tucker v. Grossmont Union High School District, a California appellate court ruled that a laid-off employee's reemployment right entitled him to preference over any new applicant to available positions for which he is qualified.

Classified employees laid off because of lack of work or lack of funds shall be eligible for reemployment for a period of 39 months and shall be reemployed in preference to new applicants. Reemployment shall be in order of seniority. Persons so laid off also have the right to apply and establish their qualification for vacant promotional positions within the district during the 39-month period. When an employee is reemployed in a class that is different from the one in which he/she had permanent status, the employee shall be required to serve the probationary period for the new position. (Education Code 45114, 45298, 45308)

Note: Pursuant to San Mateo City School District v. Public Employment Relations, school districts may adopt procedures which implement Education Code 45113 and 45114 as long as such procedures do not replace or set aside mandatory Education Code provisions. These procedures may be adopted pursuant to Board policy and/or collective bargaining agreement.

The following **optional** paragraph should be deleted by districts with a collective bargaining agreement that contains reemployment procedures.

When a vacancy occurs, the district shall give the employee with the most seniority an opportunity to accept or reject the position, by notifying him/her of the vacancy at his/her last known address by the fastest means available. The employee shall advise the district of his/her decision no later than 10 calendar days following notification. If the employee accepts, he/she shall report to work no later than two calendar weeks from the vacancy notification date or on a later date specified by the district.

Note: The following paragraph is **optional** and may be modified to reflect district practice.

In order to be reemployed, an employee must be capable of performing the essential duties of the job. When an otherwise eligible employee is unable to perform the essential duties of the job, he/she shall be kept on the reemployment list until another opportunity becomes available or the period of reemployment eligibility expires, whichever occurs first.

(cf. 4032 - Reasonable Accommodation)

Note: An argument can be made that, absent a collective bargaining provision to the contrary, once a district has offered a laid-off classified employee a position pursuant to the employee's reemployment rights under Education Code 45298 and that employee has refused the position, the district has discharged its duty to that employee. Whether or not such action conflicts with an employee's statutory right to reemployment is unclear. The following two **optional** paragraphs should be used only with the approval of the district's legal counsel; the number of refusals that will trigger the removal of the employee's name from the district's list should be modified accordingly.

LAYOFF/REHIRE (continued)

Upon rejecting two offers of reemployment, the employee's name shall be removed from the reemployment list and he/she will forfeit all reemployment rights to which he/she would otherwise be entitled.

When an employee is notified of a vacancy and fails to respond or report to work within time limits specified by district procedures, his/her name shall be removed from the reemployment list and all reemployment rights to which he/she would otherwise be entitled shall be forfeited.

Reinstatement of Benefits

Note: The following **optional** section should be **deleted** by districts that do not reinstate laid-off employee benefits upon reemployment and those whose collective bargaining agreements address the issue.

When a laid-off employee is reemployed, all accumulated sick leave credit shall be restored.

A laid-off permanent employee shall be reemployed with all rights and benefits accorded to him/her at the time of layoff. A laid-off probationary employee shall be reemployed as a probationary employee, and the time served toward the completion of the required probationary period shall be counted. He/she shall also be reemployed with all rights and benefits accorded to him/her at the time of layoff.

A laid-off employee, when reemployed, shall be placed on the salary step held at the time of layoff. An employee who was bumped into a lower class shall, when reinstated to the previous class, be placed on the salary step to which he/she would have progressed had he/she remained there. An adjusted anniversary date shall be established for step increment purposes so as to reflect the actual amount of time served in the district.

Voluntary Demotion or Reduction of Hours

Classified employees who take voluntary demotion or voluntary reduction in assigned time in lieu of layoff, or in order to remain in their present position rather than be reclassified or reassigned, shall be granted the same rights as employees who are laid off. In addition, such employees shall retain eligibility to be considered for reemployment in their previously held class or position with increased assigned time, for an additional period of time up to 24 months as determined by the Governing Board on a class-by-class basis, provided that the same test of fitness under which they qualified for appointment to that class shall still apply. (Education Code 45114, 45298)

LAYOFF/REHIRE (continued)

Employees who take voluntary demotion or voluntary reduction in assigned time in lieu of layoff shall have the option of returning to a position in their former class or to positions with increased assigned time as vacancies become available and without limitation of time. If there is a valid reemployment list, they shall be ranked on that list in accordance with their proper seniority. (Education Code 45114, 45298)

*Legal Reference:***EDUCATION CODE***45101 Definitions**45103 Classified service in districts not incorporating the merit system**45105 Positions under various acts not requiring certification qualifications; classification**45113 Rules and regulations for classified service in districts not incorporating the merit system**45114 Layoff and reemployment procedures; definitions**45115 Layoff: Reinstatement from service retirement**45117 Notice of layoff**45286 Limited term employees**45297 Right to take equivalent examination while employee in military service**45298 Reemployment and promotional examination preference of persons laid off; voluntary demotions or reductions in time**45308 Order of layoff and reemployment; length of service**45309 Reinstatement of permanent noncertified employees after resignation***UNITED STATES CODE, TITLE 38***4301-4307 Veterans' Reemployment Rights***COURT DECISIONS***California School Employees Association v. The Governing Board of East Side Union High School District (2011) 193 Cal.App.4th 540**Tucker v. Grossmont Union High School District (2008) 168 Cal.App.4th 640**San Mateo City School District v. Public Employment Relations Board (1983) 33 Cal.3d 850, 866**Management Resources:***WEB SITES***California School Employees Association: <http://www.csea.com>*

Administrative Regulation

Layoff/Rehire

AR 4217.3

Personnel

Classified employees shall be subject to layoff for lack of work or lack of funds. (Education Code 45114, 45308)

Order of Layoff/Determination of Seniority

The order of layoff within the class shall be determined by length of service. (Education Code 45114, 45308)

Length of service shall be determined by the date of hire. The employee who has been employed the shortest time by the district shall be laid off first.

Length of service credit shall be granted for military leave of absence, including voluntary or involuntary active duty during a period of national emergency or war as a member of the Military Reserve or the National Guard. (Education Code 45297, 45308)

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

Length of service credit may be granted for time spent on unpaid illness or maternity leave, unpaid family care leave, or unpaid industrial accident leave. Length of service credit shall not be granted for other types of unpaid leaves. (Education Code 45308, 45114)

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

Persons employed under Education Code Section 45105(b) or 45259 in "restricted" positions do not acquire permanent status under Education Code 45113 or 45301 and do not acquire seniority credits for the purpose of layoff for lack of work or lack of funds. However, after completing six months of satisfactory service, persons hired into these positions shall be given the opportunity to take qualifying examinations that are required for all other persons serving in the same class in the classified service. If they successfully complete the examination, they shall be entitled to the full rights, benefits and burdens of regular classified employees, and his/her service for layoff purposes shall be counted from the original date of employment in the "restricted" position. (Education Code 45105)

A classified employee shall not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. (Education Code 45117)

(cf. 4121 - Temporary/Substitute Personnel)

Notice of Layoff

Classified employees subject to layoff because of lack of work in the event of a bona fide reduction or elimination of service being performed shall receive notice of the layoff 45 days before the effective date. They shall be informed of their displacement rights, if any, and their reemployment rights. (Education Code 45117)

In cases where positions in specially funded programs expire at the end of any school year, classified employees subject to layoff for lack of funds shall receive written notice on or before April 29. The notice shall inform them of the layoff effective at the end of the school year, their displacement rights, if any, and reemployment rights. If the termination date of the specially funded program is other than June 30, the notice shall be given at least 45 days before the effective date of the layoff. (Education Code 45117)

The district is not bound to provide 45 days' notice in the event of an actual and existing financial inability to pay the salaries of classified employees or if the layoff is due to a lack of work resulting from conditions not foreseeable or preventable by the district. (Education Code 45117)

The district also is not bound to provide 45 days' notice to any person hired as a short-term employee for a period not exceeding 45 days. (Education Code 45117)

Voluntary Demotion or Voluntary Reduction of Hours

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff, or in order to remain in their present position rather than be reclassified or reassigned, shall be granted the same rights as persons laid off. (Education Code 45114, 45298)

Reemployment Eligibility

Classified employees laid off because of lack of work or lack of funds are eligible for reemployment within a period of 39 months and shall be reemployed in preference to new applicants. Persons so laid off also have the right to apply and establish their qualification for vacant promotional positions within the district during the 39-month period. (Education Code 45114, 45298)

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff, reclassification or reassignment shall retain eligibility to be considered for reemployment in a position of the previously held class or positions with increased assigned time, provided that the same tests of fitness under which they qualified for appointment to the class are still applicable. The length of this additional period of time shall be determined by the Governing Board on a class-by-class basis and shall not exceed 24 months. (Education Code 45114, 45298)

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall have the option of returning to a position in their former class or to positions with increased assigned time as vacancies become available, and without limitation of time. If there is a valid reemployment list they shall be ranked on that list in accordance with their proper seniority. (Education Code 45114, 45298)

Upon rejecting two offers of reemployment, the employee's name will be removed from the reemployment list and he/she will forfeit all reemployment rights to which he/she would otherwise be entitled.

When an employee is notified of a vacancy and fails to respond or report to work within time limits specified by district procedures, his/her name will be removed from the reemployment list and he/she will forfeit all reemployment rights to which he/she would otherwise be entitled.

Reemployment Procedures

Reemployment shall be in reverse order of layoff. (Education Code 45114, 45298, 45308)

In order to be reinstated, an employee must be fully capable of performing the normal and customary duties of the job. Employees whose physical condition is such that they cannot be reinstated at the time called for reemployment will be kept on the reemployment list until physically capable of returning to work or for a period not to exceed 39 calendar months.

(cf. 4032 - Reasonable Accommodation)

When a vacancy occurs, the senior employee who has held prior permanency in the position shall be so notified by certified U.S. mail at his/her last known address and given the opportunity to accept or reject appointment into the vacant position. The employee shall advise the district of his/her decision no later than 10 calendar days following notification. If the employee accepts, he/she shall report to work no later than two calendar weeks from the vacancy notification date or on a later date specified by the district.

When a laid-off employee is reemployed, all accumulated sick leave credit shall be restored.

A laid-off permanent employee shall be reemployed with all rights and benefits accorded to him/her at the time of layoff. A laid-off probationary employee shall be reemployed as a probationary employee, and the time served toward the completion of the required probationary period shall be counted. He/she shall also be reemployed with all rights and benefits accorded to him/her at the time of layoff.

A laid-off employee, when reemployed, shall be placed on the salary step held at the time of layoff. An employee who bumped into a lower class shall, when reinstated to the previous class, be placed on the salary step to which he/she would have progressed had he/she remained there. An adjusted anniversary date shall be established for step increment purposes so as to reflect the actual amount of time served in the district.

Legal Reference:

EDUCATION CODE

45101 Definitions

45103 Classified service in districts not incorporating the merit system

45105 Positions under various acts not requiring certification qualifications; classification

45113 Rules and regulations for classified service in districts not incorporating the merit system

45114 Layoff and reemployment procedures; definitions

45115 Layoff: Reinstatement from service retirement

45117 Notice of layoff

45286 Limited term employees

45297 Right to take equivalent examination while employee in military service

45298 Reemployment and promotional examination preference of persons laid off; voluntary demotions or reductions in time

45308 Order of layoff and reemployment; length of service

45309 Reinstatement of permanent noncertified employees after resignation

UNITED STATES CODE, TITLE 38

4301-4307 Veterans' Reemployment Rights

COURT DECISIONS

San Mateo City School District v. Public Employment Relations Board (1983) 33 Cal.3d 850, 866

Management Resources:

WEB SITES

California School Employees Association: <http://www.csea.com>

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

ADMISSION

The Governing Board encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of students entering a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

Note: Admission requirements include age criteria for grades K-1; see accompanying administrative regulation. Other admission requirements are addressed in AR 5111.1 - District Residency, BP/AR 5141.31 - Immunizations, and AR 5141.32 - Health Screening for School Entry.

Federal and state law require the immediate enrollment of homeless youth (42 USC 11432) and foster youth (Education Code 48853.5) regardless of their ability to provide the school with records normally required for enrollment; see BP/AR 6173 - Education for Homeless Children and AR 6173.1 - Education for Foster Youth. In addition, Education Code 49701 requires the district to facilitate the enrollment of children of military families and to ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements; see BP/AR 6173.2 - Education of Children of Military Families.

The Office for Civil Rights, U.S. Department of Education, has issued a "Dear Colleague" letter to clarify that districts may not adopt enrollment procedures that discourage the participation of students based on the actual or perceived citizenship or immigration status of the student or parent/guardian, as such practices would violate federal laws granting all students equal access to education. Thus, the district may not inquire into a student's citizenship or immigration status as a condition of enrollment.

The Superintendent or designee shall verify the student's age, residency, and any other admission criteria specified in law and in Board policies and administrative regulations.

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

(cf. 5111.1 - District Residency)

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

(cf. 5119 - Students Expelled from Other Districts)

(cf. 5125 - Student Records)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

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

Note: The following optional paragraph may be revised to reflect district practice. Education Code 48354 requires the district to give priority for enrollment to students residing in the district, including students applying for intradistrict open enrollment, before admitting students transferring from a school identified under the Open Enrollment Act (Education Code 48350-48361). Thus, the district needs to align the application windows for various attendance options in a manner that will allow the district to meet legal requirements pertaining to admissions priorities. See BP/AR 5116.1 - Intradistrict Open Enrollment and BP/AR 5118 - Open Enrollment Act Transfers for application windows applicable to those options.

ADMISSION (continued)

All resident students who are enrolling either in the school in their attendance area or in another district school shall be subject to the timelines established by the Board in BP/AR 5116.1 - Intradistrict Open Enrollment. Nonresident students may apply for interdistrict attendance in accordance with the timelines specified in applicable Board policies and administrative regulations.

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5117 - Interdistrict Attendance)

(cf. 5118 - Open Enrollment Act Transfers)

Note: The following optional paragraph is use by high school districts.

The Superintendent or designee may admit to the ninth grade only those students who have graduated from eighth grade or who are recommended in writing by their eighth-grade principal as capable of profiting from high school instruction.

(cf. 5123 - Promotion/Acceleration/Retention)

Legal Reference: (see next page)

ADMISSION (continued)

Legal Reference:

EDUCATION CODE

46300 *Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten*

46600 *Agreements for admission of students desiring interdistrict attendance*

48000 *Minimum age of admission (kindergarten)*

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

48010 *Minimum age of admission (first grade)*

48011 *Admission from kindergarten or other school; minimum age*

48050-48053 *Nonresidents*

48200 *Children between ages of 6 and 18 years (compulsory full-time education)*

48350-48361 *Open Enrollment Act*

48850-48859 *Educational placement of foster youth*

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

49408 *Information of use in emergencies*

49700-49704 *Education of children of military families*

HEALTH AND SAFETY CODE

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

121475-121520 *Tuberculosis tests for students*

CODE OF REGULATIONS, TITLE 5

200 *Promotion from kindergarten to first grade*

201 *Admission to high school*

CODE OF REGULATIONS, TITLE 17

6000-6075 *School attendance immunization requirements*

UNITED STATES CODE, TITLE 42

11431-11435 *McKinney Homeless Assistance Act*

Management Resources:

CSBA PUBLICATIONS

Transitional Kindergarten, Issue Brief, July 2011

OFFICE FOR CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Dear Colleague Letter, May 6, 2011

WEB SITES

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

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

Office for Civil Rights, U.S. Department of Education: <http://www2.ed.gov/about/offices/list/ocr>

Board Policy

Admission

BP 5111

Students

The Governing Board believes that all children should have the opportunity to receive educational services. All children residing within the district shall have access to district schools. Immigrant children shall not be denied admission on the basis of citizenship or legal resident status. Children of the homeless shall be admitted with or without a permanent address, preferably to a school which offers a food program. Staff shall encourage parents/guardians to enroll all school-aged children in school.

The Superintendent or designee shall maintain procedures which provide for the verification of all entrance requirements specified in law and Board policy.

(cf. 5111.1 - District Residency)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

No child shall be unconditionally admitted to any district school without presentation of a fully documented immunization record as required by law, unless otherwise exempted.
(Health and Safety Code 3381)

(cf. 5141.31 - Immunizations)

A child may be admitted to school without proof of full immunization on presentation of (1) a written statement by the child's legal parent/guardian to the effect that such immunization is contrary to the personal beliefs of the child, parent/guardian, or (2) a written statement by a licensed physician stating that immunization is not considered safe for the child.

(cf. 5141.3 - Health Examination and Immunization)

Students Expelled from Other Districts

The Board may admit students who have been expelled from other districts without a hearing or an interdistrict attendance agreement, unless the hearing is required by law. If the hearing is required and the student subsequently admitted, an interdistrict attendance agreement shall be required unless the student has established legal residency in the district.

(cf. 5117 - Interdistrict Attendance)

Legal Reference:

EDUCATION CODE

- 46600 Agreements for admission of pupils desiring interdistrict attendance
- 48000 Minimum age of admission (kindergarten)
- 48002 Evidence of minimum age required to enter kindergarten or first grade
- 48010 Minimum age of admission (first grade)
- 48011 Admission from kindergarten or other school; minimum age
- 48200 Children between ages of 6 and 16 years (compulsory full-time education)
- 48915.1 Expulsions: enrollment in another school district
- 49408 Information of use in emergencies
- 49076 Access to records by persons without written consent or under judicial order

HEALTH AND SAFETY CODE

- 120325-120389 Immunization against communicable diseases
- 121475-121520 et seq. Tuberculosis tests for pupils

CODE OF REGULATIONS, TITLE 5

- 200 Promotion from kindergarten to first grade

CODE OF REGULATIONS, TITLE 17

- 6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 42

- 11431-11435 McKinney Homeless Assistance Act

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: December 6, 1989 Antelope, California

ADMISSION**Age of Admittance to Grades K-1**

Note: The following section is for use by districts that offer grades K-1. SB 1381 (Ch. 705, Statutes of 2010) amended Education Code 48000 and 48010 to revise the age criterion for admission into kindergarten or first grade, as provided below. Pursuant to Education Code 48200, parents/guardians are not required to enroll their children in kindergarten but, if they choose to do so, are subject to minimum age requirements.

A child shall be eligible for enrollment in kindergarten or first grade, at the beginning of the school year or at a later time in the same year, if the child has his/her fifth or sixth birthday, respectively, on or before one of the following dates: (Education Code 48000, 48010)

1. December 2 of the 2011-12 school year
2. November 1 of the 2012-13 school year
3. October 1 of the 2013-14 school year
4. September 1 of the 2014-15 school year and each school year thereafter

Note: SB 1381 (Ch. 705, Statutes of 2010) amended Education Code 48000 to require districts to establish a transitional kindergarten program to offer to children whose admission is delayed due to the new minimum age requirements listed above; see BP 6170.1 - Transitional Kindergarten. SB 1381 also eliminated provisions in Education Code 48000 related to student eligibility for pre-kindergarten summer programs.

Any child who will have his/her fifth birthday between the date listed above for the applicable school year and December 2 shall be offered a transitional kindergarten program in accordance with law and Board policy. (Education Code 48000)

(cf. 5123 - Promotion/Acceleration/Retention)

(cf. 6170.1 - Transitional Kindergarten)

Note: The following paragraph is optional. Education Code 48000 authorizes the district, at its discretion, to allow early entry to kindergarten on a case-by-case basis under the conditions described below. California Department of Education (CDE) information on "Kindergarten in California," available on its web site, cautions that a district utilizing this option must ensure that the child has turned age five or else may jeopardize its apportionments as auditors may impose fiscal sanctions. The CDE also cautions that the district may risk being challenged by parents/guardians if it bases early admission on test results, maturity of the child, or preschool records. The district might consider establishing a process for parents/guardians to challenge denial of early entry.

On a case-by-case basis, a child who reaches age five after the date listed above for the applicable school year may be admitted to kindergarten at any time during the school year with the approval of the child's parent/guardian, provided that: (Education Code 48000)

1. The Superintendent or designee determines that the admittance is in the best interests of the child.

ADMISSION (continued)

2. The parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

(cf. 5145.6 - Parental Notifications)

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

In determining whether a child may be granted early entry to kindergarten, the Superintendent or designee may also consider the availability of classroom space and any negotiated maximum class size.

(cf. 6151 - Class Size)

(cf. 7111 - Evaluating Existing Buildings)

Documentation of Age/Grade

Note: The following two paragraphs are for use by districts that offer grades K-1.

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

Note: Education Code 48002 specifies that the method of proof of age, when admitting children to grades K-1, may include any appropriate means prescribed by the Governing Board. The following items reflect examples in Education Code 48002 and may be revised to reflect district practice.

Evidence of the child's age may include: (Education Code 48002)

1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
2. A duly attested baptism certificate
3. Passport

When none of the foregoing is obtainable, the parent/guardian may provide any other appropriate means of proving the age of the child. (Education Code 48002)

Note: The following optional paragraph may be used by districts offering any grade levels.

A student enrolling in a district school at any other grade level shall present records from his/her previous school district documenting his/her age and current grade level.

(cf. 5125 - Student Records)

(cf. 6146.3 - Reciprocity of Academic Credit)

Administrative Regulation

Admission

AR 5111

Students

Age of Admission

Proof of age shall be required of all enrolling students. The legal evidences of age, in order of desirability, are a birth certificate, baptismal certificate, passport, immigration certificate, Bible recorder affidavit from the parent/guardian.

A child who will reach the age of five on or before December 2 of the current school year shall be eligible for enrollment in kindergarten at the beginning of that school year or at any later time in the same year. (Education Code 48000)

First Grade - Age of Admission

A child who will have reached the age of six years on or before December 2 of the current school year shall be eligible for enrollment in the first grade. (Education Code 48010)

A child enrolled in kindergarten may be admitted to the first grade at the discretion of the principal and upon determination that the child is ready for first grade work. Admission shall be subject to the following minimum criteria:

1. The child is at least five years of age.
2. The child has attended a public school kindergarten for a long enough time to enable school personnel to evaluate his/her ability.
3. The child is in the upper five percent of his/her age group in terms of general mental ability.
4. The physical development and social maturity of the child are consistent with his/her advanced mental ability.
5. The parent/guardian of the child has filed a written statement with the school district approving the placement in first grade.

(cf. 5123 - Promotion, Acceleration, Retention)

(cf. 5118 - Transfers/Withdrawals)

Regulation
approved: February 3, 1993

CENTER UNIFIED SCHOOL DISTRICT
Antelope, California

DISTRICT RESIDENCY

Criteria for Residency

A student shall be deemed to have complied with district residency requirements for enrollment in a district school if he/she meets any of the following criteria:

1. The student's parent/guardian resides within district boundaries. (Education Code 48200)
2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)
3. The student has been admitted through an interdistrict attendance option. (Education Code 48204, 48356)

(cf. 5117 - Interdistrict Attendance)

(cf. 5118 - Open Enrollment Act Transfers)

4. The student is an emancipated minor residing within district boundaries. (Education Code 48204)
5. The student lives with a caregiving adult within district boundaries. (Education Code 48204)
6. The student resides in a state hospital located within district boundaries. (Education Code 48204)
7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48207)

(cf. 6183 - Home and Hospital Instruction)

<p>Note: The following paragraph is optional. Education Code 48204 permits, but does not require, districts to admit a student whose parent/guardian is employed within district boundaries. SB 381 (Ch. 447, Statutes of 2011) amended Education Code 48204 to reauthorize the option until June 30, 2017, and to specify that the employment must be for a minimum of 10 hours during the school week. See AR 5111.12 - Residency Based on Parent/Guardian Employment.</p>

In addition, district residency status may be granted to a student if at least one parent/guardian is physically employed within district boundaries. (Education Code 48204)

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

DISTRICT RESIDENCY (continued)

District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class. (Education Code 52317)

(cf. 6178.2 - Regional Occupational Center/Program)

Note: The following optional paragraph is for use by any district adjacent to another state or foreign country from which students may commute to the district and should be revised to reflect district circumstances. Pursuant to Education Code 48050 and 48052, any district that admits such students (1) must be reimbursed by the parents/guardians of the students or by the district of residence for the total cost of educating the student and (2) may not include such students in computing average daily attendance for purpose of obtaining apportionment of state funds.

The district may admit a nonresident student living in an adjoining state or foreign country in accordance with Education Code 48050-48052.

(cf. 5111.2 - Nonresident Foreign Students)

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

Proof of Residency

The Superintendent or designee shall annually verify each student's district residency status and retain a copy of the document or written statement offered as verification in the student's mandatory permanent record. (5 CCR 432)

(cf. 5111 - Admission)

(cf. 5125 - Student Records)

Note: Education Code 48204.1, as added by AB 207 (Ch. 435, Statutes of 2011), requires districts to accept a wide range of documents as reasonable evidence of residency. AB 207 also repealed specific residency documentation requirements for districts adjacent to an international border.

The Office for Civil Rights, U.S. Department of Education, has issued a "Dear Colleague" letter to clarify that districts may not adopt enrollment procedures that discourage the participation of students based on the students' or their parents/guardians' actual or perceived citizenship or immigration status, as such practices would violate federal laws granting all students equal access to education. Thus, the district may not inquire into a student's citizenship or immigration status as a condition of enrollment.

Evidence of residency may be established by documentation showing the name and address of the parent/guardian within the district, including, but not limited to, any of the following: (Education Code 48204.1)

DISTRICT RESIDENCY (continued)

1. Property tax payment receipt
2. Rental property contract, lease, or payment receipt
3. Utility service contract, statement, or payment receipt
4. Pay stub
5. Voter registration
6. Correspondence from a government agency
7. Declaration of residency executed by the student's parent/guardian
8. If the student is an unaccompanied youth as defined in 42 USC 11434a, a declaration of residency executed by the student

Note: Pursuant to Education Code 48204, a student shall be deemed a resident of the district if he/she lives with a caregiving adult within district boundaries; see item #5 under "Criteria for Residency" above. Family Code 6552 provides an affidavit which authorizes a caregiver 18 years of age or older to enroll a minor in school and requires the caregiver's attestation that the student lives with the caregiver. If the student stops living with the caregiver, Family Code 6550 requires the caregiver to so notify the school.

9. If the student is residing in the home of a caregiving adult within district boundaries, an affidavit executed by the caregiving adult in accordance with Family Code 6552

(cf. 5141 - Health Care and Emergencies)

Note: Federal and state law require the immediate enrollment of homeless youth (42 USC 11432) and foster youth (Education Code 48853.5) regardless of their ability to provide the school with records normally required for enrollment, including proof of residency. If a dispute arises over the enrollment of a homeless or foster youth, the student must be allowed to attend school while the district liaison conducts a dispute resolution process. See BP/AR/E 6173 - Education for Homeless Children and AR 6173.1 - Education for Foster Youth.

The California Department of Education's web site provides sample forms to obtain a declaration and affidavit from the parent/guardian or other qualified adult relative of a homeless child attesting that the family does not have a fixed, regular, adequate nighttime residence and indicating the current location where the family lives.

The Superintendent or designee shall make a reasonable effort to secure evidence that a homeless or foster youth resides within the district, including, but not limited to, a utility bill, letter from a homeless shelter, hotel/motel receipt, or affidavit from the student's parent/guardian or other qualified adult relative.

DISTRICT RESIDENCY (continued)

However, a homeless or foster youth shall not be required to provide proof of residency as a condition of enrollment in district schools. (Education Code 48853.5; 42 USC 11432)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

Failure to Verify Residency

Note: The following optional section may be revised to reflect district practice. Education Code 48204.1, as added by AB 207 (Ch. 435, Statutes of 2011), authorizes the district to make "reasonable efforts" to verify a student's residence when the district "reasonably believes" that a parent/guardian has provided false or unreliable evidence of residency. Since the term "reasonable efforts" is not defined in the law, the district should consult legal counsel if questions arise regarding the appropriateness of efforts to verify residency.

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. (Education Code 48204.1)

If the Superintendent or designee, upon investigation, determines that a student's enrollment or attempted enrollment is based on false or unreliable evidence of residency, he/she shall deny or revoke the student's enrollment. Before any such denial or revocation is final, the parent/guardian shall be sent written notice of the facts leading to the decision. This notice also shall inform the parent/guardian that he/she may provide new material evidence of residency, in writing, to the Superintendent or designee within 10 school days. The Superintendent or designee shall review any new evidence and make a final decision within 10 school days.

Safe at Home/Confidential Address Program

Note: Government Code 6205-6210 authorize the Secretary of State to provide victims of domestic violence, stalking, or sexual assault with a substitute address to use in place of their residence, work, or school address in all public records. Under this program, the Secretary of State receives any mail sent to the substitute address and forwards it to the program participant's confidential address. Pursuant to Government Code 6207, the district must accept and use the substitute address designated by the Secretary of State as a participant's substitute address for all communication and correspondence with program participants. The participant will present a laminated identification card containing his/her substitute address and a four-digit authorization number. The district may verify the enrollment of a student in the program by contacting the Safe At Home program.

Program participants have been advised by the Secretary of State to provide administrators with their actual residence location only for school emergency purposes and to establish residency within the district.

DISTRICT RESIDENCY (continued)

When a student or parent/guardian participating in the Safe at Home program requests that the district use the substitute address designated by the Secretary of State, the Superintendent or designee shall use the substitute address for all future communications and correspondence and shall not include the actual address in the student's file or any other public record. The Superintendent or designee may request the actual residence address for the purpose of establishing residency within district boundaries. (Government Code 6206, 6207)

(cf. 3580 - District Records)

*Legal Reference:***EDUCATION CODE**

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance permits

48050-48054 Nonresidents

48200-48208 Compulsory education law

48356 Open Enrollment Act transfer, fulfillment of residency requirement

48853.5 Education of foster youth; immediate enrollment

48980 Notifications at beginning of term

52317 Regional occupational program, admission of persons including nonresidents

FAMILY CODE

6550-6552 Caregivers

GOVERNMENT CODE

6205-6210 Confidentiality of residence for victims of domestic violence

CODE OF REGULATIONS, TITLE 5

432 Varieties of student records

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

*Management Resources:***CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES**

0303.95 Verification of residency, LO: 1-95

OFFICE FOR CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Dear Colleague Letter, May 6, 2011

WEB SITES

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

California Secretary of State, Safe at Home Program: <http://www.sos.ca.gov/safeathome>

Office for Civil Rights, U.S. Department of Education: <http://www2.ed.gov/about/offices/list/ocr>

Administrative Regulation

District Residency

AR 5111.1

Students

Criteria for Residency

A student shall be deemed to have complied with district residency requirements if he/she meets any of the following criteria:

1. The student's parent/guardian resides within district boundaries. (Education Code 48200)

(cf. 5111.13 - Residency for Homeless Children)

(cf. 6173 - Education for Homeless Children)

2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)

(cf. 6173.1 - Education for Foster Youth)

3. The student has been admitted through the district's interdistrict attendance program. (Education Code 48204)

(cf. 5117 - Interdistrict Attendance)

4. The student is an emancipated minor residing within district boundaries. (Education Code 48204)

5. The student lives with a caregiving adult within district boundaries. (Education Code 48204)

6. The student resides in a state hospital located within district boundaries. (Education Code 48204)

7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48207)

(cf. 6183 - Home and Hospital Instruction)

In addition, district residency status may be granted to a student if at least one parent/guardian is physically employed within district boundaries. (Education Code

48204)

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

District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class. (Education Code 52317)

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

Proof of Residency

Prior to admission in district schools, students shall provide proof of residency.

(cf. 5111 - Admission)

The Superintendent or designee shall annually verify the student's residency and retain a copy of the document or written statement offered as verification in the student's mandatory permanent record. (5 CCR 432)

Upon enrollment of a student residing in the home of a caregiving adult within district boundaries, the caregiving adult shall execute, under penalty of perjury, the affidavit specified in Family Code 6552.

(cf. 5141 - Health Care and Emergencies)

Reasonable evidence of residency may be established by documentation including, but not limited to, any of the following:

1. Property tax payment receipts
2. Rent payment receipts
3. Utility service payment receipts
4. Declaration of residency executed by the student's parent/guardian

If any district employee reasonably believes that the parent/guardian of a student has provided false or unreliable evidence of residency, the Superintendent or designee shall make reasonable efforts to determine that the student meets residency requirements.

Safe at Home Program

When a student or parent/guardian participating in the Safe at Home program requests that the district use the substitute address designated by the Secretary of State, the Superintendent or designee may request the actual residence address for the purpose of establishing residency within district boundaries. The Superintendent or designee shall not include the actual address in the student's file or any other public record and shall instead use the substitute address for all future communications and correspondence. (Government Code 6206, 6207)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

Admission of Residents of Other States or Countries

The Superintendent or designee may, with the approval of the County Superintendent of Schools, admit a student living in an adjoining state contiguous with the district, as long as an agreement has been reached with the governing authority of the district in which the student resides and payment is made in accordance with law. (Education Code 48050)

A student whose actual and legal residence is in a foreign country adjacent to California, regardless of whether or not his/her parents/guardians are citizens of the United States, may be admitted to a district school provided that the student is otherwise eligible for admission to a California district and the student regularly returns within a 24-hour period to the foreign country. As a condition to admittance of such a student, the student's parent/guardian shall agree to pay the district reimbursement of costs in accordance with law. (Education Code 48051, 48052)

(cf. 5111.2 - Nonresident Foreign Students)

Denial or Revocation of Enrollment

If the Superintendent or designee, upon investigation, determines that a student's enrollment or attempted enrollment is based on false evidence of residency, he/she shall revoke the student's enrollment. Before any such revocation, the parent/guardian shall be sent written notice of the facts leading to the decision. This notice shall state the parent/guardian's right, within 10 school days, to schedule a meeting with a hearing officer to inspect supporting documents, rebut district evidence, question any district witnesses, and present oral and/or documentary evidence, including witnesses, on the student's behalf. For good cause, the hearing officer may extend the meeting date for an additional 10 days to permit the parent/guardian to obtain required documentation.

If the parent/guardian fails to schedule the above meeting, the student's enrollment shall be revoked 11 school days after the date of the notice.

If the above meeting is held, the hearing officer shall prepare a written decision describing his/her findings. If the hearing officer's decision is upheld, the parent/guardian shall be informed of his/her right to appeal to the Governing Board within 10 days.

A parent/guardian who appeals to the Board shall have the right to have a representative present and to rebut district evidence, question any district witnesses, and present oral and/or documentary evidence, including witnesses, on the student's behalf. Except in cases where good cause is shown, the Board shall not reopen the record to consider evidence or argument which was not presented to the hearing officer. The student may continue to attend school during the period of the appeal.

The Board's decision shall be final.

Legal Reference:

EDUCATION CODE

35351 Assignment of students to particular schools

48050-48054 Nonresidents

48200-48208 Persons included (compulsory education law)

48980 Notifications at beginning of term

52317 ROP, admission of persons including nonresidents to attendance area

FAMILY CODE

6550-6552 Caregivers

GOVERNMENT CODE

6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking

CODE OF REGULATIONS, TITLE 5

432 Varieties of student records

UNCODIFIED STATUTES

AB 687, Ch. 309, Statutes of 1995

COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

0303.95 Verification of residency, LO: 1-95

WEB SITES

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

California Secretary of State, Safe at Home Program: <http://www.ss.ca.gov/safeathome>

Regulation CENTER UNIFIED SCHOOL DISTRICT

approved: February 20, 2008 Antelope, California

RESIDENCY BASED ON PARENT/GUARDIAN EMPLOYMENT**Applications for Admission into District Schools**

Note: The following section is **optional**. Pursuant to Education Code 48204, for purposes of admitting students into district schools, the district may authorize residency to be established based on a parent/guardian's "physical employment" within district boundaries (so-called "Allen Bill transfers"); also see AR 5111.1 - District Residency. Education Code 48204 does not define "physically employed" for purposes of establishing residency.

SB 381 (Ch. 447, Statutes of 2011) amended Education Code 48204 to reauthorize the option until June 30, 2017, and to require that the parent/guardian's employment within district boundaries be for a minimum of 10 hours during the school week to qualify for residency. Districts wishing to place limitations on types of employment (e.g., making the option available only to persons employed by the district) should consult legal counsel as appropriate.

For purposes of determining eligibility for enrollment in a district school, district residency status may be granted to a student if at least one of his/her parents/guardians is physically employed within district boundaries for a minimum of 10 hours during the school week. (Education Code 48204)

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

When applying for admission, the parent/guardian shall submit proof of the employment to the Superintendent or designee. This evidence may include, but not be limited to, a paycheck stub or letter from his/her employer listing an actual address within district boundaries. Documentation listing only a post office box as an address shall not be accepted.

Such evidence shall also indicate the number of hours per school week that the parent/guardian is employed at that location.

The Superintendent or designee may deny enrollment based on parent/guardian employment if any of the following circumstances exists:

1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer. (Education Code 48204)
2. Enrollment of the student would adversely affect the district's court-ordered or voluntary desegregation plan. (Education Code 48204)

Note: Education Code 48204 prohibits the district from denying admission on the basis of race, ethnicity, sex, parental income, scholastic achievement, or any other arbitrary consideration. In 84 Ops.Cal.Atty.Gen. 198 (2001), the Attorney General opined that overcrowding is not an "arbitrary consideration" within the meaning of Education Code 48204. Therefore, a district may deny an application when the district's school facilities are overcrowded at the relevant grade level. The Attorney General also clarified that, once a student is admitted, he/she must be allowed to continue to attend school in the district through the highest grade level offered by the district, even if the school subsequently becomes overcrowded at the relevant grade level. Although Attorney General opinions are not binding on the courts, they are generally afforded deference when there is no specific statutory or case law to the contrary. Item #3 below is based on this Attorney General opinion.

RESIDENCY BASED ON PARENT/GUARDIAN EMPLOYMENT (continued)

3. The school facilities are overcrowded at the relevant grade level.

Note: Districts wishing to deny admission for any other reason should consult legal counsel to ensure that the circumstance is not "arbitrary" pursuant to Education Code 48204.

4. Other circumstances exist that are not arbitrary. (Education Code 48204)

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

Students enrolled in the district on the basis of parent/guardian employment shall not be required to reapply for enrollment in subsequent school years. Such students may continue to attend school in the district through the highest grade offered by the district, if the parent/guardian so chooses and if at least one of the student's parents/guardians continues to be physically employed within district boundaries, subject to the restrictions specified in items #1-4 above. (Education Code 48204)

The Superintendent or designee shall annually request the student's parent/guardian to provide evidence of the employment in order to determine the student's continuing eligibility for enrollment.

Requests for Transfers out of District Schools

Note: The following section is for use by all districts. Even if the district has not authorized enrollment into district schools based on parent/guardian employment, Education Code 48204 specifies circumstances under which the district may disallow transfers out of the district by students whose parent/guardian is employed within the boundaries of another district.

Education Code 48204 prescribes limits on the number of net transfers (the difference between the number of students entering and exiting the district) that a district may allow each fiscal year based on parent/guardian employment. The limits are based on the average daily attendance (ADA) of the district, as follows: 5 percent of ADA for districts with 500 or less ADA; 3 percent of ADA or 25 students, whichever is greater, for districts with an ADA of 501-2,500; and 1 percent of ADA or 75 students, whichever is greater, for districts with an ADA of 2,501 or more. However, these limits may be waived by the district.

Item #1 below may be modified to specify the percentage that applies to the district's ADA. Item #2 below should be deleted by districts that do not have a court-ordered or voluntary desegregation plan.

When a student requests a transfer out of the district on the grounds that his/her parent/guardian is employed within the boundaries of another district, the Superintendent or designee may disallow the transfer for either of the following reasons: (Education Code 48204)

1. The difference between the number of students entering and exiting the district on the basis of parent/guardian employment exceeds the limits prescribed in Education Code 48204.

RESIDENCY BASED ON PARENT/GUARDIAN EMPLOYMENT (continued)

2. The transfer would negatively impact the district's court-ordered or voluntary desegregation plan.

Notifications

Note: The following section is **optional**. Education Code 48204 encourages districts to notify parents/guardians in writing whenever a request for admission into the district or transfer out of the district is denied for the reasons specified in the above sections. If the denial of the parent/guardian's request is brought to the Governing Board for approval, the decision should be recorded in the minutes of the Board meeting.

Whenever a student's application for a transfer into or out of the district is denied, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial.

(cf. 9324 - Minutes and Recordings)

Legal Reference:

EDUCATION CODE

46601 Failure to approve interdistrict attendance

46607 ADA calculation for residency based on parent employment

48200-48284 Compulsory education law, especially:

48204 Residency based on parent/guardian employment

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 198 (2001)

Management Resources:

WEB SITES

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

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

Administrative Regulation

Residency Based On Parent/Guardian Employment

AR 5111.12

Students

District residency status may be granted to a student if at least one parent/guardian is physically employed within district boundaries. (Education Code 48204)

(cf. 5111.1 - District Residency)

(cf. 5117 - Interdistrict Attendance)

Applications for Admission

When applying for his/her child's admission to a district school based on employment, the parent/guardian shall provide proof of physical employment within district boundaries. This evidence may include a paycheck stub or letter from his/her employer listing an actual address within district boundaries. Stubs or letters listing only a post office box as an address shall not be accepted.

The Governing Board may deny enrollment based on parent/guardian employment if any of the following circumstances exists:

1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer. (Education Code 48204)
2. Enrollment of the student would adversely affect the district's court-ordered or voluntary desegregation plan. (Education Code 48204)
3. The school facilities are overcrowded at the relevant grade level.
4. Other circumstances exist that are not arbitrary. (Education Code 48204)

If the Board denies the student admission for any of the above reasons, the Superintendent or designee shall notify the parent/guardian in writing of the Board's decision, including specific reasons for the denial.

Students enrolled in the district on the basis of parent/guardian employment shall not be required to reapply for enrollment in subsequent school years. Such students may continue to attend school in the district through the highest grade provided by the district, if the parent/guardian so chooses and if at least one of the student's parents/guardians continues to be physically employed within district boundaries, subject to the restrictions specified in law related to excess costs and negative impact on desegregation plans. (Education Code 48204)

District Students Transferring to Other Districts Based on Parent/Guardian Employment

When a student's parent/guardian requests that the student be transferred to another district based on the parent/guardian's physical employment within that other district, the Board may deny the request if the percentage of district students admitted to other districts on the basis of parent/guardian employment exceeds the limits prescribed in Education Code 48204. A transfer may also be denied if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan. (Education Code 48204)

The student's parent/guardian shall be notified in writing of the Board's decision to deny the transfer to the school district in which the parent/guardian's employer is situated. The notice shall include specific reasons for the denial.

Legal Reference:

EDUCATION CODE

46601 Failure to approve interdistrict attendance

48200-48204 Compulsory education law; especially:

48204 Residency based on parent/guardian employment

ATTORNEY GENERAL OPINIONS

84 Ops.Cal.Atty.Gen. 198 (2001)

Management Resources:

WEB SITES

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

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

Regulation **CENTER UNIFIED SCHOOL DISTRICT**
approved: February 20, 2008 Antelope, California

Delete

Administrative Regulation

Residency For Homeless Children

AR 5111.13

Students

Homeless students living in the district shall be admitted to district schools upon presentation of any of the following:

1. Hotel or motel receipts
2. A letter from a social service agency or homeless shelter verifying that the student lives within the district
3. An affidavit from the parent/guardian stating that the family lives within the district

A reasonable effort shall be made to secure an address, phone number and medical release from the parent/guardian when a student is placed in a classroom.

(cf. 5125 - Student Records)

(cf. 5141.31 - Immunizations)

(cf. 6173 - Education for Homeless Children)

Legal Reference:

EDUCATION CODE

1980-1986 County community schools

2558.2 Use of revenue limits to determine average daily attendance of homeless children

39807.5 Payment of transportation costs by parents

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

Management Resources:

CDE PUBLICATIONS

Enrolling Students in Homeless Situations, 1999

FEDERAL REGISTER

U.S. Department of Education: Notice of school enrollment guidelines, 67 Fed. Reg. 10698

WEB SITES

CDE: <http://www.cde.ca.gov>

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

National Law Center on Homelessness and Poverty: <http://www.nlchp.org>

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: November 6, 2002Antelope, California

STUDENT RECORDS**Definitions**

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Note: Guidance issued by the U.S. Department of Education (USDOE) and U.S. Department of Health and Human Services clarifies that a student's immunization and health record maintained by the district, such as health and medical records maintained by a school nurse who is employed by or under contract with a district, is a "student record" subject to the Family Educational Rights and Privacy Act (FERPA). Also see BP/AR 5141.6 - School Health Services.

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

1. Directory information

(cf. 5125.1 - Release of Directory Information)

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee

Note: USDOE guidance (Balancing Student Privacy and School Safety) clarifies that records created by the district's law enforcement unit, as specified in item #3 below, are not considered student records under FERPA as long as the records are created for a law enforcement purpose. Thus, according to the guidance, student images appearing on security videotapes maintained by the district's law enforcement unit are not subject to FERPA.

3. Records of the law enforcement unit of the district, subject to the provisions of 34 CFR 99.8

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

STUDENT RECORDS (continued)

4. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student
5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Access means a personal inspection and review of a record, an accurate copy of a record or receipt of an accurate copy of a record, an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

1. The student's name
2. The name of the student's parent/guardian or other family members
3. The address of the student or student's family
4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name

STUDENT RECORDS (continued)

6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

Note: Pursuant to Education Code 49063 and 34 CFR 99.31, the district may allow "school officials and employees" with "legitimate educational interest" in information in student records to have access to those records without parent/guardian consent.

34 CFR 99.31 defines "school officials and employees" as including teachers and other district employees whom the district has determined to have legitimate educational interests. Pursuant to 34 CFR 99.31, "school officials" also may include contractors, consultants, or volunteers used by the district to perform district services provided that these parties are under the "direct control" of the district and are subject to the conditions on use, maintenance, and redisclosure of records applicable to district employees (i.e., only individuals with a legitimate educational interest have access). In the Analysis of Comments and Changes (73 Fed. Reg. 237, page 74814), the USDOE clarifies that this exception, consistent with longstanding USDOE interpretation, applies only when these outside parties are "acting for" the district, such as an attorney or parent volunteer in the district office, and not to contractors selling products or services, such as an insurance provider offering students discounted insurance.

The criteria in the following two paragraphs should be revised to reflect any definitions developed by the district. In addition, Education Code 49063 requires districts to list in their annual student record notice the criteria for defining "school officials and employees" and "legitimate educational interest"; see section below entitled "Notification of Parents/Guardians."

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. *School officials and employees* also include contractors, consultants, volunteers, or other parties to whom the district has outsourced district functions and who perform services for which the district would otherwise use employees.

Legitimate educational interest is an interest held by school officials and employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require them to have access to student records.

STUDENT RECORDS (continued)

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Access

The following persons or agencies shall have absolute access to any and all student records in accordance with law:

1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069; Family Code 3025)
2. An adult student age 18 years or older, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)

In addition, the following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

Note: Pursuant to Education Code 49075 and 34 CFR 99.31, parents/guardians of a dependent child, as defined in 26 USC 152, must be provided access to student records that are relevant to their legitimate educational interest. 26 USC 152 defines a "dependent child" as one who lives with his/her parent/guardian for more than half the taxable year, has not provided over half of his/her own support during that year, and has not filed a joint tax return with a spouse.

1. Parents/guardians of a dependent child age 18 or older (Education Code 49076; 34 CFR 99.31)
2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076; 34 CFR 99.31)
3. School officials and employees, consistent with definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)
4. Members of a school attendance review board (SARB) and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

(cf. 5113.1 - Truancy and Chronic Absence)

STUDENT RECORDS (continued)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

Note: 34 CFR 99.34 requires the district to make a reasonable attempt to notify the parent/guardian or adult student when the district discloses certain information as described in the following paragraph. However, if the district includes a statement in its annual parental notification that the district may forward education records under these circumstances, it is not obligated to individually notify parents/guardians or adult students. The following optional paragraph may be deleted by districts that include such a statement in their annual parental notifications. See section below entitled "Notification of Parents/Guardians."

When the district discloses personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

Note: As amended by 76 Fed. Reg. 75604, CFR 99.3, 99.31, and 99.35 clarify the limited circumstances under which the district may disclose student records to federal, state, or local officials to assess the effectiveness of state and federally funded education programs. Pursuant to 34 CFR 99.35, as amended, the district must have a written agreement with the entity or individual which contains specified components and must use reasonable methods to ensure that the entity or individual complies with FERPA.

6. Federal, state, and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)

Note: Pursuant to 5 CCR 435, prior to releasing records in compliance with a court order or subpoena, the district is generally required to give the parent/guardian three days' notice as specified in item #7 below. However, 34 CFR 99.31 specifies that the notice is not required when the disclosure is in response to a court order issued under the USA Patriot Act regarding investigations of domestic or international terrorism.

7. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

STUDENT RECORDS (continued)

8. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
9. A prosecuting agency for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)

<p>Note: AB 143 (Ch. 434, Statutes of 2011) amended Education Code 49076 to add a minor's legal counsel to the list of persons who may access student records for specified purposes. AB 143 also amended Education Code 49076 to require a recipient of student records for these purposes to provide written certification that the records will not be disclosed to another party without parental consent.</p>
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10. Any probation officer, district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor student a ward of the court or involving a violation of a condition of probation, subject to specified evidentiary rules (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the record(s) that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

11. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

<p>Note: Pursuant to Education Code 49076, districts, county offices of education, and county placing agencies may develop cooperative agreements to facilitate confidential access to and exchange of student information by electronic mail, facsimile, electronic format, or other secure means.</p>

12. Any county placing agency for the purpose of preparing a health and education summary pursuant to Welfare and Institutions Code 16010 for a child placed in foster care, fulfilling educational case management responsibilities required by the juvenile court or by law, or assisting with the school transfer or enrollment of a student (Education Code 49076)

STUDENT RECORDS (continued)

13. Any foster family agency with jurisdiction over currently enrolled or former students for purposes of accessing those students' records of grades and transcripts and any individualized education program developed and maintained by the district (Education Code 49069.3)

(cf. 6159 - Individualized Education Program)

14. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

Note: As amended by AB 143 (Ch. 434, Statutes of 2011), Education Code 49076 requires that a recipient of the records described above provide written certification that the records will not be disclosed to another party without consent.

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the record(s) as described in item #10 above. (Education Code 49076)

15. Designated peace officers, federal criminal investigators, and federal law enforcement officers whose names have been submitted in writing by their law enforcement agency in accordance with Education Code 49076.5, in cases where the district is authorized to assist law enforcement in investigations of suspected kidnapping (Education Code 49076.5)

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. (Education Code 49076.5)

At his/her discretion, the Superintendent or designee may release information from a student's records to the following:

Note: 34 CFR 99.36 authorizes a district to disclose personally identifiable information in connection with an emergency to any person whose knowledge of the information is necessary to protect the health or safety of students or others (see item #1 below). The Analysis of Comments and Changes (73 Fed. Reg. 237, page 74839) clarifies that this exception permits disclosure to persons necessary to assist in the emergency, such as mental health professionals, law enforcement, potential victims and their parents/guardians, officials at schools the student previously attended, or current or former peers of the student who can provide the district with appropriate information.

STUDENT RECORDS (continued)

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.36)
2. Accrediting associations (Education Code 49076; 34 CFR 99.31)
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.
 - b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
 - c. The district enters into a written agreement with the organization that includes the information specified in 34 CFR 99.31.
4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll (Education Code 49076; 34 CFR 99.31, 99.36)
5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, in which case the Superintendent or designee shall notify the student's parent/guardian of his/her rights in accordance with law prior to releasing the information (Health and Safety Code 120440)

Note: Items #6 and 7 below are for use by districts that maintain high schools.

6. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or his/her parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31, 99.36)

STUDENT RECORDS (continued)

7. County elections officials for the purpose of identifying students eligible to register to vote and offering such students an opportunity to register (Education Code 49076; 34 CFR 99.31, 99.36)

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

Persons, agencies, or organizations not afforded access rights by law may be granted access only through written consent of the parent/guardian or adult student, or by judicial order. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made. (Education Code 49061)

(cf. 5021 - Noncustodial Parents)

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

De-Identification of Records

Note: 20 USC 1232(g) and Education Code 49076 authorize the district to release student records for specified purposes (e.g., to federal and state officials conducting program audits or to organizations conducting studies) without parent/guardian consent after the removal of all "personally identifiable information" as defined in the section entitled "Definitions" above and provided that the district has made a reasonable determination that a student's identity will not be personally identifiable through single or multiple releases. Education Code 49074 further authorizes the district to provide de-identified statistical data to public or private agencies, postsecondary institutions, or research organizations when such actions would be "in the best educational interests of students."

34 CFR 99.31 lists objective standards under which districts may release information from de-identified records. These standards are applicable to both requests for individual, redacted records and requests for statistical information from multiple records.

When authorized by law for any program audit, educational research, or other purposes, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 34 CFR 99.31)

STUDENT RECORDS (continued)

Process for Providing Access to Records

Note: Education Code 49069 mandates procedures for notifying parents/guardians of the location of all official student records if not centrally located. The following paragraph may be expanded to include specific notification procedures.

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

Note: 5 CCR 431 mandates districts to establish written procedures to ensure the security of student records. The following three paragraphs reflect this mandate and should be modified to reflect any specific physical, technological, or administrative controls developed by the district.

34 CFR 99.31 requires districts to use "reasonable methods" to (1) ensure that school officials, employees, and outside contractors obtain access to only those records, both paper and electronic, in which they have a legitimate educational interest and (2) identify and authenticate the identity of parents/guardians, students, school officials, and any other party to whom the district discloses personally identifiable information from education records. In addition, 34 CFR 99.31 specifies that a district that does not use physical or technological access controls (e.g., a locked file cabinet or computer security limiting access) must ensure that its administrative policy for controlling access is effective and remains in compliance with the "legitimate educational interest" requirement.

The Analysis to Comments and Changes (73 Fed. Reg. 237, page 74817) suggests a balance of physical, technological, and administrative controls to prevent unauthorized access and to ensure that school officials do not have unrestricted access to the records of all students. The Analysis also clarifies that the "reasonableness" of the method depends, in part, on the potential harm involved. For example, high-risk records, such as social security numbers or other information that could be used for identity theft, should receive greater and more immediate protection.

In addition, as a condition of participation in an interagency data information system (e.g., California Longitudinal Pupil Achievement Data System), Education Code 49076 requires that the district develop security procedures or devices by which unauthorized personnel cannot access data in the system and procedures or devices to secure privileged or confidential data from unauthorized disclosure.

The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

STUDENT RECORDS (continued)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

When prior written consent is required by law, the parent/guardian shall provide a written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

Note: Education Code 49069 and 5 CCR 431 mandate that the district adopt procedures for granting parent/guardian requests to inspect, review, and obtain copies of records.

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Note: Education Code 49069 mandates procedures for the availability of qualified certificated personnel to interpret records when requested. The following paragraph may be expanded to include specific procedures for persons to request and receive the assistance of certificated personnel.

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

STUDENT RECORDS (continued)

Note: Although Education Code 49064 does not require the district to record access by individuals specified in items #1-5 below, the district may consider recording access by all individuals as part of the reasonable administrative controls required by 34 CFR 99.31; see section above entitled "Process for Providing Access to Records." The following paragraph is optional.

The log does not need to include record of access by: (Education Code 49064)

1. Parents/guardians or adult students
2. Students who are 16 years of age or older or who have completed the 10th grade
3. Parties obtaining district-approved directory information

(cf. 5125.1 - Release of Directory Information)

4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
5. School officials and employees who have a legitimate educational interest

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student who is age 16 years or older or who has completed the 10th grade, custodian of records, and certain state or federal officials. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

Note: Education Code 49069 mandates that the district adopt procedures for granting parent/guardian requests for copies of student records pursuant to Education Code 49065.

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

Changes to Student Records

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

Only a parent/guardian having legal custody of the student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

(cf. 5125.3 - Challenging Student Records)

STUDENT RECORDS (continued)

Retention and Destruction of Student Records

Note: 5 CCR 431 mandates a district to establish written policies and procedures regarding the signing and dating of anecdotal information, as specified below.

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date
(cf. 5111 - Admission)
3. Sex of student
4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence

(cf. 5111.1 - District Residency)

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

5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given

(cf. 5121 - Grades/Evaluation of Student Achievement)

7. Verification of or exemption from required immunizations

(cf. 5141.31 - Immunizations)

8. Date of high school graduation or equivalent

STUDENT RECORDS (continued)

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor

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

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

2. A log identifying persons or agencies who request or receive information from the student record
3. Health information, including verification or waiver of the health screening for school entry

(cf. 5141.32 - Health Screening for School Entry)

4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge

(cf. 6159 - Individualized Education Program)

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

5. Language training records

(cf. 6174 - Education for English Language Learners)

6. Progress slips/notices required by Education Code 49066 and 49067
7. Parental restrictions/stipulations regarding access to directory information
8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
9. Parent/guardian authorization or denial of student participation in specific programs
10. Results of standardized tests administered within the past three years

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

STUDENT RECORDS (continued)

11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

(cf. 6158 - Independent Study)

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine disciplinary data

(cf. 5144 - Discipline)

4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

If a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

Note: Education Code 48201 requires districts to request records of a transferring student regarding acts that resulted in the student's suspension or expulsion from the previous school, as specified below. Once the record is received, the Superintendent or designee must inform the student's teachers of the acts; see AR 4158/4258/4358 - Employee Security.

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5119 - Students Expelled From Other Districts)

STUDENT RECORDS (continued)

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record as requested by the other district or private school. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

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

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. Insofar as practicable, the district shall provide these notices in the student's home language and shall effectively notify parents/guardians or eligible students with disabilities. (Education Code 49063; 34 CFR 99.7)

(cf. 5145.6 - Parental Notifications)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records
4. District criteria for defining school officials and employees and for determining legitimate educational interest

STUDENT RECORDS (continued)

5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights

(cf. 5125.3 - Challenging Student Records)

8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

(cf. 5020 - Parent Rights and Responsibilities)

12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g

<p>Note: Pursuant to 34 CFR 99.34, if the district's annual parental notification contains the information described in optional item #13 below, the district does not need to attempt to individually notify a parent/guardian or adult student when the district discloses an education record to officials of another school, school system, or postsecondary institution (see item #5 in the list of persons/agencies with legitimate educational interests in the section entitled "Persons Granted Access" above).</p>
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13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

Administrative Regulation

Student Records

AR 5125

Students

Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (34 CFR 99.3; Education Code 49061, 49062; 5 CCR 430)

Student records do not include: (34 CFR 99.3; Education Code 49061, 49062; 5 CCR 430)

1. Directory information

(cf. 5125.1 - Release of Directory Information)

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute

3. Records of the law enforcement unit of the district, subject to the provisions of 34 CFR 99.8

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

4. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a

student

- 5. Grades on peer-graded papers before they are collected and recorded by a teacher**

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Access means a personal inspection and review of a record, an accurate copy of a record or receipt of an accurate copy of a record, an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in education records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

- 1. The student's name**
- 2. The name of the student's parent/guardian or other family members**
- 3. The address of the student or student's family**
- 4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)**
- 5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name**
- 6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty**
- 7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates**

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. School officials and employees include contractors, consultants, volunteers, or other parties to whom the district has outsourced district functions and who perform services for which the district would otherwise use employees.

A legitimate educational interest is one held by school officials and employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Access Without Prior Written Consent

The following persons or agencies shall have absolute access to any and all student records in accordance with law:

1. **Parents/guardians of students younger than age 18** (Education Code 49069)

Access to student records and information shall not be denied to a parent because he/she is not the child's custodial parent. (Family Code 3025)

2. **An adult student age 18 or older or a student under the age of 18 who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records** (34 CFR 99.3, 99.5)

3. **Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena** (Education Code 49077)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial

order. (34 CFR 99.31; 5 CCR 435)

In addition, the following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest: (34 CFR 99.31; Education Code 49076)

1. Parents/guardians of a dependent student age 18 or older
2. Students who are age 16 or older or who have completed the 10th grade
3. School officials and employees (consistent with criteria defined by the district)
4. Members of a school attendance review board (SARB) and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student

(cf. 5113.1 - Truancy)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer

When the district discloses personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

6. Federal, state, and local officials, as needed for program audits or compliance with law
7. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition or a prosecuting agency for consideration against a parent/guardian for failure to comply with compulsory education laws
8. Any probation officer or district attorney for the purposes of conducting a criminal investigation or an investigation in regards to declaring a person a ward of the court or involving a violation of a condition of probation
9. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681

Upon releasing student information to a judge or probation officer in such cases, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

10. Any county placing agency for the purpose of fulfilling educational case management responsibilities required by the juvenile court or by law pursuant to Welfare and Institutions Code 16010 and to assist with the school transfer or enrollment of a student

(cf. 6173.1 - Education for Foster Youth)

Foster family agencies with jurisdiction over currently enrolled or former students may access those students' records of grades and transcripts and any individualized education program (IEP) developed and maintained by the district with respect to such students. (Education Code 49069.3)

(cf. 6159 - Individualized Education Program)

When authorized by law to assist law enforcement in investigations of suspected kidnapping, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. The information shall be released only to designated peace officers, federal criminal investigators, and federal law enforcement officers whose names have been submitted in writing by their law enforcement agency in accordance with the procedures specified in Education Code 49076.5. (Education Code 49076.5)

The Superintendent or designee may release information from a student's records to the following: (34 CFR 99.31, 99.36; Education Code 49076)

1. Appropriate persons, including parents/guardians of a student, in an emergency, if the health and safety of the student or other persons are at stake
2. Accrediting associations
3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that:
 - a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.
 - b. The information is destroyed when no longer needed for the purposes for

which the study is conducted.

c. The district enters into a written agreement with the organization that includes the information in 34 CFR 99.31.

4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll

5. Agencies or organizations in connection with the student's application for or receipt of financial aid

However, information permitting the personal identification of a student or his/her parents/guardians for these purposes may be disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid.

6. County elections officials for the purpose of identifying students eligible to register to vote and offering such students an opportunity to register

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

The Superintendent or designee may release information specified in law regarding a student's immunization record to local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health. Prior to releasing such information, the Superintendent or designee shall notify the parent/guardian of his/her rights in accordance with law. (Health and Safety Code 120440)

Persons Granted Access With Prior Written Consent

Persons, agencies, or organizations not afforded access rights by law may be granted access only through written permission of the parent/guardian or adult student, or by judicial order. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made. (Education Code 49061)

(cf. 5021 - Noncustodial Parents)

Any person or agency granted access is prohibited from releasing information to another person or agency without written permission from the parent/guardian or adult student. (Education Code 49076)

Access to Records by Authorized Persons

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall assure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. For those individuals for whom the law requires that access be granted based on a legitimate educational interest, the request shall specify such interest involved. Prior to granting the request, the custodian of records shall authenticate the individual's identity.

When prior written consent is required by law, the parent/guardian shall provide a signed and dated written consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.

Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The log does not need to include record of access by: (Education Code 49064)

- 1. Parents/guardians or adult students**
- 2. Students who are 16 years of age or older or who have completed the 10th grade**
- 3. Parties obtaining district-approved directory information**

(cf. 5125.1 - Release of Directory Information)

- 4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075**
- 5. School officials and employees who have a legitimate educational interest**

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student age who is 16 years or older or who has completed the 10th grade, custodian of records, and certain state/federal officials. (Education Code 49064; 5 CCR 432)

De-Identification of Records

The Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information, provided that he/she has made a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information. (34 CFR 99.31)

The Superintendent or designee may release de-identified student data from education records for the purpose of educational research in accordance with the conditions specified in 34 CFR 99.31.

Duplication of Student Records

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

Changes to Student Records

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

Only a parent/guardian having legal custody of the student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

(cf. 5125.3 - Challenging Student Records)

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

1. Legal name of student
2. Date and place of birth and method of verifying birth date

(cf. 5111 - Admission)

3. Sex of student
4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence

(cf. 5111.1 - District Residency)

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

(cf. 5111.13 - Residency for Homeless Children)

5. Entrance and departure dates of each school year and for any summer session or other extra session
6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given

(cf. 5121 - Grades/Evaluation of Student Achievement)

7. Verification of or exemption from required immunizations

(cf. 5141.31 - Immunizations)

8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor

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

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

2. A log identifying persons or agencies who request or receive information from the student record

3. Health information, including verification or waiver of the health screening for school entry

(cf. 5141.32 - Health Screening for School Entry)

4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge

(cf. 6159 - Individualized Education Program)

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

5. Language training records

(cf. 6174 - Education for English Language Learners)

6. Progress slips/notices required by Education Code 49066 and 49067

7. Parental restrictions/stipulations regarding access to directory information

8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action

9. Parent/guardian authorization or denial of student participation in specific programs

10. Results of standardized tests administered within the past three years

(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)

11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

(cf. 6158 - Independent Study)

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)

1. Objective counselor and/or teacher ratings
2. Standardized test results older than three years
3. Routine disciplinary data

(cf. 5144 - Discipline)

4. Verified reports of relevant behavioral patterns
5. All disciplinary notices
6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

If a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)

(cf. 4158/4258/4358 - Employee Security)
(cf. 5119 - Students Expelled From Other Districts)

When a student transfers from this district to another school district or to a private school,

the Superintendent or designee shall forward a copy of the student's mandatory permanent record as requested by the other district or private school. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

(cf. 6173.1 - Education for Foster Youth)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

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

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. Insofar as practicable, the district shall provide these notices in the student's home language and shall effectively notify parents/guardians or eligible students who are disabled. (34 CFR 99.7; Education Code 49063)

(cf. 5145.6 - Parental Notifications)

The notice shall include: (34 CFR 99.7, 99.34; Education Code 49063)

1. The types of student records kept by the district and the information contained therein
2. The title(s) of the official(s) responsible for maintaining each type of record
3. The location of the log identifying those who request information from the records

4. District criteria for defining school officials and employees and for determining legitimate educational interest
5. District policies for reviewing and expunging student records
6. The right to inspect and review student records and the procedures for doing so
7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights

(cf. 5125.3 - Challenging Student Records)

8. The cost, if any, charged for duplicating copies of records
9. The categories of information defined as directory information pursuant to Education Code 49073
10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
11. The availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

(cf. 5020 - Parent Rights and Responsibilities)

12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the United States Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g
13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: June 3, 2009 Antelope, California

RELEASE OF DIRECTORY INFORMATION**Definition**

Note: Education Code 49073 and 20 USC 1232g, the Family Educational Rights and Privacy Act (FERPA), mandate that school districts adopt a policy identifying those categories of student records considered to be "directory information," which may generally be released unless the parent/guardian notifies the district of his/her refusal. "Directory information" is defined in Education Code 49061 and 34 CFR 99.3. However, the following section should be modified to reflect those categories of information defined by the district as "directory information"; those items the district does not intend to release as directory information should be deleted. Also see AR 5125 - Student Records.

AB 143 (Ch. 434, Statutes of 2011) amended Education Code 49061 to redefine directory information to include the student's email address (see item #4 below), thereby aligning state law with 34 CFR 99.3. However, Education Code 49061, as amended, does not include three types of information defined as directory information in 34 CFR 99.3: the student's place of birth, grade level, and photograph. Thus, these types of information are not reflected in the following list. Districts that receive any request for such information about student(s) based on federal law should consult legal counsel prior to releasing the information.

Directory information means information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (Education Code 49061; 20 USC 1232g; 34 CFR 99.3)

1. Name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study
7. Participation record in officially recognized activities and sports
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

RELEASE OF DIRECTORY INFORMATION (continued)

Directory information does not include a student's social security number or student identification number. However, directory information may include a student identification number, user identification, or other personal identifier used by the student for purposes of accessing or communicating in electronic systems provided that the identifier cannot be used to gain access to education records except when used in conjunction with a personal identification number, password, or other factor known or possessed only by the authorized user. (34 CFR 99.3)

Notification to Parents/Guardians

Note: Pursuant to Education Code 49063, the district must annually notify parents/guardians and eligible students, in writing, of their rights related to student records, including the categories of records considered to be "directory information." See the accompanying Exhibit for a sample parent/guardian notification.

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the district plans to release and the recipients of the information. The notification shall also inform parents/guardians of their right to refuse to let the district designate any or all types of information as directory information and the period of time within which a parent/guardian must notify the district in writing that he/she does not want a certain category of information designated as directory information. (Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37)

(cf. 5125 - Student Records)

(cf. 5145.6 - Parental Notifications)

Note: The following paragraph applies to districts that maintain secondary schools and receive funds under the federal Elementary and Secondary Education Act (ESEA). 20 USC 7908 requires those districts to notify parents/guardians that they may request that the district not release their child's name, address, and telephone number to military recruiters, employers, or colleges without their prior written consent. According to Guidance issued by the U.S. Department of Education (USDOE) ([Access to High School Students and Information on Students by Military Recruiters](#)), a single notice provided through a mailing, student handbook, or other method that is reasonably calculated to inform parents/guardians of the above information is sufficient. The law does not specify whether parents/guardians may request that the district not release their child's information to certain third parties, such as military recruiters, but authorize the release to others parties, such as private employers. Districts should consult legal counsel as appropriate.

The Superintendent or designee shall notify parents/guardians that they may request that the district not release the name, address, and telephone number of their child to military recruiters, employers, or institutions of higher education without prior written consent. (20 USC 7908)

RELEASE OF DIRECTORY INFORMATION (continued)

Parent/Guardian Consent

Note: Education Code 49073 specifies that parents/guardians may request that their child's directory information not be released (an "opt-out" process). According to a letter from the USDOE to California's Superintendent of Public Instruction, it is a "misapplication" of 20 USC 7908 for a district to establish an "opt-in" procedure specifically for military recruiters whereby a district would not provide information to military recruiters unless a parent/guardian has provided affirmative consent. According to the letter, a district that establishes an "opt-in" procedure for military recruiters would risk having its federal ESEA funds withheld.

Directory information shall not be released regarding any student whose parent/guardian notifies the district in writing that such information not be disclosed without the parent/guardian's prior consent. (Education Code 49073; 20 USC 1232g, 7908)

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

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

For a former student, the district shall continue to honor any valid request to opt out of the disclosure of directory information made while the student was in attendance at the district, unless the opt-out request has been rescinded. (34 CFR 99.37)

Administrative Regulation

Release Of Directory Information

AR 5125.1
Students

Definition

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (34 CFR 99.3; Education Code 49061)

1. Name
2. Address
3. Telephone number
4. Email address
5. Date and place of birth
6. Major field of study
7. Participation record in officially recognized activities and sports
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

Notification to Parents/Guardians

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the school or district plans to release and the recipients of the information. The notification shall also inform parents/guardians of their right to refuse to let the district designate any or all types of information as directory information and the period of time within which a parent/guardian must notify the district in writing that he/she does not want a certain category of information designated as directory information. (34 CFR 99.37; Education Code 49063, 49073)

(cf. 5125 - Student Records)
(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall notify parents/guardians that they may request that the district not release the name, address, and telephone number of their child to military recruiters, employers, or institutions of higher education without prior written consent.
(20 USC 7908)

Parent/Guardian Consent

Directory information shall not be released regarding any student whose parent/guardian notifies the district in writing that such information not be disclosed without the parent/guardian's prior consent. (20 USC 1232g, 7908; Education Code 49073)

For a former student, the district shall continue to honor any valid request to opt out of the disclosure of directory information made while the student was in attendance at the district, unless the opt-out request has been rescinded. (34 CFR 99.37)

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: June 3, 2009 Antelope, California

RELEASE OF DIRECTORY INFORMATION

Note: The following exhibit is based on a model notice prepared by the U.S. Department of Education and should be modified to reflect district practice.

**PARENT/GUARDIAN NOTICE
RELEASE OF DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Center Joint Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school and/or district publications. Examples include:

- a playbill, showing your child's role in a drama production
- the annual yearbook
- honor roll or other recognition lists
- graduation programs
- sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with students' names, addresses, and telephone listings, unless parents/guardians have advised the district that they do not want their child's information disclosed without their prior written consent.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by _____(insert date)_____. The district has designated the following information as directory information:

Note: The district should modify the following list to specify those categories of information defined by the district as "directory information" in the accompanying administrative regulation. Those items the district does not intend to release as directory information should be deleted.

AB 143 (Ch. 434, Statutes of 2011) amended Education Code 49061 to redefine directory information to include the student's email address (see item #4 below) and delete student's place of birth.

RELEASE OF DIRECTORY INFORMATION (continued)

1. Name
2. Address
3. Telephone number
4. Email address
5. Date of birth
6. Major field of study
7. Participation in officially recognized activities and sports
8. Weight and height of athletic team members
9. Dates of attendance
10. Degrees and awards received
11. Most recent previous school attended

The district also may disclose your child's student identification number, user identification, or other unique personal identifier used to communicate in electronic systems, provided it cannot be used to access education records without a personal identification number (PIN), password, or other factor that only the authorized user knows. Your child's social security number will not be used for this purpose.

Exhibit

Release Of Directory Information

E 5125.1

Students

PARENT/GUARDIAN NOTICE

RELEASE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Center Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school and/or district publications. Examples include:

- * a playbill, showing your child's role in a drama production;
- * the annual yearbook;
- * honor roll or other recognition lists;
- * graduation programs; and
- * sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents/guardians have advised the district that they do not want their child's information disclosed without their prior written consent.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by _____ (insert date) _____. The district has designated the following information as directory information:

1. **Name**
2. **Address**

3. Telephone number
4. Electronic mail address
5. Photograph
6. Date and place of birth
7. Major field of study
8. Participation in officially recognized activities and sports
9. Weight and height of athletic team members
10. Dates of attendance
11. Degrees and awards received
12. Most recent previous school attended

ExhibitCENTER UNIFIED SCHOOL DISTRICT
Version: September 21, 2005Antelope, California

WEAPONS AND DANGEROUS INSTRUMENTS

The Governing Board recognizes that students and staff have the right to a safe and secure campus free from physical and psychological harm and desires to protect them from the dangers presented by firearms and other weapons.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515.3 - District Police/Security Department)
(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5131 - Conduct)
(cf. 5138 - Conflict Resolution/Peer Mediation)

Possession of Weapons

The Board prohibits any student from possessing weapons, imitation firearms, or other dangerous instruments, as defined in law and administrative regulation, in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school.

Under the power granted to the Board to protect the safety of students, staff, and others on district property and to maintain order and discipline in the schools, any school employee is authorized to confiscate any prohibited weapon, imitation firearm, or dangerous instrument from any student on school grounds.

(cf. 4158/4258/4358 - Employee Security)

Note: Education Code 48915 and 20 USC 7151 require the mandatory expulsion of a student who has possessed a firearm, brandished a knife, or committed any other acts listed in Education Code 48915(c). See AR 5144.1 - Suspension and Expulsion/Due Process for grounds for suspension and expulsion and expulsion procedures.

Unless he/she has obtained prior written permission as specified below, a student possessing or threatening others with any weapon, dangerous instrument, or imitation firearm shall be subject to suspension and/or expulsion in accordance with law, Board policy, and administrative regulations.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

Note: Pursuant to 20 USC 7151, any district receiving federal funds under the No Child Left Behind Act is mandated to have a policy requiring that any student who brings a firearm to school be referred to the criminal justice or juvenile delinquency system. This mandate reinforces Education Code 48902, which requires the principal or designee to notify law enforcement authorities of violations of Penal Code 245, 626.9, and 626.10 and Education Code 48900(c) and (d). In addition, Education Code 48902 requires the principal or designee to notify law enforcement authorities when a student possesses a firearm or explosive or sells or furnishes a firearm at school. See AR 5144.1 - Suspension and Expulsion/Due Process for comparable compliance statements.

WEAPONS AND DANGEROUS INSTRUMENTS (continued)

The principal or designee shall notify law enforcement authorities when any student possesses a firearm, explosive, or other prohibited weapon or dangerous instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon. (Education Code 48902; Penal Code 245, 626.9, 626.10; 20 USC 7151)

(cf. 3515.2 - Disruptions)

Advance Permission for Possession of a Weapon for Educational Purposes

Note: 20 USC 7151 allows possession of a firearm on school grounds for educational purposes when (1) the firearm is lawfully stored in a locked vehicle and (2) the principal authorizes possession for approved activities and the district has adopted appropriate safeguards to ensure student safety. Federal law is consistent with Penal Code 626.10 which authorizes students to possess certain weapons with written permission of the principal when necessary for a school-sponsored activity or class.

The following **optional** section is for use by districts that wish to allow such possession of firearms and other weapons and should be modified to reflect specific safeguards and timelines adopted by the district.

The parent/guardian of a student who desires to possess a firearm, imitation firearm, or other prohibited weapon on school grounds for an educational purpose shall, at least five school days in advance of the planned possession, submit a written request to the principal which explains the planned use of the weapon and the duration. The student shall also submit a written explanation from the staff person responsible for the school-sponsored activity or class.

The principal may grant permission for such possession when he/she determines that it is necessary for a school-sponsored activity or class or as part of the educational program. Factors that shall be considered include, but are not limited to, the planned use of the weapon, the duration and location of the planned use, whether an audience is expected, and any perceived adverse effects to the safety and well-being of students or staff. If the principal grants such permission, he/she shall provide the student and staff person with a written explanation regarding any limitations and the permissible duration of the student's possession.

When the principal or designee grants permission, he/she shall take all necessary precautions to ensure the safety of all persons on school grounds, including, but not limited to, inspecting a firearm to verify that no live ammunition is present. Any weapon allowed shall be stored in a locked vehicle or in an appropriate, locked container before and after its authorized use.

A student granted permission to possess a weapon may be suspended and/or expelled if he/she possesses or uses the weapon inappropriately.

WEAPONS AND DANGEROUS INSTRUMENTS (continued)

Possession of Pepper Spray

Note: Penal Code 22815, as renumbered by SB 1080 (Ch. 711, Statutes of 2010), allows minors age 16 or older to purchase and possess tear gas or tear gas weapons for purposes of self-defense if they are accompanied by a parent/guardian or have the written consent of their parent/guardian. Option 1 below, for use by districts that allow students to bring such defensive items to school, reflects the fact that a student can be disciplined under Education Code 48900 or 48915 if such an item is used for a purpose other than self-defense. Option 2 is for use by districts that prohibit students from bringing such items to school.

~~**OPTION 1:** Students age 16 or older may legally possess tear gas or tear gas weapons such as pepper spray for the purpose of self defense. However, such students shall be subject to suspension and/or expulsion if they use such items inappropriately or for any purpose other than self defense.~~

OPTION 2: To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

Reporting of Dangerous Objects

Note: Education Code 49335 requires the California Department of Education (CDE) to develop a system, for use by districts, to shield the identity of and provide protection to students who report the presence of "injurious objects" on school grounds. Pursuant to Education Code 49330, an "injurious object" is an object capable of inflicting substantial bodily damage and those objects listed in specified sections of the Penal Code, as renumbered by SB 1080 (Ch. 711, Statutes of 2010); see the accompanying administrative regulation. These weapons include, but are not limited to, firearms, knives, metal knuckles, and explosives.

The system developed by the CDE pursuant to Education Code 49335 was a directive for districts to ensure that district policy has been adopted which implements the student reporting protections. The following section should be modified to reflect district practice.

The Board encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

(cf. 5125 - Student Records)

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The Superintendent or designee also shall inform staff, students, and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

Legal Reference: (see next page)

WEAPONS AND DANGEROUS INSTRUMENTS (continued)

Legal Reference:

EDUCATION CODE

35291 Governing board to prescribe rules for discipline of the schools

48900 Grounds for suspension/expulsion

48902 Notification of law enforcement authorities

48915 Required recommendation for expulsions

48916 Readmission

49330-49335 Injurious objects

PENAL CODE

245 Assault with deadly weapon

417.4 Imitation firearm; drawing or exhibiting

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razor or stun gun; bringing or possessing in school

653k Switchblade knife

16100-17350 Definitions

22810-23025 Tear gas weapon (pepper spray)

25200-25225 Firearms, access to children

30310 Prohibition against ammunition on school grounds

UNITED STATES CODE, TITLE 20

6301-7941 No Child Left Behind Act, especially:

7151 Gun-Free Schools Act

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, Third Edition, October 2011

CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS

0401.01 Protecting Student Identification in Reporting Injurious Objects

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Guidance Concerning State and Local Responsibilities Under the Gun-Free Schools Act, January 2004

WEB SITES

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

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

National Alliance for Safe Schools: <http://www.safeschools.org>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education, Office of Safe and Drug Free Schools:
<http://www.ed.gov/about/offices/list/osdfs>

Board Policy

Weapons And Dangerous Instruments

BP 5131.7

Students

The Governing Board recognizes that students and staff have the right to a safe and secure campus free from psychological and physical harm and desires to protect them from the dangers presented by firearms and other weapons.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5116.1 - Intradistrict Open Enrollment)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

Possession of Weapons

The Board prohibits any student from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school.

(cf. 3515.3 - District Police/Security Department)

Unless he/she has obtained prior written permission as specified below, any student who is determined to have brought a firearm to school or possessed a firearm at school, as verified by a school employee, shall be expelled for not less than one year, except that the Board may set an earlier date for readmission on a case-by-case basis, in accordance with Board policy and administrative regulation. (20 USC 7151; Education Code 48915)

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

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

Students possessing or threatening others with any weapon, dangerous instrument, or imitation firearm shall be subject to suspension and/or expulsion in accordance with law, Board policy, and administrative regulations. (Penal Code 417.4)

Under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff, and the public, any school employee is authorized to confiscate a weapon, dangerous instrument, or imitation firearm from any student on school grounds.

(cf. 4158/4258/4358 - Employee Security)

The principal or designee shall notify law enforcement authorities when any student possesses a firearm, explosive, or other dangerous weapon or instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon. (20 USC 7151; Education Code 48902; Penal Code 245, 626.9, 626.10)

(cf. 3515.2 - Disruptions)

Advance Permission for Possession of a Weapon for Educational Use

A student who desires to possess a firearm, imitation firearm, or other prohibited weapon on school grounds for an educational purpose shall request prior permission from the principal at least five school days in advance of the planned possession. The student's parent/guardian shall provide written permission explaining the planned use of the weapon and the duration. The student shall also submit a written explanation from the staff person responsible for the school-sponsored activity or class.

On a case-by-case basis, the principal shall determine whether to grant permission for such possession when necessary for a school-sponsored activity or class or as part of the educational program. Factors that shall be considered include, but are not limited to, the planned use of the weapon, the duration and location of the planned use, whether an audience is expected, and any perceived adverse effects to the safety and well-being of students or staff. If the principal grants such permission, he/she shall provide the student and staff person with a written explanation regarding any limitations and the permissible duration of the student's possession.

When the principal or designee grants permission, he/she shall take all necessary precautions to ensure the safety of all persons on school grounds, including, but not limited to, inspecting a firearm to verify that no live ammunition is present. Any weapon allowed shall be stored in a locked vehicle or in an appropriate, locked container before and after its authorized use.

A student granted permission to possess a weapon may be suspended and/or expelled if he/she possesses or uses the weapon inappropriately.

Possession of Pepper Spray

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

Reporting of Dangerous Objects

The Board encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

(cf. 5125 - Student Records)

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The Superintendent or designee also shall inform staff, students, and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

(cf. 5138 - Conflict Resolution/Peer Mediation)

Legal Reference:

EDUCATION CODE

35291 Governing board to prescribe rules for discipline of the schools

48900 Grounds for suspension/expulsion

48902 Notification of law enforcement authorities

48915 Required recommendation for expulsions

48916 Readmission

49330-49335 Injurious objects

PENAL CODE

245 Assault with deadly weapon

417.4 Imitation firearm; drawing or exhibiting

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razor or stun gun; bringing or possessing in school

653k Soliciting a minor to commit certain felonies

12001 Control of deadly weapons

12020-12036 Unlawful carrying and possession of concealed weapons

12220 Unauthorized possession of a machine gun

12401-12404 Tear gas

12550-12556 BB devices and imitation firearms

UNITED STATES CODE, TITLE 20

6301-7941 No Child Left Behind Act, especially:

7151 Gun-Free Schools Act

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS

0401.01 Protecting Student Identification in Reporting Injurious Objects

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Guidance Concerning State and Local Responsibilities Under the Gun-Free Schools Act, January 2004

WEB SITES

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

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

National Alliance for Safe Schools: <http://www.safeschools.org>
National School Safety Center: <http://www.schoolsafety.us>
U.S. Department of Education, Office of Safe and Drug Free Schools:
<http://www.ed.gov/about/offices/list/osdfs>

Policy CENTER UNIFIED SCHOOL DISTRICT
adopted: June 16, 2010 Antelope, California

WEAPONS AND DANGEROUS INSTRUMENTS

Note: SB 1080 (Ch. 711, Statutes of 2010) renumbered sections of the Penal Code pertaining to deadly weapons.

Prohibited weapons and dangerous instruments include, but are not limited to: (Education Code 48915, 49330; Penal Code 626.10, 16100-17350, 30310)

1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any other device capable of propelling a projectile by the force of an explosion or other form of combustion
2. Ammunition or reloaded ammunition
3. Knives, razor blades, and box cutters: any dirks, daggers, ice picks, or other weapons with a fixed, sharpened blade fitted primarily for stabbing, weapons with a blade fitted primarily for stabbing, weapons with a blade longer than 2-1/2 inches, folding knives with a blade that locks into place, and razors with an unguarded blade
4. Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices
5. Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, carbon dioxide pressure, or spring action, or any spot marker gun
6. Any other dangerous device, instrument, or weapon, including those defined in Penal Code 12020, including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon
7. Any imitation firearm, defined as a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm

Note: The remainder of this administrative regulation is **optional** and provides a process for an employee to use when taking possession of a weapon or dangerous instrument from a student. Pursuant to Education Code 49334, a school employee who initially contacts a law enforcement agency about any person possessing an unauthorized weapon or dangerous instrument on campus cannot be subject to any civil or administrative proceeding, including any disciplinary action, for doing so, notwithstanding any district policy or regulation to the contrary. The employee must follow any other requirements of district policy or regulation upon notifying the law enforcement agency. See BP 4158/4258/4358 - Employee Security for language regarding employee reports of adults possessing injurious objects.

WEAPONS AND DANGEROUS INSTRUMENTS (continued)

Any employee may take any weapon or dangerous instrument from the personal possession of a student while the student is on school premises or under the authority of the district. (Education Code 49331, 49332)

(cf. 5145.12 - Search and Seizure)

In determining whether to take possession of the weapon or dangerous instrument, the employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall take one of the following actions:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the principal

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515.3 - District/Police Security Department)

(cf. 4158/4258/4358 - Employee Security)

When informing the principal about the possession of a weapon or dangerous instrument, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of the possession.

The principal shall report any possession of a weapon or dangerous instrument to the student's parents/guardians by telephone or in person, and shall follow this notification with a letter.

The employee shall retain possession of the instrument until the risk of its use as a weapon has dissipated or, upon the request of the student's parent/guardian, until the parent/guardian appears and personally takes possession. (Education Code 49331, 49332)

Administrative Regulation

Weapons And Dangerous Instruments

AR 5131.7

Students

Prohibited weapons and dangerous instruments include, but are not limited to:

1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any other device capable of propelling a projectile by the force of an explosion or other form of combustion
2. Knives, razor blades, and box cutters: any dirks, daggers, ice picks, or other weapons with a fixed, sharpened blade fitted primarily for stabbing, weapons with a blade fitted primarily for stabbing, weapons with a blade longer than 2-1/2 inches, folding knives with a blade that locks into place, and razors with an unguarded blade (Education Code 48915; Penal Code 626.10)
3. Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices
4. Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, carbon dioxide pressure, or spring action, or any spot marker gun (Penal Code 626.10)
5. Any other dangerous device, instrument, or weapon, including those defined in Penal Code 12020, including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon
6. Any imitation firearm, defined as a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm (Education Code 48900; Penal Code 12550)

Any employee may take any weapon or dangerous instrument from the personal possession of a student while the student is on school premises or under the authority of the district. (Education Code 49331, 49332)

(cf. 5145.12 - Search and Seizure)

In determining whether to take possession of the weapon or dangerous instrument, the employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately notify the local law enforcement agency and the principal

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515.3 - District/Police Security Department)

(cf. 4158/4258/4358 - Employee Security)

When informing the principal about the possession of a weapon or dangerous instrument, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of the possession.

The principal shall report any possession of a weapon or dangerous instrument to the student's parents/guardians by telephone or in person, and shall follow this notification with a letter.

The employee shall retain possession of the instrument until the risk of its use as a weapon has dissipated or, upon the request of the student's parent/guardian, until the parent/guardian appears and personally takes possession. (Education Code 49331, 49332)

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: June 16, 2010 Antelope, California

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

Note: The following optional policy and accompanying administrative regulation apply to the administration of medication to students pursuant to Education Code 49414.5, 49423, and 49423.1, Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), and the permissive guidelines established in 5 CCR 600-611. Pursuant to Education Code 49423, a student may be assisted by a school nurse or other designated school personnel to take, during the school day, medication prescribed or ordered for him/her by a physician or physician assistant as defined in Business and Professions Code 3501.

This policy and regulation do not address situations in which a district might be engaged in a collaborative arrangement with another entity for the provision of school health services to students; see BP/AR 5141.6 - School Health Services. For students identified as qualified for services under the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794), necessary medication must be administered in accordance with the student's individualized education program (IEP) or Section 504 services plan. See also BP/AR 5141.24 - Specialized Health Care Services, BP/AR 6159 - Individualized Education Program, and BP/AR 6164.6 - Identification and Education Under Section 504.

In August 2007, the California Department of Education (CDE) issued a nonbinding legal advisory as required by the settlement agreement of a lawsuit concerning rights of students with diabetes to receive insulin. According to the CDE's legal advisory, when a district does not have licensed individuals available (e.g., school nurses and contracted registered nurses), it may authorize trained, unlicensed school employees to administer medications, including insulin injections, to students. This section of the advisory, as it affects the administration of insulin injections to students with diabetes, has been the subject of ongoing litigation. The decision of the California Court of Appeal in American Nurses Association v. O'Connell which invalidated that section of the legal advisory has been further appealed to the California Supreme Court. Thus, the Court of Appeal's decision is stayed (i.e., not in effect) pending the decision by the California Supreme Court, which will likely be issued in the spring or summer of 2012. In view of the ongoing litigation over this issue, it is strongly recommended that districts that wish to authorize the use of trained, unlicensed school employees to administer insulin should consult with legal counsel prior to doing so.

The Governing Board recognizes that during the school day, some students may need to take medication prescribed or ordered by an authorized health care provider to be able to fully participate in the educational program. The Superintendent or designee shall develop processes for the administration of medication to these students. For any student with a disability, as defined under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, necessary medication shall be administered in accordance with the student's individualized education program or Section 504 services plan.

(cf. 6159 - Individualized Education Program)

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

Note: 5 CCR 604 authorizes a parent/guardian to designate an individual to administer the medication, as specified below. See the accompanying administrative regulation. The CDE's legal advisory clarifies that a district may not require a parent/guardian or other relative to come onto school grounds to administer insulin and must provide the services needed by the child during the course of the regular school day. The CDE also states that a district may not require a parent/guardian to waive any rights or agree to any particular placement or related service as a condition of administering medication or assisting a student in the administration of medication.

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

If a parent/guardian chooses, he/she may administer the medication to his/her child at school or designate another individual who is not a school employee to do so on his/her behalf.

(cf. 1250 - Visitors/Outsiders)

(cf. 6116 - Classroom Interruptions)

Note: Education Code 49414.5, 49423, and 49423.1 authorize students to carry and self-administer medication needed for diabetes, auto-injectable epinephrine for use by students suffering an anaphylactic reaction, and asthma medication. In order for students to self-administer any such medication, the district must receive appropriate written statements, as specified in the accompanying administrative regulation. Districts may choose to allow students to carry and self-administer other types of medication beyond those authorized by the Education Code.

In addition, upon written request by the parent/guardian and with the approval of the student's authorized health care provider, a student with a medical condition that requires frequent treatment, monitoring, or testing may be allowed to self-administer, self-monitor, and/or self-test. The student shall observe universal precautions in the handling of blood and other bodily fluids.

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Administration of Medication by School Personnel

Note: Various provisions of state law allow districts to train unlicensed district employees to provide medical assistance to students at school when a credentialed school nurse or other licensed individual is unavailable. For example, Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), authorizes the use of a trained, unlicensed school employee to administer emergency antiseizure medication to a student suffering from an epileptic seizure. In addition, Education Code 49414.5 authorizes the provision of medical assistance to students with diabetes suffering from severe hypoglycemia, while Education Code 49414 authorizes districts to voluntarily determine whether to make emergency epinephrine auto-injectors available at schools to persons suffering from severe allergic reactions.

Though adequate training and supervision are critical in order to ensure that students are kept safe and liability risks to districts and their employees are minimized, those standards are not always available. For the administration of emergency antiseizure medications pursuant to Education Code 49414.7, CDE, in consultation with the California Department of Public Health, is required to develop the guidelines for training and supervision of employees by July 1, 2012. For this reason, it is strongly recommended that districts consult with their legal counsel, appropriate medical personnel, and risk managers in order to ensure that appropriate protections are in place. The following section should be modified to reflect district practice.

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

Any medication prescribed by an authorized health care provider, including an emergency antiseizure medication for a student with epilepsy, may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received written statements from both the student's parent/guardian and authorized health care provider. (Education Code 49414.7, 49423; 5 CCR 600)

School nurses and other designated school personnel shall administer medications in accordance with law, Board policy, and administrative regulation and shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

Note: The following paragraph is optional. In view of the ongoing litigation regarding the administration of insulin injection by unlicensed personnel, it is strongly recommended that districts consult with legal counsel prior to adopting a policy authorizing such a practice.

Only a school nurse or other school employee with an appropriate medical license may administer an insulin injection to a student. In the event that no such licensed school personnel is available, the district may contract with a licensed nurse from a public or private agency to administer insulin to the student.

(cf. 5141.24 - Specialized Health Care Services)

When unlicensed personnel are authorized by law to administer a medication, such as emergency antiseizure medication, epinephrine auto-injector, or glucagon, the Superintendent or designee shall ensure that school personnel designated to administer it to students receive appropriate training from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by and provided with emergency communication access to a school nurse, physician, or other appropriate individual.

The Superintendent or designee shall maintain documentation of the training, ongoing supervision, as well as annual written verification of competency of such other designated school personnel.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

<p>Note: Business and Professions Code 2727 authorizes unlicensed personnel to administer medication to students in emergency situations, such as during an epidemic or public disaster.</p>

In an emergency situation such as a public disaster or epidemic, a trained, unlicensed district employee may administer medication to a student.

Legal Reference: (see next page)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

Legal Reference:

EDUCATION CODE

48980 Notification at beginning of term
49407 Liability for treatment
49408 Emergency information
49414 Emergency epinephrine auto-injectors
49414.5 Providing school personnel with voluntary emergency training
49414.7 Emergency medical assistance: administration of epilepsy medication
49422-49427 Employment of medical personnel, especially:
49423 Administration of prescribed medication for student
49423.1 Inhaled asthma medication
49480 Continuing medication regimen; notice

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:
2726 Authority not conferred
2727 Exceptions in general
3501 Definitions

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974
1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

COURT DECISIONS

American Nurses Association v. O'Connell, (2010) 185 Cal.App.4th 393

Management Resources:

AMERICAN DIABETES ASSOCIATION PUBLICATIONS

Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Training Standards for the Administration of Epinephrine Auto-Injectors, December 2004

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003

WEB SITES

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

American Diabetes Association: <http://www.diabetes.org>

California Department of Education, Health Services and School Nursing:
<http://www.cde.ca.gov/ls/he/hn>

National Diabetes Education Program: <http://www.ndep.nih.gov>

U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute, asthma information: <http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma>

Board Policy

Administering Medication And Monitoring Health Conditions

BP 5141.21

Students

The Governing Board recognizes that during the school day, some students may need to take medication prescribed or ordered by an authorized health care provider, to be functional at school and participate in the educational program. The Superintendent or designee shall develop processes for the administration of medication to these students. For any student with a disability, as defined under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, necessary medication shall be administered in accordance with the student's individualized education program or Section 504 services plan.

(cf. 6159 - Individualized Education Program)

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

If a parent/guardian chooses, he/she may administer the medication to his/her child at school or designate another individual who is not a school employee to do so on his/her behalf.

(cf. 1250 - Visitors/Outsiders)

(cf. 6116 - Classroom Interruptions)

In addition, upon written request by the parent/guardian and with the approval of the student's authorized health care provider, a student with a medical condition that requires frequent treatment, monitoring, or testing may be allowed to self-administer, self-monitor, and/or self-test. The student shall observe universal precautions in the handling of blood and other bodily fluids.

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Administration of Medication by School Personnel

Any medication prescribed by an authorized health care provider may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received written statements from both the student's parent/guardian and authorized health care provider. (Education Code 49423; 5 CCR 600)

School nurses and other designated school personnel shall administer medications in

accordance with law, Board policy, and administrative regulation and shall be afforded appropriate liability protection.

(cf. 3530 - Risk Management/Insurance)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

Only a school nurse or other school employee with an appropriate medical license may administer an insulin injection to a student. In the event such licensed school personnel are unavailable, the district may contract with a licensed nurse from a public or private agency to administer insulin to the student. However, in an emergency situation such as a public disaster or epidemic, a trained, unlicensed district employee may administer an insulin injection to a student.

(cf. 5141.24 - Specialized Health Care Services)

To the extent that the administration of a medication, such as epinephrine auto-injector or glucagon, is authorized by law, the Superintendent or designee shall ensure that unlicensed personnel designated to administer it to students receive appropriate training from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by and provided with emergency communication access to a school nurse, physician, or other appropriate individual.

The Superintendent or designee shall maintain documentation of the training, ongoing supervision, as well as annual written verification of competency of such other designated school personnel.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Legal Reference:

EDUCATION CODE

48980 Notification at beginning of term

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49414.5 Providing school personnel with voluntary emergency training

49422-49427 Employment of medical personnel, especially:

49423 Administration of prescribed medication for student

49423.1 Inhaled asthma medication

49480 Continuing medication regimen; notice

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:

2726 Authority not conferred

2727 Exceptions in general

3501 Definitions

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

COURT DECISIONS

American Nurses Association v. O'Connell, (2010) 185 Cal.App.4th 393

Management Resources:

AMERICAN DIABETES ASSOCIATION PUBLICATIONS

Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Training Standards for the Administration of Epinephrine Auto-Injectors, December 2004

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003

WEB SITES

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

American Diabetes Association: <http://www.diabetes.org>

California Department of Education, Health Services and School Nursing:
<http://www.cde.ca.gov/ls/he/hn>

National Diabetes Education Program: <http://www.ndep.nih.gov>

U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute, asthma information:

<http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma>

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: February 16, 2011 Antelope, California

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

Note: The following administrative regulation is optional. Generally, 5 CCR 600-611 provide permissive guidelines for districts to follow in administering prescribed medication to students. In addition, with respect to certain diseases or conditions, various provisions of state law require specific standards of training and supervision for employees who will provide medical assistance, in order to ensure that students are kept safe and liability risks to districts are minimized. However, these standards are not always available. For example, Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), which requires guidelines for training and supervision of employees who may administer emergency antiseizure medication to students suffering from epileptic seizures, allows the California Department of Education, in consultation with the California Department of Public Health, to develop the guidelines by July 1, 2012. For this reason, it is strongly recommended that districts consult with their legal counsel, appropriate medical personnel, and risk managers in order to ensure that appropriate protections are in place.

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel may include any individual employed by the district who has consented to administer the medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Emergency medical assistance for a student suffering an epileptic seizure means the administration of an emergency antiseizure medication such as diazepam rectal gel and other emergency medications approved by the federal Food and Drug Administration for patients suffering from epileptic seizures. (Education Code 49414.7)

Notifications to Parents/Guardians

Note: Pursuant to Education Code 48980, districts must notify parents/guardians, at the beginning of each school year, of their rights and responsibilities under Education Code 49423 pertaining to the administration of medication to students by school employees and to self-administration of epinephrine by students. Though such notification is not required for self-administration of asthma and diabetes medication by students, it is recommended that the annual notification include them to minimize inconsistencies in how students are treated. Parent/guardian responsibilities pursuant to Education Code 49423 are included in the section entitled "Parent/Guardian Responsibilities" below.

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

(cf. 5145.6 - Parental Notifications)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

Note: Education Code 49423 and 5 CCR 600 authorize districts to administer prescribed medication only upon receipt of written statements from the student's authorized health care provider and parent/guardian. Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), requires similar statements before district personnel may administer emergency antiseizure medications to students. In addition, appropriate statements must be received before students are allowed to carry and self-administer diabetes medication pursuant to Education Code 49414.5, auto-injectable epinephrine pursuant to Education Code 49423, or asthma medication pursuant to Education Code 49423.1. Districts may choose to allow students to carry and self-administer other types of medication beyond those authorized by the Education Code. If so, the district should modify the following section accordingly. See the accompanying Board policy.

1. Each year, providing required parent/guardian and authorized health care provider written statements as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. In addition, the parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49414.7, 49423, 49423.1; 5 CCR 600)
2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician. (Education Code 49480)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS (continued)

Note: Pursuant to Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), if the district chooses to participate in a program to train nonmedical district employees who volunteer to provide emergency medical assistance to students suffering from epileptic seizures when licensed health care professionals are not available onsite, it must establish a district plan that includes item #3 below.

3. If the student suffers from epilepsy, notifying the principal or designee whenever the student has had an emergency antiseizure medication administered to him/her within four hours before a school day. (Education Code 49414.7)
4. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider.

Parent/Guardian Statement

Note: 5 CCR 603 authorizes the district to establish specific requirements regarding the parent/guardian's written statement. The following list should be modified to reflect the district's requirements.

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student
2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the authorized health care provider's written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer or otherwise assist the student in the administration of medication
4. Contain an acknowledgment that the parent/guardian understands his/her responsibilities to enable district employees to administer or otherwise assist the student in the administration of medication including, but not limited to, the parent/guardian's responsibility to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

5. Contain an acknowledgment that the parent/guardian may terminate consent for such administration at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that his/her child be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration
2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to his/her child, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation
2. That the individual is permitted to be on the school site
3. Any limitations on the individual's authority

Health Care Provider Statement

Note: Education Code 49423 and 49423.1 and 5 CCR 602 list items that the authorized health care provider's written statement must contain, as specified in items #1-4 below. Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), has similar requirements for the administration of emergency antiseizure medication to students suffering from epileptic seizures. Districts that request additional information in the statement should modify the following list accordingly.

When district employees are to administer medication to a student or when a student is to be allowed to carry and self-administer prescription diabetes medication, auto-injectable epinephrine, or prescription inhaled asthma medication during school hours, the authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code 49414.7, 49423, 49423.1; 5 CCR 602)
2. The name of the medication (Education Code 49414.7, 49423, 49423.1; 5 CCR 602)
3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49414.7, 49423, 49423.1; 5 CCR 602)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

4. If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49423, 49423.1; 5 CCR 602)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

Note: Items #5-7 below are optional and may be revised to reflect district practice.

5. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
6. Possible side effects of the medication
7. Name, address, telephone number, and signature of the student's authorized health care provider

Note: Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), adds the following requirements for the health care provider's written statement when an emergency antiseizure medication is involved.
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When authorizing a district employee to administer emergency antiseizure medication to a student, the authorized health care provider's written statement shall also include the following: (Education Code 49414.7)

1. Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of the medication becomes necessary
2. A protocol for observing the student after a seizure, including, but not limited to, whether he/she should rest in the school office or return to his/her class, the length of time for direct observation, and a requirement to contact the school nurse and the student's parent/guardian to continue the observation plan

District Responsibilities

Note: The following section should be modified to reflect district practice.
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The school nurse or other designated school personnel shall:

1. Administer or assist in administering medications in accordance with the authorized health care provider's written statement

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

2. Accept delivery of medications from parents/guardians and count and record them upon receipt
3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medications, and note on the list the type of medication and the times and dosage to be administered

Note: 5 CCR 601 specifies items that districts may, but are not required to, include in the medication log, as provided in item #4 below.

4. Maintain a medication log which may:
 - a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
 - b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication

Note: 5 CCR 601 specifies items that may be included in the medication record, as detailed below. In addition, 5 CCR 607 authorizes the district to establish policies regarding documentation of medication, including the maintenance of the medication record.

5. Maintain a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student
6. Ensure that student confidentiality is appropriately maintained

(cf. 5125 - Student Records)

7. Coordinate the administration of medication during field trips and after-school activities

(cf. 5148.2 - Before/After School Programs)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

8. Report to the parent/guardian and the site administrator any refusal by the student to take his/her medication

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

9. Keep all medication to be administered by the district in a locked drawer or cabinet
10. As needed, communicate with the authorized health care provider and pharmacist regarding the medication and its effects
11. Counsel other designated school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose

Note: 5 CCR 609 authorizes the district to establish policies regarding unused, discontinued, or outdated medication.

12. Ensure that unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances
13. Provide immediate medical assistance, if needed, and report to the site administrator and parent/guardian instances when the medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

Upon receiving such notification, the site administrator may notify the student's authorized health care provider and shall document the error in the medication log.

Additional Requirements for Management of Epileptic Seizures

Note: Pursuant to Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), any district that chooses to participate in a program to train nonmedical district employees who volunteer to provide emergency medical assistance to students suffering from epileptic seizures when licensed health care professionals are not available onsite is required to satisfy specific requirements, including developing a district plan with certain components. The requirements of Education Code 49414.7 that are similar to the requirements for administration of other types of medication are addressed in previous sections. Other requirements that are unique to this program are reflected in the following optional section.

In addition to other applicable provisions in preceding sections, the Superintendent or designee shall make arrangements for assisting students with epilepsy who may suffer a seizure at school. Such arrangements shall include the following: (Education Code 49414.7)

1. The notification of any parent/guardian who requests that a nonmedical district employee be trained to provide emergency medical assistance to his/her child that the child may qualify for services or accommodations under a Section 504 plan or an individualized education program (IEP).

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

The Superintendent or designee shall assist the parent/guardian to explore that option and shall encourage him/her to adopt the option if the student is determined to be eligible for such service or accommodation.

(cf. 6159 - Individualized Education Program)

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

2. The creation of an individualized health plan, seizure action plan, or other appropriate health plan designed to acknowledge and prepare for the child's health care needs in school, if a parent/guardian refuses to have his/her child assessed for services or accommodations under the Section 504 plan or an IEP.
3. The distribution of an electronic notice to school staff, no more than twice per school year, for each student whose parent/guardian has requested provision of emergency medical assistance pursuant to Education Code 49414.7. The notice shall be in bold print and, in accordance with Education Code 49414.7, shall contain a description of the volunteer request, the training that the volunteer will receive, the voluntary nature of the program, and the timelines for the volunteer to rescind his/her offer.

If no employee volunteers to administer emergency antiseizure medication to a student, the Superintendent or designee shall renotify the student's parent/guardian of the option to be assessed for services and accommodations under Section 504 and the federal Individuals with Disabilities Education Act.

4. An assurance that any employee who volunteers to administer an emergency antiseizure medication receives training from a licensed health care professional before administering such medication. When a trained employee has not administered an emergency antiseizure medication to a student within two years after completing the training, he/she shall attend a new training program to retain the ability to administer an emergency antiseizure medication.
5. An assurance that any training provided for district employees who volunteer to administer emergency antiseizure medications to students includes, but is not limited to:
 - a. Recognition and treatment of different types of seizures
 - b. Administration of an emergency antiseizure medication

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS
(continued)

- c. Basic emergency follow-up procedures, including, but not limited to, a requirement for the principal or designee to call the emergency 911 telephone number and to contact the student's parent/guardian, but not necessarily to transport the student to an emergency room
- d. Techniques and procedures to ensure student privacy

(cf. 5022 - Student and Family Privacy Rights)

- 6. A process for notifying the credentialed school nurse, or the Superintendent or designee as applicable, whenever an employee administers an emergency antiseizure medication to a student at a school site.

Administrative Regulation

Administering Medication And Monitoring Health Conditions

AR 5141.21

Students

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel may include any individual employed by the district who has consented to administer the medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Parent/Guardian Responsibilities

In accordance with law, the district shall obtain written statements from the student's parent/guardian and authorized health care provider before a district employee administers, or assists in the administration of, a prescribed medication to any student and before a student is allowed to carry and self-administer prescription diabetes medication, auto-injectable epinephrine, or prescription inhaled asthma medication during school hours. (Education Code 49414.5, 49423, 49423.1; 5 CCR 600)

(cf. 5141.23 - Asthma Management)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

The authorized health care provider's written statement shall include:

1. Clear identification of the student (Education Code 49423, 49423.1; 5 CCR 602)
2. The name of the medication (Education Code 49423, 49423.1; 5 CCR 602)
3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49423, 49423.1; 5 CCR 602)
4. If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49423, 49423.1; 5 CCR 602)
5. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
6. Possible side effects of the medication
7. Name, address, telephone number, and signature of the student's authorized health care provider

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

1. Identify the student
2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the authorized health care provider's written statement or any other questions that may arise with regard to the medication
3. Contain an acknowledgment that the parent/guardian understands how district employees will administer or otherwise assist the student in the administration of

medication

4. Contain an acknowledgment that the parent/guardian understands his/her responsibilities to enable district employees to administer or otherwise assist the student in the administration of medication including, but not limited to, the parent/guardian's responsibility to provide a written statement from the authorized health care provider to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment

5. Contain an acknowledgment that the parent/guardian may terminate consent for such administration at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that his/her child be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

1. Consent to the self-administration

2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to his/her child, the parent/guardian's written statement shall clearly identify the individual and shall state:

1. The individual's willingness to accept the designation

2. That the individual is permitted to be on the school site

3. Any limitations on the individual's authority

The parent/guardian shall annually provide the Superintendent or designee a new written statement from himself/herself and the student's authorized health care provider. In addition, the parent/guardian shall provide a new authorized health care provider's written statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49423, 49423.1; 5 CCR 600)

Parents/guardians shall provide medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's

identification, and the name and phone number of the authorized health care provider.

Medications that are not in their original container shall not be accepted or administered. Medications shall be delivered to the school by parents/guardians, unless the Superintendent or designee authorizes another method of delivery.

The parent/guardian of a student on a continuing medication regimen for a nonepisodic condition shall inform the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician. (Education Code 49480)

District Employee/District Responsibilities

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medications in accordance with the authorized health care provider's written statement.
 2. Accept delivery of medications from parents/guardians and count and record them upon receipt.
 3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medications. The type of medication and the times and dosage to be administered shall be noted on the list.
 4. Maintain a medication log which may:
 - a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
 - b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication
 5. Maintain a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student.
 6. Ensure that student confidentiality is appropriately maintained.
- (cf. 5125 - Student Records)
7. Coordinate the administration of medication during field trips and after-school activities.

(cf. 5148.2 - Before/After School Programs)

(cf. 6145.2 - Athletic Competition)
(cf. 6153 - School-Sponsored Trips)

8. Report to the parent/guardian and the site administrator any refusal by the student to take his/her medication.
9. Keep all medication to be administered by the district in a locked drawer or cabinet.
10. As needed, communicate with the authorized health care provider and pharmacist regarding the medication and its effects.
11. Counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.
12. Ensure that unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances.
13. Provide immediate medical assistance, if needed, and report to the site administrator and parent/guardian instances when the medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement.

Upon receiving such notification, the site administrator may notify the student's authorized health care provider and shall document the error in the medication log.

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: February 16, 2011 Antelope, California

ATHLETIC COMPETITION

Note: Pursuant to Education Code 35179, the Governing Board has control of and responsibility for all aspects of district interscholastic athletic policies, programs, and activities.

Pursuant to Education Code 51242, the Board may exempt any high school student engaged in a school-sponsored interscholastic athletic program after regular school hours from the requirement to attend physical education courses; see BP 6142.7 - Physical Education and Activity.

The Governing Board recognizes that the district's athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The athletic program shall be designed to meet students' interests and abilities and shall be varied in scope to attract wide participation.

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

(cf. 5030 - Student Wellness)

(cf. 5137 - Positive School Climate)

(cf. 6142.7 - Physical Education and Activity)

(cf. 7110 - Facilities Master Plan)

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship. Athletic events shall be officiated by qualified personnel.

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

The Board encourages business and community support for district athletic programs, subject to applicable district policies and regulations governing advertisements and donations.

(cf. 1260 - Educational Foundation)

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

(cf. 1325 - Advertising and Promotion)

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

(cf. 3290 - Gifts, Grants and Bequests)

Nondiscrimination and Equivalent Opportunities in the Athletic Program

Note: Pursuant to Education Code 35179, the Board is responsible for ensuring that district and interscholastic athletic policies, programs, and activities are in compliance with federal and state law. Gender equity and nondiscrimination in district and interscholastic athletic programs and activities are governed by both federal and state laws (Title IX, 20 USC 1681-1688; Education Code 200-262.4; 5 CCR 4900-4965). See the accompanying administrative regulation for factors that the district must consider in determining whether equivalent opportunities are being provided.

In Mansourian v. Regents of University of California, the Ninth Circuit Court of Appeals ruled that a university receiving federal funds can be held liable for failing to effectively accommodate the athletic interests of both men and women even if the aggrieved women did not first provide the appropriate university officials with notice of their disadvantageous treatment and an opportunity to cure it.

ATHLETIC COMPETITION (continued)

The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for males and females.

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

Any complaint regarding the district's athletic program shall be filed in accordance with the district's uniform complaint procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

California Interscholastic Federation

Note: The following **optional** section is for use by districts that maintain grades 9-12. Pursuant to Education Code 35179, the Board may join an association, such as the California Interscholastic Federation (CIF), for the purpose of providing regional or statewide interscholastic athletic programs and activities. Pursuant to Education Code 33353, CIF is responsible for regulating secondary school athletic programs, including establishing rules for participation, under the general direction of school boards. SB 107 (Ch. 230, Statutes of 2011) amended Education Code 33353 to extend CIF operations until January 1, 2017.

The Board maintains membership in the California Interscholastic Federation (CIF) and requires that interscholastic athletic activities be conducted in accordance with Board policy, administrative regulations, and CIF bylaws and rules. The Superintendent or designee shall have responsibility for the district's interscholastic athletic program, while the principal or designee at each participating school shall be responsible for site-level decisions, as appropriate.

Upon recommendation of the Superintendent, the Board shall annually designate an employee from each high school to serve as a representative to the local CIF league. Appointees shall represent the district in performing all duties required by the CIF league. In making this selection, the Board shall consider the employee's understanding of the district's goals for student learning and interscholastic and extracurricular activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the district, and individual interpersonal communication and leadership skills.

The Superintendent or designee shall ensure that the district representatives to CIF report regularly to the Board on league, section, and statewide issues, as well as activities and prospective actions related to athletic programs.

(cf. 0500 - Accountability)

ATHLETIC COMPETITION (continued)

Student Eligibility

Note: The following section applies the same criteria for student eligibility as adopted by the Board for all other extracurricular or cocurricular activities (see BP/AR 6145 - Extracurricular and Cocurricular Activities), including criteria related to academic eligibility and residency, to athletic programs and may be revised to reflect district practice.

Education Code 48850 specifies that, when the residence of a student in foster care changes pursuant to a court order or decision of a child welfare worker, the student shall be deemed to meet all residency requirements for participation in extracurricular activities and interscholastic sports; see BP/AR 6173.1 - Education for Foster Youth.

In addition, Education Code 49700-49701 establish a uniform means of assisting children of "active duty military families" transferred from one state to another, by reducing or eliminating the barriers to their educational success caused by the frequent moves and deployments of their parents/guardians; see BP/AR 6173.2 - Education of Children of Military Families. Among other things, Education Code 49701 requires flexibility of districts' local rules to facilitate eligibility for extracurricular activities of children of military personnel.

Eligibility requirements for participation in the district's interscholastic athletic program, including requirements pertaining to academic achievement and residency, shall be the same as those set by the district for participation in extracurricular and cocurricular activities.

(cf. 3530 - Risk Management/Insurance)
(cf. 5111.1 - District Residency)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6162.52 - High School Exit Examination)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)

Note: The following **optional** paragraph is for use by districts that participate in CIF. CIF bylaws specify eligibility criteria for participating student athletes, including criteria related to age, grade, attendance, scholastic achievement, residence, transfers, and discipline. In addition, in accordance with CIF bylaws, students in home schooling or home study/independent study programs are not eligible for CIF interscholastic competition unless they are enrolled in a program under the jurisdiction of a CIF member school district (i.e., a program in which the district approves the curriculum, administers the program, and evaluates the student).

In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by CIF satisfy CIF eligibility requirements.

Note: The California Supreme Court in *Hartzell v. Connell* rendered the assessment of fees for extracurricular activities illegal. CSBA's advisory entitled "Student Fees Litigation Update" clarifies that districts must provide, free of charge, all the required supplies which are necessary to fulfill the district's educational program or extracurricular activity. Thus, the district may not charge a fee for student

ATHLETIC COMPETITION (continued)

participation in the athletic program, including the cost of uniforms. However, the district may charge a fee for other students to attend athletic events as spectators since such attendance is not directly related to the educational program. Districts are advised to seek legal counsel before charging for any activity which may be construed as related to the educational program.

Students shall not be charged a fee to participate in an athletic program.

(cf. 3260 - Fees and Charges)

Sportsmanship

Note: CIF has adopted a set of principles entitled Pursuing Victory with Honor to guide participants in interscholastic athletic competitions. Districts that are not affiliated with CIF may delete or modify the following optional section to reflect district practice.

The Board values the quality and integrity of the athletic program and the character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and the Codes of Conduct adopted by CIF.

Students and staff may be subject to disciplinary action for improper conduct.

(cf. 3515.2 - Disruptions)

(cf. 4118 - Suspension/Disciplinary Action)

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

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.4 - Student Disturbances)

(cf. 5144 - Discipline)

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

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

Health and Safety

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities.

Note: CIF requires students in grades 9-12 to undergo medical examinations before participating in interscholastic competition; see BP 5141.3 - Health Examinations. Pursuant to Education Code 49458, any examination required for participation in an interscholastic athletic program may be conducted by a physician or physician assistant.

ATHLETIC COMPETITION (continued)

Students shall have a medical clearance before participating in interscholastic athletic programs. Care shall be taken to ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

(cf. 5131.61 - Drug Testing)

(cf. 5131.63 - Steroids)

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

(cf. 5141.7 - Sun Safety)

(cf. 5143 - Insurance)

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

(cf. 5142 - Safety)

Note: CIF bylaws specify procedures to follow in order to prevent the spread of communicable diseases when handling student injuries, including the use of universal precautions.

In addition, Education Code 49475, as added by AB 25 (Ch. 456, Statutes of 2011), requires that an athlete at any grade level who is suspected of sustaining a concussion be immediately removed from the athletic activity and not returned until a health care provider provides written clearance; see the accompanying administrative regulation.

In the event that an injury occurs, the coach or other appropriate district employee shall observe universal precautions and shall remove the student athlete from the activity and/or seek medical treatment for the student as appropriate.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.22 - Infectious Diseases)

Legal Reference: (see next page)

ATHLETIC COMPETITION (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

270-271 Athletes' Bill of Rights

17578 Cleaning and sterilizing of football equipment

17580-17581 Football equipment

32221.5 Required insurance for athletic activities

33353-33353.5 California Interscholastic Federation; implementation of policies, insurance program

33354 California Department of Education authority over interscholastic athletics

35160.5 District policies; rules and regulations

35179 Interscholastic athletics

48850 Interscholastic athletics; students in foster care

48900 Grounds for suspension and expulsion

48930-48938 Student organizations

49020-49023 Athletic programs; legislative intent, equal opportunity

49030-49034 Performance-enhancing substances

49458 Health examinations, interscholastic athletic program

49475 Health and safety, concussions and head injuries

49700-49701 Education of children of military families

51242 Exemption from physical education for high school students in interscholastic athletic program

PENAL CODE

245.6 Hazing

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs, especially:

4920-4922 Nondiscrimination in intramural, interscholastic, and club activities

5531 Supervision of extracurricular activities of students

5590-5596 Employment of noncertificated coaches

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness, Title IX

CODE OF FEDERAL REGULATIONS, TITLE 34

106.31 Nondiscrimination on the basis of sex in education programs or activities

106.33 Comparable facilities

106.41 Nondiscrimination in athletic programs

COURT DECISIONS

Mansourian v. Regents of University of California, (2010) 594 F. 3d 1095

Kahn v. East Side Union High School District, (2004) 31 Cal. 4th 990t

McCormick v. School District of Mamaroneck, (2004) 370 F.3d 275

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Management Resources: (see next page)

ATHLETIC COMPETITION (continued)

Management Resources:

CSBA PUBLICATIONS

Student Fees Litigation Update, Education Legal Alliance Advisory, May 20, 2011

A School Board Member's Guide to CIF and Interscholastic Sports, 1997

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

California Interscholastic Federation Constitution and Bylaws

A Guide to Equity in Athletics

Acute Concussion Evaluation (ACE) Care Plan, 2006

Pursuing Victory with Honor, 1999

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Heads Up: Concussion in High School Sports, Tool Kit, June 2010

Heads Up: Concussion in Youth Sports, Tool Kit, July 2007

OFFICE FOR CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Intercollegiate Athletics Policy Clarification: The Three-Part Test - Part Three, Dear Colleague letter, April 20, 2010

WEB SITES

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

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

California Interscholastic Federation: <http://www.cifstate.org>

Centers for Disease Control and Prevention, Concussion Resources: <http://www.cdc.gov/concussion>

National Federation of State High School Associations: <http://www.nfhs.org>

National Operating Committee on Standards for Athletic Equipment: <http://www.nocsae.org>

U.S. Anti-Doping Agency: <http://www.usada.org>

U.S. Department of Education, Office for Civil Rights: <http://www2.ed.gov/ocr>

Board Policy

Athletic Competition

BP 6145.2

Instruction

The Governing Board recognizes that the athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The athletic program shall be designed to meet students' interests and abilities and be varied in scope to attract wide participation.

(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 5137 - Positive School Climate)
(cf. 6142.7 - Physical Education)
(cf. 7110 - Facilities Master Plan)

Nondiscrimination and Equivalent Opportunities in the Athletic Program

The district's athletic program shall be free from discrimination and discriminatory practices in accordance with state and federal law. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for both sexes.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Any complaint regarding the district's athletic program shall be filed in accordance with the district's uniform complaint procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Sportsmanship

The Board values the quality and integrity of the athletic program and the ethical well-being and character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and the Codes of Conduct adopted by the California Interscholastic Federation (CIF).

Students and staff may be subject to disciplinary action for improper conduct.

(cf. 3515.2 - Disruptions)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.4 - Student Disturbances)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

California Interscholastic Federation

The Board maintains membership in the CIF and requires that interscholastic athletic activities be conducted in accordance with Board policy, administrative regulation, and CIF bylaws and rules. The Superintendent or designee shall have responsibility for the district's interscholastic athletic program, while the principal or designee at each participating school shall be responsible for site-level decisions, as appropriate.

Upon recommendation of the Superintendent, the Board shall annually designate an employee from each high school to serve as a representative to the local CIF league. Appointees shall represent the district in performing all duties required by the CIF league. In making this selection, the Board shall consider the employee's understanding of the district's goals for interscholastic and extracurricular activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the district, and individual interpersonal communication and leadership skills.

The Superintendent or designee shall ensure that the district representatives to the CIF report regularly to the Board on league, section, and statewide issues, as well as activities and prospective actions related to athletics.

Student Eligibility

The first priority of student athletes shall be a commitment to their education and academic achievement.

(cf. 6011 - Academic Standards)

Eligibility requirements for participation in the district's interscholastic athletic program, including eligibility for a child in foster care or a child of a military family, are the same as those set by the district for participation in extracurricular and cocurricular activities.

(cf. 3530 - Risk Management/Insurance)
(cf. 5111.1 - District Residency)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6162.52 - High School Exit Examination)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)

In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by the CIF satisfy CIF eligibility requirements.

Health and Safety

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities. Universal precautions shall be observed when injuries occur.

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)
(cf. 5141.22 - Infectious Diseases)

Students shall have a medical clearance before participating in interscholastic athletic programs. Care shall be taken to ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

(cf. 5131.61 - Drug Testing)
(cf. 5131.63 - Steroids)
(cf. 5141.3 - Health Examinations)
(cf. 5143 - Insurance)

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

(cf. 5142 - Safety)

Supervision

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, training, and preparation for competition. Athletic events shall be officiated by qualified personnel.

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

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

270-271 Athletes' Bill of Rights

17578 Cleaning and sterilizing of football equipment

17580-17581 Football equipment

32221.5 Required insurance for athletic activities

33353-33353.5 California Interscholastic Federation; implementation of policies, insurance program

33354 California Department of Education authority over interscholastic athletics

35160.5 District policies; rules and regulations

35161 Powers and duties generally

35179 Interscholastic athletics

48850 Interscholastic athletics; students in foster care

48900 Grounds for suspension and expulsion

48930-48938 Student organizations

49020-49023 Athletic programs; legislative intent, equal opportunity

49030-49034 Performance-enhancing substances

49700-49701 Education of children of military families

60850-60859 High school exit examination

PENAL CODE

245.6 Hazing

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

5531 Supervision of extracurricular activities of students

5590-5596 Employment of noncertificated coaches

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness, Title IX

CODE OF FEDERAL REGULATIONS, TITLE 34

106.31-106.42 Discrimination on the basis of sex in education programs or activities prohibited

COURT DECISIONS

Kahn v. East Side Union High School District, (2004) 31 Cal. 4th 990t

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Management Resources:

CSBA PUBLICATIONS

A School Board Member's Guide to CIF and Interscholastic Sports, 1997

CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE

Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

A Guide to Equity (Equity Handbook)

Pursuing Victory with Honor, 1999

California Interscholastic Federation Constitution and Bylaws

WEB SITES

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

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

California Interscholastic Federation: <http://www.cifstate.org>

National Federation of State High School Associations: <http://www.nfhs.org>

**National Operating Committee on Standards for Athletic Equipment:
<http://www.nocsae.org>**

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

ATHLETIC COMPETITION**Nondiscrimination and Equivalent Opportunities in the Athletic Program**

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

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

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

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

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

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

Note: 5 CCR 4922 and 34 CFR 106.41, as reflected in items #1-11 below, list factors that districts must consider when determining whether equivalent opportunities are being provided. The California Interscholastic Federation's (CIF) A Guide to Equity in Athletics provides suggested actions that districts can take for each of the factors to help the district meet its equivalence goals.

When determining whether equivalent opportunities are available to both sexes in athletic programs, the Superintendent or designee shall consider, among other factors: (5 CCR 4922; 34 CFR 106.41)

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

ATHLETIC COMPETITION (continued)

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

The athletic program shall be considered to effectively accommodate the interests and abilities of both sexes if it meets one of the following criteria: (Education Code 230)

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

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

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

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

- c. When the members of one sex are currently underrepresented among interscholastic athletes and the district cannot show a history and continuing practice of program expansion as required in item #b above, the district can demonstrate that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program.
2. The provision and maintenance of equipment and supplies
3. Scheduling of games and practice times, selection of the season for a sport, and location of the games and practices

ATHLETIC COMPETITION (continued)

4. Travel and per diem allowances
5. Opportunities to receive coaching and academic tutoring
6. Assignment and compensation of coaches and tutors
7. Provision of locker rooms and practice and competitive facilities
8. Provision of medical and training facilities and services
9. Provision of housing and dining facilities and services
10. Publicity

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

11. Provision of necessary funds

Health and Safety

Note: AB 25 (Ch. 456, Statutes of 2011) added Education Code 49475 to require districts to distribute information on concussions and head injuries to student athletes and their parents/guardians. The district may use fact sheets developed by the Centers for Disease Control and Prevention, available on CIF's web site, or other resources to develop this information sheet.

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

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

(cf. 5145.6 - Parental Notifications)

Note: Education Code 49475, as added by AB 25 (Ch. 456, Statutes of 2011), requires that an athlete at any grade level who is suspected of sustaining a concussion be immediately removed from the athletic activity and not allowed to return until a health care provider provides written clearance. CIF's web site includes an Acute Concussion Evaluation form which may be used to provide injured students with information about monitoring symptoms and the health care provider's recommendations regarding returning to daily activities, school, and sports.

ATHLETIC COMPETITION (continued)

If a student athlete is suspected of sustaining a concussion or head injury in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day. The student shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider trained in the management of concussions and receives the health care provider's written clearance to return to the activity. (Education Code 49475)

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

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

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

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

Parental Notifications

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

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

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

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

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5145.3 - Nondiscrimination/Harassment)

Note: Education Code 270 requires CDE to post on its web site an "Athletes' Bill of Rights," a list of student rights based on Title IX.

2. Includes a copy of the Athletes' Bill of Rights pursuant to Education Code 271

ATHLETIC COMPETITION (continued)

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

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

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

(cf. 3530 - Risk Management/Insurance)

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

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

(cf. 5143 - Insurance)

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

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

Note: Pursuant to Education Code 48900, a student may be subject to suspension or expulsion if he/she engages, or attempts to engage, in hazing.

6. States the Governing Board's expectation that students adhere strictly to all safety rules, regulations, and instructions, as well as rules and guidelines related to conduct and sportsmanship

(cf. 5144 - Discipline)

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

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

ATHLETIC COMPETITION (continued)

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

8. Includes information about the CIF bylaw and district policy requiring any student athlete and his/her parent/guardian to sign a statement that the student will not use steroids or dietary supplements banned by the U.S. Anti-Doping Agency

(cf. 5131.63 - Steroids)

Administrative Regulation

Athletic Competition

AR 6145.2

Instruction

Nondiscrimination and Equivalent Opportunities in the Athletic Program

No person shall on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics. (5 CCR 4920)

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

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

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

When determining whether equivalent opportunities are available to both sexes in athletic programs, the Superintendent or designee shall consider, among other factors: (5 CCR 4922)

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

To help ensure that the district's athletic program effectively accommodates the interests and abilities of both sexes in athletics, the district shall use the following criteria: (Education Code 230)

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

abilities of the members of that sex

c. When the members of one sex are underrepresented among interscholastic athletes and the district cannot show a history and a continuing practice of program expansion as required in item #b above, whether the district can demonstrate that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program

2. The provision and maintenance of equipment and supplies
3. Scheduling of games and practice times, selection of the season for a sport, and location of the games and practices
4. Travel and per diem allowances
5. Opportunities to receive coaching and academic tutoring
6. Assignment and compensation of coaches and tutors
7. Provision of locker rooms and practice and competitive facilities
8. Provision of medical and training facilities and services
9. Provision of housing and dining facilities and services
10. Publicity
11. Provision of necessary funds

Parental Notifications

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

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

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 5145.3 - Nondiscrimination/Harassment)

2. Includes a copy of the Athletes' Bill of Rights pursuant to Education Code 271
3. Explains that there is an element of risk associated with all athletic competitions and that the district cannot guarantee that students will not be injured, despite a commitment to provide for every participant's health and welfare

(cf. 3530 - Risk Management/Insurance)

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

(cf. 5143 - Insurance)

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

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

6. States the Governing Board's expectation that students adhere strictly to all safety rules, regulations, and instructions, as well as rules and guidelines related to conduct and sportsmanship

(cf. 5144 - Discipline)

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

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

8. Includes information about the CIF bylaw and district policy requiring any student athlete and his/her parent/guardian to sign a statement that the student will not use steroids or dietary supplements banned by the U.S. Anti-Doping Agency

(cf. 5131.63 - Steroids)

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: June 20, 2007 Antelope, California

HIGH SCHOOL GRADUATION REQUIREMENTS

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2014-15 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

Note: The following policy is **optional** and may be modified to reflect district practice.

The Governing Board desires to prepare all students to obtain a high school diploma to enable them to take advantage of opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 5149 - At-Risk Students)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

Note: Education Code 51225.3 specifies the courses that a student is required to complete in order to graduate from high school as listed in items #1-6 below. At its option, the Governing Board may require completion of more courses than specified in Education Code 51225.3.

Pursuant to Education Code 66204, each district that maintains a high school also is required to develop a process for submitting courses to the University of California to ensure that they align with the "a-g" course requirements for college admission.

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Three courses in English (Education Code 51225.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

Note: Education Code 51224.5 provides that, as part of the mathematics requirement, students must complete coursework at least equivalent to state content standards for Algebra I. This requirement applies to all students, including students in alternative or continuing education, adult education, or special education. The State Board of Education may grant waivers for students on an individual basis.

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

2. Two courses in mathematics (Education Code 51225.3)

At least one mathematics course, or a combination of the two mathematics courses required for completion in grades 9-12, shall meet or exceed state academic content standards for Algebra I. (Education Code 51224.5)

Completion, prior to grade 9, of algebra coursework that meets or exceeds state academic content standards shall satisfy the algebra coursework requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code 51224.5)

(cf. 6011 - Academic Standards)

(cf. 6142.92 - Mathematics Instruction)

3. Two courses in science, including biological and physical sciences (Education Code 51225.3)

(cf. 6142.93 - Science Instruction)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

(cf. 6142.3 - Civic Education)

(cf. 6142.93 - History-Social Science Instruction)

Note: Beginning in the 2012-13 school year, Education Code 51225.3, as amended by AB 1330 (Ch. 621, Statutes of 2011), authorizes the Board to include a course in career technical education (CTE) as an alternative to the visual or performing arts or foreign language course requirement for high school graduation. Any Board that chooses to allow a CTE course to satisfy the requirement must, at a regular Board meeting prior to allowing it as an alternative, notify parents/guardians, students, teachers, and the public of information specified in Education Code 51225.3. In addition, the information must be included in the district's annual notification to parents/guardians pursuant to Education Code 48980; see accompanying administrative regulation. Districts that do not allow this alternative course requirement should delete references to career technical education in item #5 below.

The CTE course may be offered through different means, including a district-operated program, regional occupational center or program, or county office of education program pursuant to a joint powers agreement. See BP/AR 6178 - Career Technical Education and BP 6178.2 - Regional Occupational Center/Program for program details pertaining to CTE.

5. One course in visual or performing arts, foreign language, including American Sign Language, or career technical education (Education Code 51225.3)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

To be counted towards meeting graduation requirements, a course in career technical education shall be aligned to the career technical model curriculum standards and framework adopted by the State Board of Education.

(cf. 6142.2 - World/Foreign Language Instruction)

(cf. 6142.6 - Visual and Performing Arts Education)

(cf. 6178 - Career Technical Education)

(cf. 6178.2 - Regional Occupational Center/Program)

6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

(cf. 6142.7 - Physical Education and Activity)

Note: Pursuant to Education Code 51225.3, the Board may prescribe additional coursework (e.g., service learning) or other requirements (e.g., portfolios or senior projects) that district students must complete in order to obtain a diploma. If the Board does so, such courses or projects should be listed below.

7. Four courses - Advocacy (8 units)
8. One Course - Community Service (2 units)
9. ~~Computer Technology~~ Career Technical Education (10 units)
10. Health/Safety (5 units)
11. Consumer Finance (5 units)
12. Elective Credits (60 units)

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

Note: Education Code 51225.3 requires the Board to adopt alternative means for students to complete the prescribed course of study; see BP/AR 6146.11 - Alternative Credits Toward Graduation.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

(cf. 6146.11 - Alternative Credits Toward Graduation)

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

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

Note: Education Code 51225.3 requires the district to exempt a youth in foster care who transfers into the district or between district high schools in grades 11-12 from any additional coursework or other graduation requirements prescribed by the Board, unless the Superintendent or designee makes a finding that the youth is reasonably able to complete the requirements in time to graduate while he/she remains eligible for foster care benefits. See BP/AR 6173.1 - Education for Foster Youth.

In addition, Education Code 49701 requires district officials to help facilitate the on-time graduation of children of military families by waiving specific course requirements for graduation if the child has satisfactorily completed similar coursework in another district. If the district does not grant such a waiver, then "best efforts" shall be used to provide the child with alternative means to acquire the required coursework so that he/she can graduate on time. See BP/AR 6173.2 - Education of Children of Military Families for language implementing this requirement.

The Superintendent or designee shall exempt or waive specific course requirements for foster youth or children of military families in accordance with Education Code 51225.3 and 49701.

(cf. 6173.1 - Education for Foster Youth)

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

High School Exit Examination

Note: Pursuant to Education Code 60850-60859, all students completing grade 12 must pass the California High School Exit Examination (CAHSEE) in language arts and mathematics in order to receive a high school diploma. For students with disabilities, waivers and/or exemptions may apply; see BP/AR 6162.52 - High School Exit Examination.

As a condition of high school graduation, each student completing grade 12 shall have successfully passed the state exit examination in language arts and mathematics unless he/she receives a waiver or exemption. (Education Code 60851, 60859)

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

(cf. 6159 - Individualized Education Program)

(cf. 6162.52 - High School Exit Examination)

Note: Pursuant to Education Code 37252 and 60851, districts must offer supplemental instruction to students in grades 7-12 who do not demonstrate "sufficient progress" toward passing the exit exam. Districts must decide what criteria will be used to determine "sufficient progress" for purposes of eligibility for supplemental instruction. See BP 6179 - Supplemental Instruction.

Supplemental instruction shall be offered to any student in grade 7-12 who does not demonstrate "sufficient progress," as defined in BP 6179 - Supplemental Instruction, toward passing the exit exam. (Education Code 37252, 60851)

(cf. 5148.2 - Before/After School Programs)

(cf. 6176 - Weekend/Saturday Classes)

(cf. 6177 - Summer School)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)*(cf. 6179 - Supplemental Instruction)*

Note: Education Code 37254 requires districts that receive CAHSEE intensive intervention funding to ensure that students who have not passed one or both parts of the exit exam by the end of grade 12 have the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they have passed both parts of the exam, whichever comes first. See BP/AR 6179 - Supplemental Instruction for language detailing the requirements of the intensive intervention funding, including providing students with a diagnostic assessment and notice of their rights. See also BP/AR 6164.2 - Guidance/Counseling Services.

The following paragraph is for use by districts that receive CAHSEE intensive intervention funding.

Students who have not passed one or both parts of the exit exam by the end of grade 12 shall have the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they have passed both parts of the exam, whichever comes first. (Education Code 37254)

*(cf. 1312.4 - Williams Uniform Complaint Procedures)**(cf. 6164.2 - Guidance/Counseling Services)*

Note: The remainder of this section is optional. In addition to intensive remedial instruction, districts may offer students who have satisfied all local and state graduation requirements, except for passage of the exit exam, other options to continue their education beyond their senior year in order to obtain a high school diploma. According to the California Department of Education, the options a district may currently offer students include: (1) if space is available, enrollment for an additional year at a comprehensive high school if the student has been continuously enrolled, (2) enrollment in an alternative education program, (3) reclassification as a junior, (4) maintaining continuous enrollment in an independent study program or charter school, or (5) enrollment in an adult secondary school. In addition, some community colleges offer non-credit adult education programs and grant high school diplomas without requiring passage of the exit exam. Students may also obtain a diploma equivalent by passing the California High School Proficiency Exam or the General Education Development test. See BP/AR 6146.2 - Certificate of Proficiency/High School Equivalency.

If the district decides to offer options to such students, the Board should carefully consider which options will be made available. In order to ensure that students receive adequate notification of the alternatives, districts should indicate the specific options available in the spaces provided below and may consider providing additional notifications, as necessary. Districts not providing any such options should delete the following paragraph.

~~In addition to intensive remedial instruction, the district shall offer students who have passed all state and local graduation requirements except one or both parts of the exit exam the following options for two years beyond their regular senior year or until they pass the exam, whichever occurs first:~~

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

(cf. 0420.4 - Charter Schools)

(cf. 6158 - Independent Study)

(cf. 6184 - Continuation Education)

The Superintendent or designee shall regularly report to the Board regarding the number of students who have fulfilled all local and state graduation requirements except for the passage of the exit exam and the resources that have been offered to such students.

Certificates of Completion

Note: The following section is **optional**. For those students who are unable to pass the exit exam by the end of their senior year, a district may consider granting a locally developed certificate of completion or some other form of recognition to indicate that the students have completed the district's required course of study. Such a certificate would not be the equivalent of a diploma and is separate from the certificate of educational achievement granted to special education students who are unable to pass the exit exam with appropriate modifications pursuant to Education Code 56390-56392; see BP 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities.

Because the exit exam has been subject to legal challenge, districts should make every effort to ensure that, prior to issuing a certificate of completion, students are provided with appropriate supplemental resources and remedial support. See BP 6179 - Supplemental Instruction. Districts that offer intensive instruction or other educational options to students who have passed all state and local graduation requirements except the exit exam may also offer such students a certificate of completion. Districts should consult legal counsel, as appropriate, to ensure that all statutory obligations have been satisfied.

Students who have passed all the district's course requirements by the end of their senior year but are unable to pass the high school exit exam shall receive a certificate of completion.

The Superintendent or designee shall regularly report to the Board regarding the number of students receiving a certificate of completion and the resources that have been offered to such students.

Retroactive Diplomas

Note: The following section is **optional**.

The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. (Education Code 51430)

The district also may retroactively grant a diploma to a deceased former student who satisfies the above conditions. The diploma shall be received by the deceased student's next of kin. (Education Code 51430)

HIGH SCHOOL GRADUATION REQUIREMENTS (continued)

In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code 51440)

*Legal Reference:***EDUCATION CODE**

35186 *Williams Uniform Complaint Procedures*
 37252 *Supplemental instructional programs*
 37254 *Supplemental instruction based on failure to pass exit exam by end of grade 12*
 37254.1 *Required student participation in supplemental instruction*
 47612 *Enrollment in charter school*
 48200 *Compulsory attendance*
 48412 *Certificate of proficiency*
 48430 *Continuation education schools and classes*
 48645.5 *Acceptance of coursework*
 48980 *Required notification at beginning of term*
 49701 *Interstate Compact on Educational Opportunity for Military Children*
 51224 *Skills and knowledge required for adult life*
 51224.5 *Algebra instruction*
 51225.3 *Requirements for graduation*
 51225.5 *Honorary diplomas; foreign exchange students*
 51228 *Graduation requirements*
 51240-51246 *Exemptions from requirements*
 51250-51251 *Assistance to military dependents*
 51410-51412 *Diplomas*
 51420-51427 *High school equivalency certificates*
 51450-51455 *Golden State Seal Merit Diploma*
 51745 *Independent study restrictions*
 52378 *Supplemental school counseling program*
 56390-56392 *Recognition for educational achievement, special education*
 60850-60859 *High school exit examination*
 66204 *Certification of high school courses as meeting university admissions criteria*

CODE OF REGULATIONS, TITLE 5

1600-1651 *Graduation of students from grade 12 and credit toward graduation*

COURT DECISIONS

O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

*Management Resources:***WEB SITES**

CSBA: <http://www.csba.org>
 California Department of Education, High School: <http://www.cde.ca.gov/ci/gs/hs>
 University of California, List of Approved a-g Courses:
<http://www.universityofcalifornia.edu/admissions/freshman/requirements>

Board Policy

High School Graduation Requirements

BP 6146.1

Instruction

Cautionary Notice: 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 district flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-2009 through 2012-2013 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Governing Board desires to prepare all students to obtain a high school diploma to enable them to take advantage of opportunities for postsecondary education and/or employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 5149 - At-Risk Students)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Four courses in English (Education Code 51225.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Two courses in mathematics (Education Code 51225.3)

At least one mathematics course, or a combination of the two mathematics courses required for completion in grades 9-12, shall meet or exceed state academic content standards for Algebra I. (Education Code 51224.5)

Completion, prior to grade 9, of algebra coursework that meets or exceeds state academic content standards shall satisfy the algebra coursework requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12.

(Education Code 51224.5)

(cf. 6011 - Academic Standards)

(cf. 6142.92 - Mathematics Instruction)

3. Two courses in science, including biological and physical sciences (Education Code 51225.3)

(cf. 6142.93 - Science Instruction)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

(cf. 6142.3 - Civic Education)

(cf. 6142.93 - History-Social Science Instruction)

5. One course in visual or performing arts, foreign language, or American Sign Language (Education Code 51225.3)

(cf. 6142.2 - World/Foreign Language Instruction)

(cf. 6142.6 - Visual and Performing Arts Education)

6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

(cf. 6142.7 - Physical Education)

7. Four courses - Advocacy (8 units)

8. One Course - Community Service (2 units)

9. Computer Technology (10 units)

10. Health/Safety (5 units)

11. Consumer Finance (5 units)

12. Elective Credits (60 units)

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

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

The Superintendent or designee shall exempt or waive specific course requirements for foster youth or children of military families in accordance with Education Code 51225.3 and 49701. The Superintendent or designee shall make notifications as required by Education Code 51225.3 when the requirements that are waived will affect the pupil's ability to gain admission to a post secondary educational institution.

(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education for Children of Military Families)

High School Exit Examination

As a condition of high school graduation, each student completing grade 12 shall have successfully passed the state exit examination in language arts and mathematics unless he/she receives a waiver or exemption. (Education Code 60851, 60859)

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)
(cf. 6159 - Individualized Education Program)
(cf. 6162.52 - High School Exit Examination)

Supplemental instruction shall be offered to any student in grade 7-12 who does not demonstrate "sufficient progress," as defined in BP 6179 - Supplemental Instruction, toward passing the exit exam. (Education Code 37252, 60851)

(cf. 5148.2 - Before/After School Programs)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer School)
(cf. 6179 - Supplemental Instruction)

Students who have not passed one or both parts of the exit exam by the end of grade 12 shall have the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they have passed both parts of the exam, whichever comes first. (Education Code 37254)

(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 5145.6 - Parental Notifications)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 0420.4 - Charter Schools)
(cf. 6158 - Independent Study)
(cf. 6184 - Continuation Education)

The Superintendent or designee shall regularly report to the Board regarding the number of students who have fulfilled all local and state graduation requirements except for the

passage of the exit exam and the resources that have been offered to such students.

Certificates of Completion

Students who have passed all the district's course requirements by the end of their senior year but are unable to pass the high school exit exam shall receive a certificate of completion.

The Superintendent or designee shall regularly report to the Board regarding the number of students receiving a certificate of completion and the resources that have been offered to such students.

Retroactive Diplomas

The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. (Education Code 51430)

The district also may retroactively grant a diploma to a deceased former student who satisfies the above conditions. The diploma shall be received by the deceased student's next of kin. (Education Code 51430)

In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code 51440)

Legal Reference:

EDUCATION CODE

35186 Williams Uniform Complaint Procedures

37252 Supplemental instructional programs

37254 Supplemental instruction based on failure to pass exit exam by end of grade 12

37254.1 Required student participation in supplemental instruction

47612 Enrollment in charter school

48200 Compulsory attendance

48412 Certificate of proficiency

48430 Continuation education schools and classes

48645.5 Acceptance of coursework

49701 Interstate Compact on Educational Opportunity for Military Children

51224 Skills and knowledge required for adult life

51224.5 Algebra instruction

51225.3 Requirements for graduation

51225.5 Honorary diplomas; foreign exchange students
51228 Graduation requirements
51240-51246 Exemptions from requirements
51250-51251 Assistance to military dependents
51410-51412 Diplomas
51420-51427 High school equivalency certificates
51450-51455 Golden State Seal Merit Diploma
51745 Independent study restrictions
52378 Supplemental school counseling program
56390-56392 Recognition for educational achievement, special education
60850-60859 High school exit examination
66204 Certification of high school courses as meeting university admissions criteria
CODE OF REGULATIONS, TITLE 5
1600-1651 Graduation of students from grade 12 and credit toward graduation
COURT DECISIONS
O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES

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

California Department of Education, California High School Exit Examination:
<http://www.cde.ca.gov/ta/tg/hs>

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

HIGH SCHOOL GRADUATION REQUIREMENTS

Note: The following administrative regulation is **optional** and should be modified to reflect district practice.

Notifications

Requirements for graduation and specified alternative means for completing the prescribed course of study shall be made available to students, parents/guardians, and the public. (Education Code 51225.3)

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6145.6 - International Exchange)

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

Note: The following **optional** paragraph is for use by any district that has elected to allow students to complete a career technical education course as an alternative to the visual or performing arts or foreign language course requirement for high school graduation pursuant to Education Code 51225.3, as amended by AB 1330 (Ch. 621, Statutes of 2011); see accompanying Board policy.

In the annual notification sent to parents/guardians pursuant to Education Code 48980, the Superintendent or designee shall include the following: (Education Code 48980)

1. Information about district high school graduation requirements and how each requirement satisfies or does not satisfy the subject matter requirements for admission to the California State University and the University of California
2. A complete list of career technical education courses offered by the district that satisfy the subject matter requirements for admission to the California State University and the University of California, and which of the specific college admission requirements these courses satisfy

(cf. 5145.6 - Parental Notifications)

(cf. 6143 - Courses of Study)

(cf. 6178 - Career Technical Education)

(cf. 6178.2 - Regional Occupational Center/Program)

Administrative Regulation

High School Graduation Requirements

AR 6146.1

Instruction

Requirements for graduation and specified alternative means for completing the prescribed course of study shall be made available to students, parents/guardians, and the public. (Education Code 51225.3)

(cf. 5126 - Awards for Achievement)

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6145.6 - International Exchange)

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

Students shall not be required to have resided within the district for any minimum length of time as a condition of high school graduation. (Education Code 51411)

If a student successfully completes the district's graduation requirements while attending a juvenile court school or nonpublic, nonsectarian school or agency, the district shall issue the student a diploma from the school the student last attended. (Education Code 48645.5)

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: February 20, 2008 Antelope, California

STANDARDIZED TESTING AND REPORTING PROGRAM

Note: The following optional administrative regulation reflects requirements of the Standardized Testing and Reporting (STAR) program pursuant to Education Code 60640-60649 and should be modified to reflect the grade levels offered by the district. Pursuant to Education Code 60613, because the district acts as an agent of the California Department of Education (CDE) in administering the mandatory tests, it cannot be held liable for complying with state requirements.

The district shall administer the following assessments in the Standardized Testing and Reporting (STAR) program:

Note: Pursuant to Education Code 60642.5, the State Board of Education (SBE) has designated the California Standards Tests (CSTs) as the standards-based achievement tests for use in the STAR program. Item #1 below should be revised as appropriate based on the grade levels offered by the district.

1. The California Standards Tests (CSTs) in English language arts, mathematics, science, and history-social science to students in grades 2-11 (Education Code 60640)

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6142.94 - History-Social Science Instruction)

Note: The following optional paragraph is for use by districts that maintain high schools. Students in grade 11 may voluntarily take an "augmented" CST which assesses their college readiness in English and/or mathematics. Participating students take the regular CST followed by a set of supplementary multiple-choice items and, in the English test, a written essay. Test results are used in the Early Assessment Program established pursuant to Education Code 99300-99301.

In addition, students in grade 11 may voluntarily take an augmented CST as part of the Early Assessment Program to determine their readiness for college-level work in English and/or mathematics. (Education Code 60641, 99300-99301)

Note: Pursuant to Education Code 60640, English learners are required to take the CSTs in English pursuant to item #1 above. In addition, Education Code 60640 requires that a primary language test, the Standards-Based Test in Spanish (STS), be administered to English learners in grades 2-11 under the conditions described in item #2 below. The STAR program does not currently include primary language tests for English learners who speak primary languages other than Spanish.

2. The Standards-Based Test in Spanish (STS) to Spanish-speaking English learners in grades 2-11 who either: (Education Code 60640)
 - a. Receive instruction in Spanish, regardless of how long they have been in the United States
 - b. Have been enrolled in a California public school for less than 12 months

(cf. 6174 - Education for English Language Learners)

STANDARDIZED TESTING AND REPORTING PROGRAM (continued)

This test shall be required in addition to the CST administered in English. (Education Code 60640)

Note: The following optional paragraph is for use by districts that also choose to administer the STS to other English learners as authorized by Education Code 60640.

Following the first year of enrollment in a California public school, Spanish-speaking English learners in grades 2-11 shall continue to take the STS in addition to the CST in English if the Superintendent or designee determines that such test results would provide useful information about students' performance.

Note: Pursuant to Education Code 60640 and 5 CCR 850, special education students must be included in the STAR program with appropriate accommodations in administration where necessary (see section on "Testing Variations" below), unless exempted by their parents/guardians or eligible to take an alternate assessment in accordance with their individualized education program (IEP). The SBE has designated the California Alternate Performance Assessment (CAPA) for use by any student with severe cognitive disabilities whose IEP team has determined is unable to take the CSTs even with accommodations or modifications. Eligible students who are not severely cognitively disabled may instead take the California Modified Assessment (CMA), developed pursuant to 34 CFR 200.1 based on modified achievement standards, if their IEP teams determine it is appropriate.

3. The California Alternate Performance Assessment (CAPA) for students in grades 2-11 with severe cognitive disabilities who are unable to take the CSTs even with accommodations or modifications, or the California Modified Assessment (CMA) for students in grades 3-11 who are not severely cognitively disabled, when determined appropriate by the student's individualized education program (IEP) team (Education Code 56345, 60640; 5 CCR 850; 34 CFR 200.1)

Note: 5 CCR 850, as amended by Register 2011, No. 15, lists criteria that IEP teams should consider in determining whether a student should be assessed using the CMA. In addition, 5 CCR 850, as amended, clarifies that an individual student is not allowed to take both the CAPA and CMA.

A student with disabilities may be assessed using the CAPA in all subject areas, CMA in all subject areas, or a combination of CSTs and CMA in the subject areas being assessed, but shall not be allowed to take both the CAPA and CMA. Eligibility to take the CMA shall be based on the criteria specified in 5 CCR 850. The Superintendent or designee shall inform the parents/guardians of students selected to be assessed with the CMA that their child's achievement will be measured based on modified achievement standards. (5 CCR 850)

Any special education student who is an English learner may be tested with the STS in accordance with item #2 above, unless the IEP specifically exempts him/her from such testing. (Education Code 56345)

(cf. 6159 - Individualized Education Program)

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

STANDARDIZED TESTING AND REPORTING PROGRAM (continued)

Note: 5 CCR 851 requires districts to test eligible students in alternative education programs or programs conducted off campus, including, but not limited to, continuation schools, independent study, community day schools, county community schools, juvenile court schools, or nonpublic schools. Tests may be administered in a home or hospital provided that they are administered by a test examiner. The following paragraph may be revised to specify any such programs applicable to the district.

The Superintendent or designee shall make arrangements as necessary to test all eligible students in alternative education programs or programs conducted off campus. (5 CCR 851)

(cf. 6158 - Independent Study)

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

(cf. 6183 - Home and Hospital Instruction)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

Testing Period

Note: Education Code 60640 and 5 CCR 855 provide that the SBE will establish a "testing window" for administration of the standards-based achievement tests rather than a deadline for completion of testing, so as to allow schools to administer the tests to students at approximately the same point in the curriculum during the instructional year. As amended by Register 2011, No. 15, 5 CCR 855 lengthens the testing window to 25 instructional days, which includes 12 days before and after completion of 85 percent of the school's instructional days.

The STAR tests, with the exception of the writing portion of the English language arts tests, shall be administered to students during a testing window of 25 instructional days that includes 12 instructional days before and after completion of 85 percent of the instructional days of the school, track, or program. (Education Code 60640; 5 CCR 855)

The Superintendent or designee shall arrange for at least two make-up days for the testing of students who were absent during the testing period. All make-up testing shall occur within five instructional days of the last date that the district administered the tests, but not later than the 25-day testing window. (Education Code 60640; 5 CCR 855)

Note: The following paragraph is for use by districts that offer grades 4 and/or 7.

The writing portion of the English language arts tests shall be administered only on the testing day(s) and make-up day(s) specified annually by the Superintendent of Public Instruction. (Education Code 60640; 5 CCR 855)

Exemptions

Note: 5 CCR 852 allows students to be exempted from participation in the STAR testing as provided below. However, districts should be aware that if a school's student participation level falls below 95 percent, then the school's ability to make "adequate yearly progress" under the No Child Left Behind Act (20 USC 6311) may be affected; see the accompanying Board policy.

STANDARDIZED TESTING AND REPORTING PROGRAM (continued)

A parent/guardian may submit to the school a written request to excuse his/her child from any or all parts of any test. District employees may discuss the STAR program with parents/guardians and may inform them of the availability of exemptions under Education Code 60615. However, the district and its employees shall not solicit or encourage any written exemption request on behalf of any student or group of students. (5 CCR 852)

Note: 5 CCR 852, as amended by Register 2011, No. 15, adds the following requirement.

If a parent/guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted shall be scored and the results reported to the parent/guardian and included in the student's records. (5 CCR 852)

Testing Variations

Note: 5 CCR 853.5 specifies testing variations, accommodations, and modifications that may be used in administering the STAR assessments. The CDE has prepared a matrix displaying the allowable test variations for all statewide assessments. Pursuant to 5 CCR 853.5, if the district, IEP team, or Section 504 plan proposes a variation that is not listed in 5 CCR 853.5, the district may submit the proposed variation to the CDE for review.

Assessments shall be administered in accordance with the manuals or other instructions provided by the test contractor, unless a testing variation, accommodation, or modification is specifically allowed pursuant to 5 CCR 853.5. (5 CCR 853, 853.5)

Note: As amended by Register 2011, No. 15, 5 CCR 853.5 allows responses of students in grades 2-3 to be transcribed into new test booklets (item #2 below) and allows all students to be offered testing in a small group setting (item #3).
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All students may be provided with the following variations: (5 CCR 853.5)

1. Simplified or clarified test directions
2. Allowance to write in test booklets (e.g., underlining, highlighting, working math problems), provided that in grades 2-3 any marks other than those in response circles must be erased or responses must be transcribed into new test booklet(s) to ensure that the tests can be scored
3. Testing in a small group setting
4. As much time as needed within a single sitting to complete a test or test part

In addition, all students shall be provided with the following testing variations if such variations are regularly used in the classroom: (5 CCR 853.5)

STANDARDIZED TESTING AND REPORTING PROGRAM (continued)

1. Special adaptive furniture

Note: As amended by Register 2011, No. 15, 5 CCR 853.5 authorizes the use of noise-canceling devices by all students if normally used in the classroom.

2. Special lighting, special acoustics, noise-canceling devices, visual magnifying equipment, or audio amplification equipment
3. An individual carrel or study enclosure
4. Individual testing in a separate testing room provided that a district employee who has signed the test security affidavit directly supervises the student
5. Colored overlay, masks, or other means to maintain visual attention to the test or test questions
6. Manually Coded English or American Sign Language to communicate directions for test administration

Note: 5 CCR 853.5, as amended by Register 2011, No. 15, requires that English learners be permitted the testing variations listed below. 5 CCR 853.5, as amended, also prohibits translation glossaries/word lists used for CSTs in mathematics, science, or history-social science from including parts of speech (see item #4 below).

Identified English learners shall be permitted the following testing variations if such variations are regularly used in the classroom or for assessment: (5 CCR 853.5)

1. Testing in a separate room with other English learners provided that a district employee who has signed the test security affidavit directly supervises the student.
2. Additional supervised breaks following each section within a test part provided that the test section is completed within a testing day. A test section is identified by a "STOP" at the end of it.
3. Translation of the test directions printed in the test administration manual into the student's primary language, and the opportunity to ask clarifying questions about any test directions presented orally in the student's primary language.
4. Access to translation glossaries/word lists for the CSTs in mathematics, science, and history-social science (English to primary language). The translation glossaries/word lists are to include only the English words or phrases with the corresponding primary language words or phrases. The glossaries/word lists shall not include definitions, parts of speech, or formulas.

STANDARDIZED TESTING AND REPORTING PROGRAM (continued)

Note: 5 CCR 853.5, as amended by Register 2011, No. 15, expands the variations that may be provided to students with disabilities who are administered the CSTs, STS, or CMA.

Students with disabilities shall be permitted to take the assessments with any of the testing variations listed in 5 CCR 853.5, provided the variations are specified in their IEP or Section 504 plan. These variations may include, but are not limited to, accommodations in the presentation or setting of the test administration or in how a student is allowed to respond, and/or modifications in accordance with 5 CCR 853.5. (5 CCR 850, 853, 853.5)

Staff Responsibilities

Note: Pursuant to 5 CCR 857 and 858, districts must appoint a district STAR coordinator and a coordinator for each test site. Duties of the district coordinator are specified in 5 CCR 857. These duties include, but are not limited to, responding to correspondence and inquiries from the test contractor and the CDE in a timely manner, determining district and school test material needs, and coordinating the testing and make-up testing days. 5 CCR 858 specifies the duties of each STAR test site coordinator. These duties include, but are not limited to, maintaining security over the tests, overseeing the administration of the tests to students, and ensuring that only one answer document is submitted per student. 5 CCR 857 provides that the Superintendent or designee may designate a separate coordinator for the STS, who shall have the same responsibilities with regards to that test.

Each year the Superintendent or designee shall designate a district coordinator who shall serve as the district representative and liaison with the California Department of Education (CDE) for all matters relating to the STAR program. The Superintendent or designee also shall designate a coordinator for each test site. (5 CCR 857-858)

Note: 5 CCR 861 requires districts to provide the test contractor with student information for each student tested for the purpose of collecting data for the Academic Performance Index. This information includes such items as the student's amount of time in the school and district, English proficiency and primary language, date of English proficiency reclassification, and parent education level. The information is to be collected as part of the testing materials and to be used by the contractor only for aggregate analyses. Pursuant to 5 CCR 870, if the information sheets contain missing data, the district could lose a portion of its STAR apportionment. The following optional paragraph requires the district coordinator to help ensure that the contractor is provided complete information.

In addition to the duties specified in 5 CCR 857, the district coordinator shall establish guidelines to help ensure that the test contractor is provided complete student information, as specified in 5 CCR 861 and 870, for purposes of the Academic Performance Index.

(cf. 3553 - Free and Reduced Price Meals)

After receiving summary reports and files from the test contractor, the district coordinator shall review the files and reports for completeness and accuracy and shall notify the test contractor and the CDE of any errors, discrepancies, or incomplete information. (5 CCR 857)

STANDARDIZED TESTING AND REPORTING PROGRAM (continued)

Note: 5 CCR 850, as amended by Register 2011, No. 15, authorizes the district to appoint a contractor to administer the STAR assessments, and specifies the qualifications of test proctors and translators.
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The Superintendent or designee also shall appoint test examiner(s) to administer the assessments. A test examiner shall be an employee or contractor of the district or, for the CAPA, shall be a certificated or licensed school, district, or county staff member. (5 CCR 850)

(cf. 4112.2 - Certification)
(cf. 4113 - Assignment)

As appropriate, the Superintendent or designee shall assign a specially trained district employee to serve as a test proctor to assist the test examiner; a specially trained district employee, or other person supervised by a district employee, to serve as a translator to translate the test directions into a student's primary language; and a district employee to serve as a scribe to transcribe a student's responses to the format required by the test. A student's parent/guardian shall not be eligible to be that student's translator or scribe. (5 CCR 850)

Test coordinators, examiners, proctors, translators, and scribes shall sign a test security agreement or affidavit. (5 CCR 850, 857-859)

Report of Test Results

Within 20 working days of receiving any student test report from the test contractor, the Superintendent or designee shall forward the student report to the student's parents/guardians. If these reports are received after the last day of instruction in the school year, each student's results shall be mailed to his/her parents/guardians. (Education Code 60641; 5 CCR 863)

(cf. 5145.6 - Parental Notifications)

Note: Pursuant to Education Code 60641, district personnel are not required to prepare individualized explanations of each student's test scores as part of the report described in the following paragraph.
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The report shall include a clear explanation of the purpose of the test, the student's score, and its intended use by the district. (Education Code 60641)

An individual student's scores shall also be reported to his/her school and teacher(s) and shall be included in his/her student record. (Education Code 60641)

(cf. 5125 - Student Records)

STANDARDIZED TESTING AND REPORTING PROGRAM (continued)

With parent/guardian consent, the Superintendent or designee may release a student's test results to a postsecondary educational institution for the purposes of credit, placement, determination of readiness for college-level coursework, or admission. (Education Code 60641)

The Superintendent or designee shall present districtwide, school-level, and grade-level results to the Governing Board at a regularly scheduled meeting. The Board shall not receive individual students' scores or the relative position of any individual student. (Education Code 60641)

(cf. 9321.1 - Closed Session Actions and Reports)

Administrative Regulation

Standardized Testing And Reporting Program

AR 6162.51
Instruction

The district shall administer the following assessments in the Standardized Testing and Reporting (STAR) Program:

1. The California Standards Tests (CSTs) in English language arts, mathematics, science, and history-social science to students in grades 2-11 (Education Code 60640)

In addition, students in grade 11 may voluntarily take an augmented CST as part of the Early Assessment Program to determine their readiness for college-level work in English and/or mathematics. (Education Code 60641, 99300-99301)

2. The Standards-Based Test in Spanish (STS) to Spanish-speaking English language learners in grades 2-11 who either: (Education Code 60640)

- a. Receive instruction in Spanish, regardless of how long they have been in the United States

- b. Have been enrolled in a California public school for less than 12 months

(cf. 6174 - Education for English Language Learners)

This test shall be required in addition to the CST administered in English. (Education Code 60640)

Following the first year of enrollment in a California public school, Spanish-speaking English language learners in grades 2-11 shall continue to take the STS in addition to the CST in English, if the Superintendent or designee determines that such test results would provide useful information about students' performance.

3. The California Alternate Performance Assessment (CAPA) for students with severe cognitive disabilities who are unable to take the CSTs even with accommodations or modifications, or the California Modified Assessment (CMA) for students who are not severely cognitively disabled, when determined appropriate by the student's individualized education program (IEP) team (Education Code 56345, 60640; 5 CCR 850; 34 CFR 200.1)

Any special education student who is an English learner may be tested with the STS in accordance with item #2 above, unless the IEP specifically exempts him/her from such testing. (Education Code 56345)

(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)

Testing Period

The STAR tests, with the exception of the writing assessment, shall be administered to students during a testing window of 21 instructional days that includes 10 instructional days before and after completion of 85 percent of the instructional days of the school, track, or program. (Education Code 60640; 5 CCR 855)

The Superintendent or designee shall arrange for at least two make-up days for the testing of students who were absent during the testing period. All make-up testing shall occur within five instructional days of the last date that the district administered the tests, but not later than the 21 instructional day window established above. (Education Code 60640; 5 CCR 855)

The STAR writing assessment shall be administered only on the testing day(s) and make-up day(s) specified annually by the Superintendent of Public Instruction. (Education Code 60640; 5 CCR 855)

Exemptions

A parent/guardian may submit to the school a written request to excuse his/her child from any or all parts of any test. District employees may discuss the STAR Program with parents/guardians and may inform them of the availability of exemptions under Education Code 60615. However, the district and its employees shall not solicit or encourage any written exemption request on behalf of any student or group of students. (5 CCR 852)

Testing Variations

The CSTs and STS shall be administered in accordance with the manuals or other instructions provided by the test contractor, unless a testing variation, accommodation, or modification is specifically allowed pursuant to 5 CCR 853.5. (5 CCR 853, 853.5)

All students may be provided with the following variations: (5 CCR 853.5)

- 1. Simplified or clarified test directions**
- 2. Write-in test booklets (e.g., underlining, working math problems), provided that in grades 2-3 any marks other than those in response circles must be erased to ensure that the tests can be scored**
- 3. As much time as needed within a single sitting to complete a test or test part**

In addition, all students shall be provided with the following testing variations if such variations are regularly used in the classroom: (5 CCR 853.5)

1. Special adaptive furniture
2. Special lighting, special acoustics, or visual magnifying or audio amplification equipment
3. An individual carrel or study enclosure
4. Individual testing in a separate testing room provided that a district employee who has signed the STAR Test Security Affidavit directly supervises the student
5. Colored overlay, masks, or other means to maintain visual attention to the test or test questions
6. Manually Coded English or American Sign Language to communicate directions for test administration

Identified English learners shall be provided with the following testing variations if such variations are regularly used in the classroom or for assessment: (5 CCR 853.5)

1. Flexible setting: testing in a separate room with other English learners provided that a district employee who has signed the Test Security Affidavit directly supervises the student.
2. Flexible schedule: additional supervised breaks following each section within a test part provided that the test section is completed within a testing day. A test section is identified by a "STOP" at the end of it.
3. Translated directions: hearing the test directions printed in the test administration manual translated into their primary language. English learners shall have the opportunity to ask clarifying questions about any test directions presented orally in their primary language.
4. Glossaries: access to translation glossaries/word lists for the standards-based achievement tests in mathematics, science, and history/social science (English to primary language). The translation glossaries/word lists are to include only the English words or phrases with the corresponding primary language words or phrases. The glossaries/word lists shall not include definitions or formulas.

Students with disabilities shall be permitted to take the assessments with any of the testing variations listed in 5 CCR 853.5, provided the variations are specified in their IEP or Section 504 plan. These variations may include, but are not limited to, accommodations in the presentation or setting of the test administration or in how a student is allowed to respond, and/or modifications in accordance with 5 CCR 853.5. (5

CCR 850, 853, 853.5)

District and Test Site Coordinators

Each year the Superintendent or designee shall designate a district coordinator who shall serve as the district representative and liaison with the California Department of Education (CDE) for all matters relating to the STAR Program. The Superintendent or designee also shall designate a coordinator at each test site. (5 CCR 857-858)

In addition to the duties prescribed in 5 CCR 857-858, the district coordinator shall establish guidelines to help ensure that the test contractor is provided complete student information, as specified in 5 CCR 861 and 870, for purposes of the Academic Performance Index.

(cf. 3553 - Free and Reduced Price Meals)

After receiving summary reports and files from the test contractor, the district coordinator shall review the files and reports for completeness and accuracy and shall notify the test contractor and the CDE of any errors, discrepancies, or incomplete information. (5 CCR 857)

Report of Test Results

Within 20 working days of receiving the student report from the test contractor, the Superintendent or designee shall forward the student report to the student's parents/guardians. If these reports are received from the contractor after the last day of instruction in the school year, each student's results shall be mailed to his/her parents/guardians. (Education Code 60641; 5 CCR 863)

The report shall include a clear explanation of the purpose of the test, the student's score, and its intended use by the district. (Education Code 60641)

(cf. 5145.6 - Parental Notifications)

An individual student's scores shall also be reported to his/her school and teacher(s) and shall be included in his/her student record. (Education Code 60641)

(cf. 5125 - Student Records)

The Superintendent or designee shall present districtwide, school-level, and grade-level results to the Governing Board at a regularly scheduled meeting. The Board shall not receive individual students' scores or the relative position of any individual student. (Education Code 60641)

(cf. 9321.1 - Closed Session Actions and Reports)

**Individual test results shall not be released without the written consent of the adult student or the minor student's parents/guardians to any person other than the following:
(Education Code 60607, 60641)**

- 1. The student's parent/guardian**
- 2. A teacher, counselor, or administrator directly involved with the student**
- 3. A postsecondary educational institution for the purposes of credit, placement, or admission**

**Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: April 1, 2009 Antelope, California**

Add

Instruction

BP 6170.1(a)

TRANSITIONAL KINDERGARTEN

Note: The following optional policy is for use by districts that maintain kindergarten and may be revised to reflect district practice. Education Code 48000, as amended by the Kindergarten Readiness Act of 2010 (SB 1381, Ch. 705, Statutes of 2010), gradually raises the age for admission into kindergarten over a four-year period. Children are eligible for kindergarten enrollment if they have their fifth birthday on or before December 2 in 2011-12, November 1 in 2012-13, October 1 in 2013-14, and September 1 in 2014-15 and beyond; see AR 5111 - Admission. Pursuant to Education Code 48000, children whose admission would be delayed because of the new age requirements must be offered a transitional kindergarten program beginning in the 2012-13 school year.

Education Code 48000 defines "transitional kindergarten" as the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate. Education Code 48000 also specifies that transitional kindergarten shall not be construed as a new program or higher level of service; therefore, many of the requirements applicable to kindergarten (e.g., class size, minimum school day, facilities, teacher certification) are also applicable to transitional kindergarten. The district shall receive state apportionments for students in a transitional kindergarten program who meet the program requirements specified in Education Code 48000.

A district could choose to accelerate implementation of the program prior to the dates specified in law, thus allowing all children whose fifth birthday will be between September 1 and December 2 to enroll in transitional kindergarten prior to 2014-15 at a date determined by the Governing Board. However, according to the California Department of Education (CDE), if a parent/guardian requests that his/her kindergarten-eligible child be admitted to kindergarten instead of transitional kindergarten, the district would need to honor that request because of the phase-in stipulated in law. Furthermore, whenever kindergarten-eligible children are enrolled in transitional kindergarten, the district must obtain a continuance form signed by the parent/guardian consenting to the child's enrollment in kindergarten the following year. The continuance form is necessary in order to receive kindergarten apportionments for those children since they would otherwise be age-eligible for first grade. The CDE recommends that approval for a student to continue in kindergarten not be given until near the end of the year of transitional kindergarten, since permission obtained unreasonably far in advance could be found invalid.

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

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

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

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 6020 - Parent Involvement)

TRANSITIONAL KINDERGARTEN (continued)

Eligibility

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

On a case-by-case basis, Education Code 48000 authorizes early entrance into kindergarten for children who reach age 5 later than the date specified below, provided the parent/guardian approves, the district determines it is in the child's best interests, and the district has provided the parent/guardian with information on the advantages and disadvantages of early admittance; see AR 5111 - Admission.

The district's transitional kindergarten program shall admit children whose fifth birthday lies between: (Education Code 48000)

1. November 2 and December 2 in the 2012-13 school year
2. October 2 and December 2 in the 2013-14 school year
3. September 2 and December 2 in the 2014-15 school year and each school year thereafter

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

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

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

(cf. 5111.13 - Residency for Homeless Children)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

Curriculum and Instruction

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

(cf. 6141 - Curriculum Development and Evaluation)

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

Note: In designing a modified kindergarten curriculum for purposes of transitional kindergarten, the district may refer to state model content standards for core subjects at the kindergarten level, Common Core Standards adopted pursuant to Education Code 60605.8, and state "preschool learning foundations"; see BP 6011 - Academic Standards.

TRANSITIONAL KINDERGARTEN (continued)

Upon recommendation by the Superintendent or designee, the Board shall approve academic standards for transitional kindergarten that bridge preschool learning foundations and kindergarten standards. Such standards shall be designed to facilitate students' development in essential skills which may include, as appropriate, language and literacy, mathematics, physical development, the arts, science, social sciences, English language development, and social-emotional development.

(cf. 5148.3 - Preschool/Early Childhood Education)

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Language Learners)

Note: The following optional paragraph should be revised to reflect district practice. Pursuant to Education Code 46111 and 46117, at the kindergarten level the minimum school day is 180 minutes and the maximum school day is four hours (240 minutes), unless the district has adopted an extended-day kindergarten pursuant to Education Code 8973. The CDE advises that the district's annual instructional minutes for kindergarten, as reflected in its annual audit, is the number of instructional minutes that should be offered to transitional kindergarten students; also see AR 6112 - School Day.

The number of instructional minutes offered in transitional kindergarten shall be the same as that required for the district's kindergarten program.

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

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

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

Staffing

Note: The Commission on Teacher Credentialing, in its Credential Information Alert on "Transitional Kindergarten Assignments," clarifies that a transitional kindergarten classroom is appropriately staffed by any holder of a multiple subjects teaching credential. A holder of a child development permit is not authorized to teach transitional kindergarten since the definition of transitional kindergarten in Education Code 48000, as amended by SB 1381 (Ch. 705, Statutes of 2010), clarifies that transitional kindergarten classrooms are not preschool classrooms or child development programs.

Transitional kindergarten assignments are subject to assignment monitoring and reporting by county offices of education in accordance with Education Code 44258.9.

TRANSITIONAL KINDERGARTEN (continued)

Teachers assigned to teach in transitional kindergarten classes shall possess a teaching credential or permit that authorizes instruction at the kindergarten grade level.

(cf. 4112.2 - Certification)

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

(cf. 4131 - Staff Development)

Continuation to Kindergarten

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

Students who complete the transitional kindergarten program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed parental permission form for kindergarten attendance.

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

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

(cf. 5123 - Promotion/Acceleration/Retention)

Program Evaluation

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

(cf. 0500 - Accountability)

(cf. 6162.5 - Student Assessment)

Legal Reference: (see next page)

TRANSITIONAL KINDERGARTEN (continued)

Legal Reference:

EDUCATION CODE

- 8973 *Extended-day kindergarten*
- 44258.9 *Assignment monitoring by county office of education*
- 46111 *Kindergarten, hours of attendance*
- 46114-46119 *Minimum school day, kindergarten*
- 46300 *Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten*
- 48000 *Minimum age of admission (kindergarten)*
- 48002 *Evidence of minimum age required to enter kindergarten or first grade*
- 48200 *Compulsory education, starting at age six*
- 60605.8 *Academic Content Standards Commission, development of Common Core Standards*

Management Resources:

CSBA PUBLICATIONS

Transitional Kindergarten, Issue Brief, July 2011

CALIFORNIA COUNTY SUPERINTENDENTS EDUCATIONAL SERVICES ASSOCIATION PUBLICATIONS

Transitional Kindergarten (TK) Planning Guide: A Resource for Administrators of California Public School Districts, November 2011

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAQs

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

Prekindergarten Learning Development Guidelines, 2000

First Class: A Guide for Early Primary Education, 1999

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

11-08 *Transitional Kindergarten Assignments, Credential Information Alert, August 25, 2011*

WEB SITES

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

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

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

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

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

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

EDUCATION FOR FOSTER YOUTH**Definitions**

Foster youth means a child who has been removed from his/her home pursuant to Welfare and Institutions Code 309, is the subject of a petition filed under Welfare and Institutions Code 300 or 602, or has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602. (Education Code 48853.5)

Note: In instances where the rights of the parent/guardian have been limited, the court may appoint an educational representative on a temporary or long-term basis to make educational decisions for the student.

Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 727.

School of origin means the school that the foster youth attended when permanently housed or the school in which he/she was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that the foster youth attended within the preceding 15 months and with which the youth is connected, the liaison shall, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, determine, in the best interests of the foster youth, which school is the school of origin. (Education Code 48853.5)

Note: Education Code 48850 expresses the legislative intent that the "best interests of the child" include educational stability as well as placement in the least restrictive educational program, as provided below.

Best interests means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853)

District Liaison

Note: Pursuant to Education Code 48853.5, districts are required to designate a staff person as an educational liaison for foster youth. This person may be the same individual designated as the liaison for homeless students as required by 42 USC 11432; see AR 6173 - Education for Homeless Children. In addition, Education Code 48853.5 requires that, for districts operating a foster youth services program, the liaison be affiliated with that program. The duties of the liaison are as specified below.

EDUCATION FOR FOSTER YOUTH (continued)

The Superintendent designates the following position as the district's liaison for foster youth:
(Education Code 48853.5)

Healthy Start Coordinator
3401 Scotland Drive
Antelope, CA 95843
(916) 338-6387

(cf. 6173 - Education for Homeless Children)

The liaison for foster youth shall:

1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853.5)

Note: Education Code 48645.5 requires districts to accept for credit full or partial coursework completed in a public school or nonpublic nonsectarian school or agency in addition to a juvenile court school; see BP 6146.3 - Reciprocity of Academic Credit.

2. Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48853.5, 48645.5)

When a student in foster care is enrolling in a district school, the liaison shall contact the school last attended by the student to obtain all academic and other records, within two business days of receiving the request. When a foster youth is transferring to a new school, the liaison shall provide the student's records to the new school within two business days of receiving the new school's request. (Education Code 48853.5)

(cf. 5117 - Interdistrict Attendance)

(cf. 5125 - Student Records)

(cf. 6146.3 - Reciprocity of Academic Credit)

Note: Items #3-7 below are optional and should be modified to reflect district practice.
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3. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973

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

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

EDUCATION FOR FOSTER YOUTH (continued)

4. Ensure that students in foster care receive appropriate school-based services, such as supplemental instruction, counseling, or after-school services

(cf. 5141.6 - School Health Services)
(cf. 5148.2 - Before/After School Programs)
(cf. 5149 - At-Risk Students)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6174 - Education for English Language Learners)
(cf. 6177 - Summer School)
(cf. 6179 - Supplemental Instruction)

5. Develop protocols and procedures so that district staff, including principals, school registrars, and attendance clerks, are aware of the requirements for the proper enrollment, placement, and transfer of foster youth

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

6. Collaborate with the county placing agency, social services, probation officers, juvenile court officers, nonprofit organizations, and advocates to help coordinate services for the district's foster youth

(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5113.1 - Chronic Absence and Truancy)

7. Monitor the educational progress of foster youth and provide reports to the Superintendent or designee and the Governing Board based on indicators identified in Board policy

<p>Note: The following paragraph is optional. Because the district's educational liaison for foster youth often has additional duties pertaining to other programs, CSBA's policy brief <u>Educating Foster Youth: Best Practices and Board Considerations</u> recommends periodic evaluation of the liaison's caseload to determine whether he/she is able to adequately fulfill his/her duties with respect to foster youth.</p>
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The Superintendent or designee shall regularly monitor the caseload of the liaison, as well as his/her additional duties outside of the foster youth program, to determine whether adequate time and resources are available to meet the needs of foster youth in the district.

(cf. 4115 - Evaluation/Supervision)
(cf. 4315 - Evaluation/Supervision)

EDUCATION FOR FOSTER YOUTH (continued)

Enrollment

A foster youth placed in a licensed children's institution or foster family home within the district shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency, or in another local educational agency.

(cf. 6159 - Individualized Education Program)

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)

Note: Education Code 56055 specifies that a foster parent, to the extent permitted by federal law, shall have the same rights as a parent/guardian with regards to his/her foster child's education. See BP/AR 6159 - Individualized Education Program.

2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another educational program.

(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)

Note: Education Code 48853.5 allows a foster youth to continue his/her education in the school of origin under the circumstances stated below.

3. At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin, as defined above.
 - a. The student may continue in the school of origin for the duration of the court's jurisdiction or, if the court's jurisdiction is terminated prior to the end of a school year, then for remainder of the school year.
 - b. To provide the student the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts, a student who is transitioning between school grade levels shall be allowed to continue in the district of origin in the same attendance area. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interests. (Education Code 48853.5)

EDUCATION FOR FOSTER YOUTH (continued)

Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how this recommendation serves the youth's best interests. (Education Code 48853.5)

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

Note: Education Code 48853.5 and Health and Safety Code 120341, as amended and added by AB 709 (Ch. 463, Statutes of 2011), require a district to immediately enroll any foster youth transferring into the district even when it has not received the foster youth's medical records, including his/her immunization records. However, pursuant to Health and Safety Code 120341, the district must, subsequent to the enrollment, take steps to obtain the foster youth's immunization records or ensure that he/she is properly immunized. See BP/AR 5141.31 - Immunizations.

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the youth would be served by his/her transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth. The foster youth shall be immediately enrolled even if he/she: (Education Code 48853.5)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

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

2. Does not have clothing normally required by the school, such as school uniforms

(cf. 5132 - Dress and Grooming)

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and medical records, including, but not limited to, immunization records or other documentation

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

Note: Education Code 48853 and 48853.5 specify that, if a dispute arises regarding school placement, the district shall use an existing dispute resolution process available to any district student. The following paragraph should be modified to reflect district practice.

EDUCATION FOR FOSTER YOUTH (continued)

If a person with the right to make educational decisions for a foster youth or the foster youth disagrees with the liaison's enrollment recommendation, he/she may appeal to the Superintendent. The Superintendent shall make a determination within 30 calendar days of receipt of the appeal. Within 30 calendar days of receipt of the Superintendent's decision, the parent/guardian or foster youth may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

(cf. 9320 - Meetings and Notices)

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

Transportation

Note: Pursuant to Education Code 48853.5, districts may, but are not required to, provide transportation to allow a foster youth to attend a school or school district of origin, unless otherwise required by federal law. An example of when transportation might be required under federal law is when a foster youth is homeless, pursuant to the McKinney-Vento Homeless Assistance Act (20 USC 11431-11435).

Option 1 is for use by districts that do not provide transportation. **Option 2** is for use by districts that choose to provide transportation to foster youth to their school of origin and may be revised to reflect district practice.

~~**OPTION 1:** The district shall not be responsible for providing transportation to and from the school of origin.~~

OPTION 2: Upon request, the district may provide transportation for a foster youth to and from his/her school of origin when the student is residing within the district and the school of origin is within district boundaries.

Transfer of Coursework and Applicability of Graduation Requirements

Note: The following section is for use by districts maintaining high schools. Education Code 51225.2, as added by SB 578 (Ch. 472, Statutes of 2011), addresses the transferability of coursework completed by foster youth, as provided below. See BP 6146.1 - High School Graduation Requirements.

When a foster youth transfers into a district school, the district shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the foster youth to retake the course. (Education Code 51225.2)

EDUCATION FOR FOSTER YOUTH (continued)

If the foster youth did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the foster youth to retake the portion of the course completed if, in consultation with the holder of educational rights for the foster youth, the district finds that the foster youth is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a foster youth in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

In no event shall the district prevent a foster youth from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

Note: Pursuant to Education Code 51225.3, any foster youth who transfers into the district or between district schools in grades 11-12 is exempted from locally established high school graduation requirements, as provided below. This exemption does not apply to state graduation requirements for course completion or the high school exit examination.

When a foster youth in grade 11 or 12 transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all coursework and other graduation requirements adopted by the Board that are in addition to the statewide coursework requirements specified in Education Code 51225.3 and the high school exit examination, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school while he/she remains in foster care. (Education Code 51225.3, 60851)

The Superintendent or designee shall notify any student who is granted an exemption and, as appropriate, the person holding the right to make educational decisions for the student, if any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.3)

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6162.52 - High School Exit Examination)

Grades/Credits

Grades for a student in foster care shall not be lowered if the student is absent from school due to either of the following circumstances: (Education Code 49069.5)

EDUCATION FOR FOSTER YOUTH (continued)

1. A decision by a court or placement agency to change the student's placement, in which case the student's grades and credits shall be calculated as of the date he/she left school
2. A verified court appearance or related court-ordered activity

(cf. 5121 - Grades/Evaluation of Student Achievement)

Eligibility for Extracurricular Activities

Note: Education Code 48850 provides that, when the residence of a student in foster care changes pursuant to a court order or decision of a child welfare worker, the student shall be immediately deemed to meet all residency requirements for participation in extracurricular activities and interscholastic sports. For additional information about eligibility requirements, see BP 6145 - Extracurricular and Cocurricular Activities.

A foster youth who changes residences pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

Administrative Regulation

Education For Foster Youth

AR 6173.1

Instruction

Definitions

Foster youth means a child who has been removed from his/her home pursuant to Welfare and Institutions Code 309, is the subject of a petition filed under Welfare and Institutions Code 300 or 602, or has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602. (Education Code 48853.5)

Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 727.

School of origin means the school that the foster youth attended when permanently housed or the school in which he/she was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that the foster youth attended within the preceding 15 months and with which the youth is connected, the district liaison shall, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, determine, in the best interests of the foster youth, which school is the school of origin. (Education Code 48853.5)

Best interests means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853)

District Liaison

The Superintendent designates the following position as the district liaison for foster youth: (Education Code 48853.5)

Healthy Start Coordinator
3401 Scotland Drive
Antelope, CA 95843
(916) 338-6387

(cf. 6173 - Education for Homeless Children)

The district's liaison for foster youth shall:

1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853.5)

2. Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48853.5, 48645.5)

(cf. 5117 - Interdistrict Attendance)

(cf. 5125 - Student Records)

(cf. 6146.3 - Reciprocity of Academic Credit)

3. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973 .

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

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

4. Ensure that students in foster care receive appropriate school-based services, such as supplemental instruction, counseling, or after-school services

(cf. 5141.6 - School Health Services)

(cf. 5148.2 - Before/After School Programs)

(cf. 5149 - At-Risk Students)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6174 - Education for English Language Learners)

(cf. 6177 - Summer School)

(cf. 6179 - Supplemental Instruction)

5. Develop protocols and procedures so that district staff, including principals, school registrars, and attendance clerks, are aware of the requirements for the proper enrollment, placement, and transfer of foster youth

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

6. Collaborate with the county placing agency, social services, probation officers, juvenile court officers, nonprofit organizations, and advocates to help coordinate services for the district's foster youth

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5149 - At-Risk Students)

7. Monitor the educational progress of foster youth and provide reports to the Superintendent or designee and the Governing Board based on indicators identified in Board policy

The Superintendent or designee shall regularly monitor the caseload of the district liaison, as well as his/her additional duties outside of the foster youth program, to determine whether adequate time and resources are available to meet the needs of foster youth in the district.

(cf. 4115 - Evaluation/Supervision)
(cf. 4315 - Evaluation/Supervision)

Enrollment

A foster youth placed in a licensed children's institution or foster family home within the district shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency or in another local educational agency.

(cf. 6159 - Individualized Education Program)
(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)

2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another educational program.

(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)

3. At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin, as defined above

a. The student may continue in the school of origin for the duration of the court's jurisdiction or, if the court's jurisdiction is terminated prior to the end of a school year, then for remainder of the school year.

b. To provide the student the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts, a student who is transitioning between school grade levels shall be allowed to continue in the district of origin in the same attendance area. A student who is transitioning to a middle school or

high school shall be allowed to enroll in the school designated for matriculation in another school district.

The district liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interests. (Education Code 48853.5)

Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how this recommendation serves the youth's best interests. (Education Code 48853.5)

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the youth would be served by his/her transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth. The youth shall be immediately enrolled even if he/she has outstanding fees, fines, textbooks, or other items or monies due to the school last attended or is unable to produce records, such as academic or medical records, proof of residency, or clothing normally required for enrollment. (Education Code 48853.5)

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

(cf. 5132 - Dress and Grooming)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

Within two business days of a request for enrollment, the liaison shall contact the school last attended by the student to obtain all academic and other records. Upon receiving a request from a new school, the liaison shall provide all records within two business days of receiving the request. (Education Code 48853.5)

If a person with the right to make educational decisions for a foster youth or the foster youth disagrees with the liaison's enrollment recommendation, he/she may appeal to the Superintendent. The Superintendent shall make a determination within 30 days of receipt of the appeal. Within 30 days of receipt of the Superintendent's decision, the parent/guardian or foster youth may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

Transportation

Upon request, the district may provide transportation for a foster youth to and from his/her school of origin when the student is residing within the district and the school of origin is within district boundaries.

Applicability of Graduation Requirements

When a foster youth in grade 11 or 12 transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all coursework and other graduation requirements adopted by the Board that are in addition to the statewide coursework requirements specified in Education Code 51225.3 and the high school exit examination, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school while he/she remains in foster care. (Education Code 51225.3, 60851)

The Superintendent or designee shall notify any student who is granted an exemption and, as appropriate, the person holding the right to make educational decisions for the student if any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.3)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

Grades/Credits

Grades for a student in foster care shall not be lowered if the student is absent from school due to either of the following circumstances: (Education Code 49069.5)

1. A decision by a court or placement agency to change the student's placement, in which case the student's grades and credits shall be calculated as of the date he/she left school
2. A verified court appearance or related court-ordered activity

(cf. 5121 - Grades/Evaluation of Student Achievement)

Eligibility for Extracurricular Activities

A foster youth who changes residences pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

**(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)**

**Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: February 16, 2011 Antelope, California**

MEETINGS AND NOTICES

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)
(cf. 9322 - Agenda/Meeting Materials)
(cf. 9323 - Meeting Conduct)

A Board meeting exists whenever a majority of Board members gather at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

Note: The Brown Act prohibits serial meetings, defined under Government Code 54952.2 as a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of district business. However, Government Code 54952.2 specifies that briefings between staff and Board members are permissible in order to answer questions or to provide information, as long as the briefing is not used to communicate the comments or position of any other Board member. Thus, Superintendent briefings involving less than a majority of the Board are allowed, but participants must ensure that the comments or positions of one member are not shared with other members.

This prohibition against serial meetings also applies to communications via technology. Email exchanges, chat room threads, or comments posted on a blog that result in a majority of the Board "discussing" an item within the subject matter jurisdiction of the Board could result in a Brown Act violation. See BB 9012 - Board Member Electronic Communications.

In 84 Ops.Cal.Atty.Gen. 30 (2001), the Attorney General opined that Government Code 54952.2 prohibits a majority of the Board from sending emails to each other to develop a collective concurrence as to action to be taken by the Board even if the emails are (1) sent to the secretary and chairperson, (2) posted on the district's web site, and (3) distributed at the next meeting. Although the Attorney General recognized that those three conditions would allow the deliberations to be conducted, to some extent, "in public," the emails were prohibited by the Brown Act because all debate would be completed before the meeting and members of the public who did not have Internet access would be excluded from the debate.

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. However, an employee or district official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

(cf. 9012 - Board Member Electronic Communications)

MEETINGS AND NOTICES (continued)

Note: Government Code 54953.2 requires that all Board meetings meet the protections of the Americans with Disabilities Act (42 USC 12132) and implementing regulations (28 CFR 35.160, 36.303). Such protections require the district to ensure that the meeting is accessible to persons with disabilities and, upon request, to provide disability-related accommodations, such as auxiliary aids and services. Auxiliary aids and services may include accommodations at the actual meeting, such as a sign-language interpreter, or accommodations to the supporting documentation, such as Braille translation of the agenda packet. Government Code 54954.2 requires that the agenda specify how, when, and to whom a request for accommodation should be made; see BB 9322 - Agenda/Meeting Materials.

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1)

Regular Meetings

Note: Education Code 35140 and Government Code 54954 mandate the Board to fix the time and place for its regular meetings by rule and regulation.

The Board shall hold 1st regular meeting each month. Regular meetings shall be held at 6:00 p.m. on the 3rd Wednesday at the District Board Room - Room 503, Riles Middle School, 4747 PFE Road, Roseville, CA 95747.

Note: Pursuant to Government Code 54954.2, the agenda for a regular meeting must be posted at least 72 hours prior to the meeting, at a location that is freely accessible to the public. As amended by AB 1344 (Ch. 692, Statutes of 2011), Government Code 54954.2 also requires that the agenda be posted on the district's Internet web site, if it has one. Any district that does not have a web site should delete the reference to it in the following paragraph.

The Attorney General has determined in 78 Ops.Cal.Atty.Gen. 327 (1995) that weekend hours may be counted as part of the 72-hour period for posting of the agenda prior to a regular meeting. In the same opinion, the Attorney General found that the term "freely accessible" requires that the agenda be posted in a location where it can be read by the public at any time during the 72 hours immediately preceding the meeting. For example, if a building where the agenda is posted is closed during the evening hours, the agenda must also be posted in a location accessible during evening hours, such as a lighted display case outside of the building. The Attorney General also opined in 88 Ops.Cal.Atty.Gen. 218 (2005) that the agenda may be posted on a touch screen electronic kiosk, in lieu of a paper copy on a bulletin board, as long as the kiosk is accessible without charge to the public 24 hours a day, seven days a week.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the district's Internet web site. (Government Code 54954.2)

(cf. 1113 - District and School Web Sites)

MEETINGS AND NOTICES (continued)

Note: Pursuant to Government Code 54957.5, the agenda must list any address where the public can inspect agenda materials that are distributed to Board members less than 72 hours before a regular meeting; see BB 9322 - Agenda/Meeting Materials. In addition, pursuant to the California Public Records Act (Government Code 6252-6270), agenda materials related to an open session of a Board's regular meeting are "public records" and are subject to the inspection of any member of the public. For a list of documents subject to disclosure by the district, see BP/AR 1340 - Access to District Records.

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose. (Government Code 54957.5)

(cf. 1340 - Access to District Records)

Special Meetings

Note: Education Code 35144 and Government Code 54956 allow the Board to hold special meetings to address any matter that requires timely action. For example, the Board may hold a special meeting to discuss the need for an emergency state apportionment when the district is in financial distress; see AR 3460 - Financial Reports and Accountability. However, pursuant to Government Code 54956, as amended by AB 1344 (Ch. 692, Statutes of 2011), certain specified matters, as described below, may not be addressed in a special meeting.

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

(cf. 2121 - Superintendent's Contract)

Note: Pursuant to Government Code 54956, written notice of a special meeting may be delivered personally or by other means, including email or fax. AB 1344 (Ch. 692, Statutes of 2011) amended Government Code 54956 to require any district that has its own Internet web site to also post the notice on its web site. Any district that does not have its own web site should delete reference to it in the following paragraph.

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's Internet web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Government Code 54956)

MEETINGS AND NOTICES (continued)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

Emergency Meetings

Note: Government Code 54956.5 authorizes a closed session during emergency meetings, as long as two-thirds of the members present at the meeting agree on the need for the closed session. See BB 9321 - Closed Session Purposes and Agendas and E 9323.2 - Actions by the Board.

In the case of an *emergency situation* for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An *emergency situation* means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board

(cf. 4141.6/4241.6 - *Concerted Action/Work Stoppage*)

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

(cf. 3516 - *Emergencies and Disaster Preparedness Plan*)

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time he/she notifies the other members of the Board about the meeting. (Government Code 54956.5)

MEETINGS AND NOTICES (continued)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/Continued Meetings

A majority vote by the Board may adjourn/continue any regular or special meeting to a later time and place that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

Note: The following section is optional and may be revised to reflect district practice. Pursuant to Government Code 54954.2, the Board must still comply with the 72 hours public notice requirement when holding a study session, retreat, public forum or other such meeting.

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

(cf. 2000 - Concepts and Roles)

(cf. 2111 - Superintendent Governance Standards)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9400 - Board Self-Evaluation)

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

MEETINGS AND NOTICES (continued)

Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

(cf. 9130 - Board Committees)

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, including, but not limited to, religion, sex, or sexual orientation. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

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

Meetings shall be held within district boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party

MEETINGS AND NOTICES (continued)

2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
8. Attend conferences on nonadversarial collective bargaining techniques
9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

MEETINGS AND NOTICES (continued)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

<p>Note: In 84 <u>Ops.Cal.Atty.Gen.</u> 181 (2001), the Attorney General opined that a city is not required under the Americans with Disabilities Act to provide, as an accommodation for a disabled city council member who was unable to attend a regularly scheduled meeting, a teleconference connection to the member's house where the public would not be permitted to be present. According to the Attorney General, Government Code 54953 requires that members of the public be permitted to be present at any teleconference location.</p>

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

All Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

Legal Reference: (see next page)

MEETINGS AND NOTICES (continued)

Legal Reference:

EDUCATION CODE

- 35140 *Time and place of meetings*
- 35143 *Annual organizational meeting, date, and notice*
- 35144 *Special meeting*
- 35145 *Public meetings*
- 35145.5 *Agenda; public participation; regulations*
- 35146 *Closed sessions*
- 35147 *Open meeting law exceptions and applications*

GOVERNMENT CODE

- 3511.1 *Local agency executives*
- 11135 *State programs and activities, discrimination*
- 54950-54963 *The Ralph M. Brown Act, especially:*
- 54953 *Meetings to be open and public; attendance*
- 54954 *Time and place of regular meetings*
- 54954.2 *Agenda posting requirements, board actions*
- 54956 *Special meetings; call; notice*
- 54956.5 *Emergency meetings*

UNITED STATES CODE, TITLE 42

- 12101-12213 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 28

- 35.160 *Effective communications*
- 36.303 *Auxiliary aids and services*

COURT DECISIONS

- Wolfe v. City of Fremont*, (2006) 144 Cal.App. 544

ATTORNEY GENERAL OPINIONS

- 88 *Ops. Cal. Atty. Gen.* 218 (2005)
- 84 *Ops. Cal. Atty. Gen.* 181 (2001)
- 84 *Ops. Cal. Atty. Gen.* 30 (2001)
- 79 *Ops. Cal. Atty. Gen.* 69 (1996)
- 78 *Ops. Cal. Atty. Gen.* 327 (1995)

Management Resources:

CSBA PUBLICATIONS

- The Brown Act: School Boards and Open Meeting Laws*, rev. 2009

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

- The ABCs of Open Government Laws*

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

- Open and Public IV: A Guide to the Ralph M. Brown Act*, 2nd Ed., 2010

WEB SITES

- CSBA: <http://www.csba.org>
- CSBA, Agenda Online:
<http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>
- California Attorney General's Office: <http://www.ag.ca.gov>
- Institute for Local Government: <http://www.ca-ilg.org>
- League of California Cities: <http://www.cacities.org>

Board Bylaw

Meetings And Notices

BB 9320

Board Bylaws

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

(cf. 9323 - Meeting Conduct)

A Board meeting exists whenever a majority of Board members gather at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board.

However, an employee or district official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

In order to help ensure participation in the meeting by disabled individuals, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1)

Meeting notices and agendas shall specify that any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee. (Government Code 54954.2)

Each agenda shall also list the address(es) designated by the Superintendent or designee for public inspection of agenda documents that are distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

(cf. 9322 - Agenda/Meeting Materials)

Regular Meetings

The Board shall hold two regular meetings each month. Regular meetings shall be held at 6:00 p.m. on the first and third Wednesday of the month.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. (Government Code 54956)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An emergency situation means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board

(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time he/she notifies the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/Continued Meetings

A majority vote by the Board may adjourn/continue any regular or special meeting to a later time and place that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and

relationships.

(cf. 2000 - Concepts and Roles)
(cf. 2111 - Superintendent Governance Standards)
(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9400 - Board Self-Evaluation)

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program:
(Government Code 54952.2)

1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
3. An open and noticed meeting of another body of the district
4. An open and noticed meeting of a legislative body of another local agency
5. A purely social or ceremonial occasion
6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

(cf. 9130 - Board Committees)

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, including, but not limited to, religion, sex, or sexual orientation. In addition, meetings shall not be held

in a facility which is inaccessible to disabled persons or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

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

**Meetings shall be held within district boundaries, except to do any of the following:
(Government Code 54954)**

- 1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party**
- 2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property**
- 3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law**
- 4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district**
- 5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction**
- 6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility**
- 7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs**
- 8. Attend conferences on nonadversarial collective bargaining techniques**
- 9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district**
- 10. Interview a potential employee from another district**

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the Board president or designee, who shall so inform all news media who have requested

notice of special meetings by the most rapid available means of communication.
(Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

All Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

Legal Reference:

EDUCATION CODE

35140 Time and place of meetings

35143 Annual organizational meeting, date, and notice

35144 Special meeting

35145 Public meetings

35145.5 Agenda; public participation; regulations

35146 Closed sessions

35147 Open meeting law exceptions and applications

GOVERNMENT CODE

11135 State programs and activities, discrimination

54950-54963 The Ralph M. Brown Act, especially:

54953 Meetings to be open and public; attendance

54954 Time and place of regular meetings

54954.2 Agenda posting requirements, board actions

54956 Special meetings; call; notice
54956.5 Emergency meetings
UNITED STATES CODE, TITLE 42
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.160 Effective communications
36.303 Auxiliary aids and services
COURT DECISIONS
Wolfe v. City of Fremont, (2006) 144 Cal.App. 544
ATTORNEY GENERAL OPINIONS
88 Ops.Cal.Atty.Gen. 218 (2005)
84 Ops.Cal.Atty.Gen. 181 (2001)
84 Ops.Cal.Atty.Gen. 30 (2001)
79 Ops.Cal.Atty.Gen. 69 (1996)
78 Ops.Cal.Atty.Gen. 327 (1995)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2006

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, rev. 2007

WEB SITES

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

CSBA, Agenda Online:

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

California Attorney General's Office: <http://www.caag.state.ca.us>

Institute for Local Government: <http://www.cacities.org/index.jsp?zone=ilsg>

Bylaw CENTER UNIFIED SCHOOL DISTRICT

adopted: April 1, 2009 Antelope, California

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Antelope View Charter School

Date: April 10, 2012

Action Item X

To: Board of Trustees

Information Item

From: Doug Hughey, Principal

Attached Pages

Administrator's Initials: DH

SUBJECT: Charter Renewal and MOU

AVCS would like Board approval for the 2012 Charter Renewal and 2012 MOU.

RECOMMENDATION: The Center Joint Unified School District Board of Trustees approve Antelope View's 2012 Charter Renewal and 2012 MOU.



2012 Charter Renewal For

***Antelope View Charter School:
A California Public Charter School***

*Submitted to
Center Joint Unified School District*

Submitted by
Doug Hughey, AVCS Principal

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Board Resolution for Charter Renewal

Charter Renewal for the Antelope View Charter School: A California Public Charter School

Whereas the Center Joint Unified School District received a valid charter petition on March 30, 2012, submitted pursuant to Education Code Section 47605, and

Whereas the Center Joint Unified School District, after holding a public hearing on April 18, 2012, and review of a valid charter renewal;

Be it resolved that the Center Joint Unified School District hereby approves and grants this charter renewal for a period of five (5) years commencing July 1, 2012 and ending June 30, 2017 by a vote of ___ to ___ on April 18, 2012.

Be it further resolved that the Center Joint Unified School District Board of Trustees retains ultimate responsibility for the oversight and governance of Antelope View Charter School.

Be it further resolved that Antelope View Charter School is a district school and is subject to all board policies unless specifically waived the governing board of Center Joint Unified School District.

Witnessed:

Nancy Anderson, Board President
Center Joint Unified School District

Date

Scott A. Loehr, Superintendent
Center Joint Unified School District

Date

Doug Hughey, Principal
Antelope View Charter School

Date

I. Affirmations and Assurances

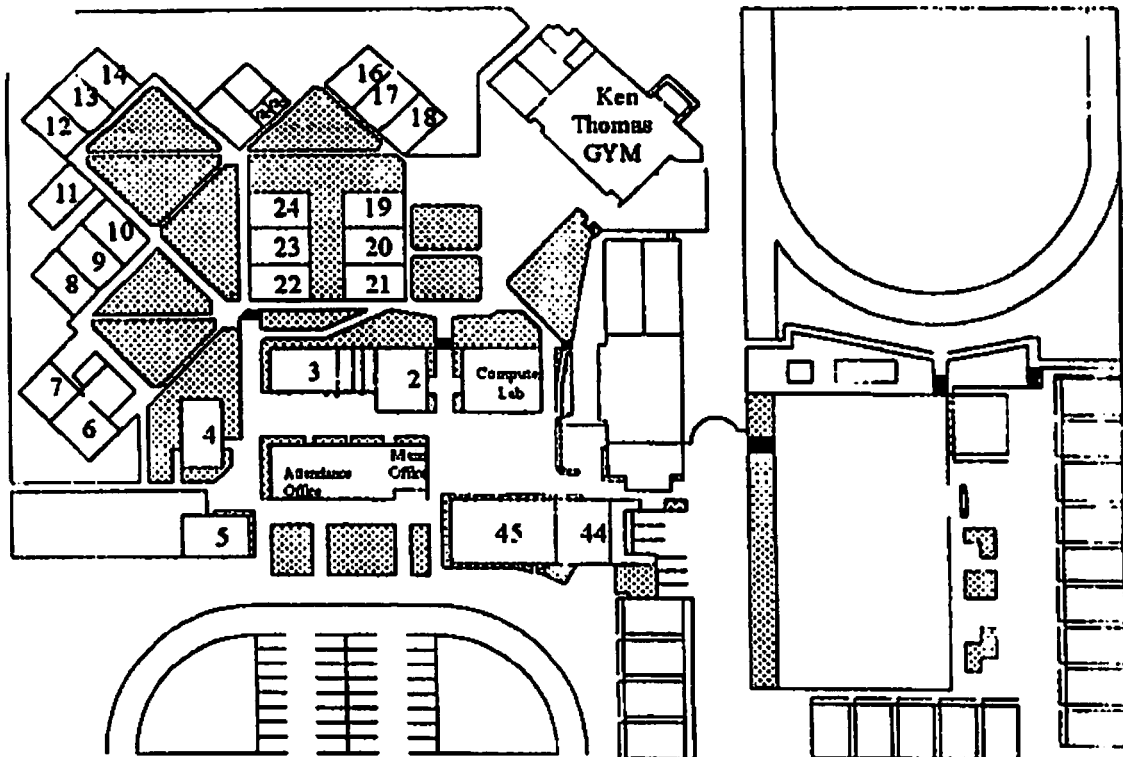
As the authorized representatives of Antelope View Charter School, we hereby certify that the information submitted in this renewal for a charter for Antelope View Charter School to be located within the boundaries of the Center Joint Unified School District is true to the best of our knowledge and belief. We understand that if awarded a renewal, the School:

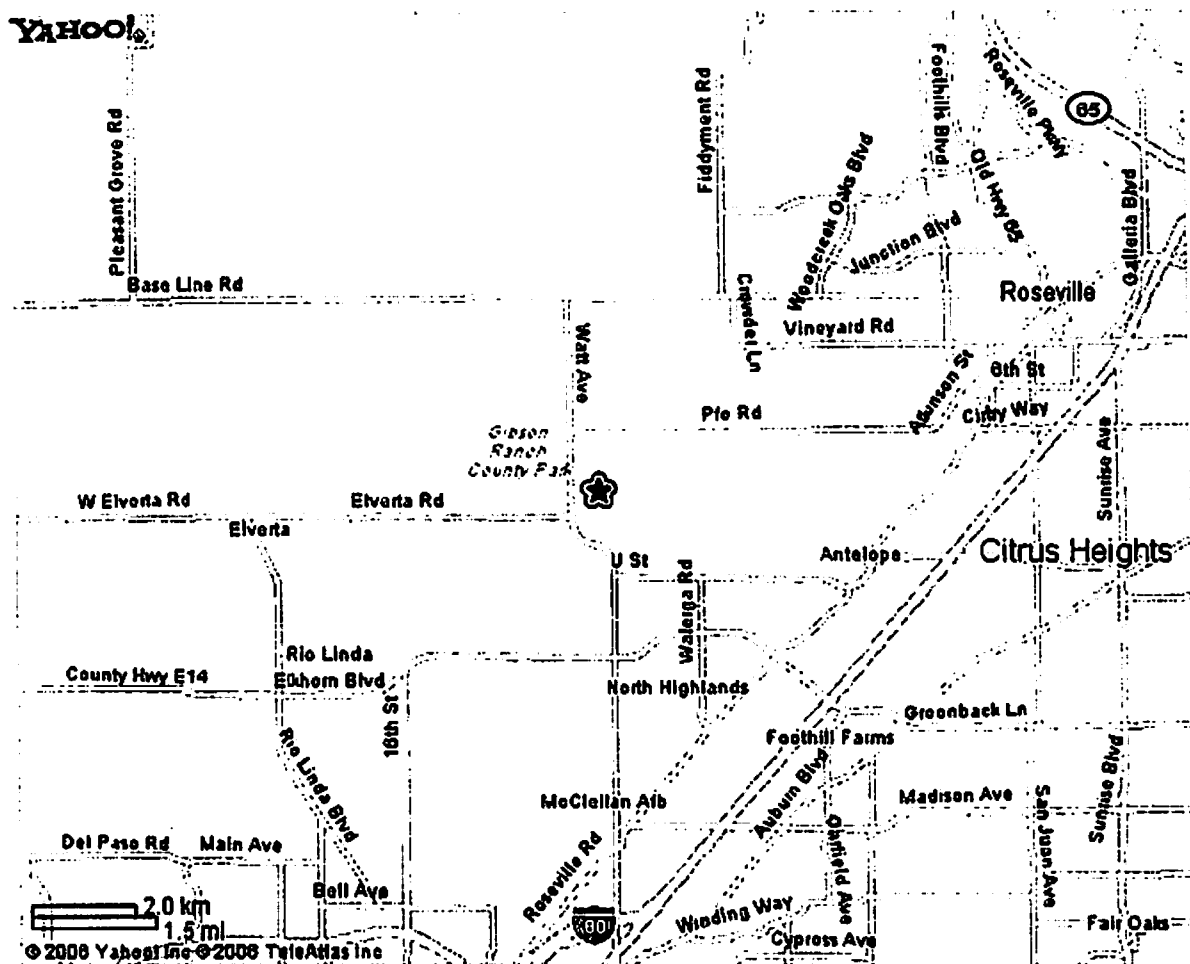
- Will meet all statewide standards and conduct the student assessments required, pursuant to Education Code Section 60605, and any other statewide standards authorized in statute, or student assessments applicable to students in non-charter public schools. [Ref. Education Code Section 47605.6(d)(1)]
- Will be deemed the exclusive school employer of the employees of the School for purposes of the Educational Employment Relations Act. Ref. Education Code Section 47605.
- Will be non-sectarian in its programs, admissions policies, employment practices, and all other operations. [Ref. Education Code Section 47605.6(e) (1)]
- Will not charge tuition. [Ref. Education Code Section 47605.6(e) (1)]
- Will admit all students who wish to attend the School who meet minimum academic proficiency criteria, who submit a timely application, and who agree to the learning programs provided by the school unless the School receives a greater number of applications than there are spaces for students, in which case each application will be given equal chance of admission through a random lottery process. [Ref. Education Code Section 47605.6(e)(2)(B)]
- Will not discriminate on the basis of race, ethnicity, national origin, religion, gender, sexual orientation, perceived sexual orientation, home language, or disability. [Ref. Education Code Section 47605.6(e)(1)]
- Will adhere to all provisions of federal law related to students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act of 1974, Title II of the Americans with Disabilities Act of 1990 and the Individuals with Disabilities in Education Act.
- Will meet all requirements for employment set forth in applicable provisions of law, including, but not limited to credentials, as necessary. [Ref. Title 5 California Code of Regulations Section 11967.5. 1(f)(5)]
- Will ensure that teachers in the School hold a Commission on Teacher Credentialing certificate or other document equivalent to that which a teacher in other public/charter schools are required to hold. As allowed by statute, flexibility will be given to non-core, non-college preparatory teachers. [Ref. California Education Code Section 47605.6(1)]

- Will follow any and all other federal, state, and local laws and regulations that apply to the Charter School including but not limited to: maintaining accurate and current written records that document all pupil attendance and make these records available for audit and inspection, consulting with its parents and teachers regarding the Charter School's education programs, comply with all laws establishing the minimum and maximum age for public school enrollment, comply with all applicable portions of the No Child Left Behind Act, comply with the Public Records Act, comply with the Family Educational Rights & Privacy Act.
- Will make use of the Uniform Complaint Procedure for the Center Joint Unified School District.

II. School Location

This charter authorizes the operation of the Antelope View Charter School, which currently operates in rooms 16-24, 2-4, 6, computer lab, and main office of the site formerly known as Center Jr. High School (Board approved facilities map - Exhibit A) within the geographic boundaries of Center Joint Unified School District, as authorized pursuant to Education Code Section 47605. Additions or deletions of these specified rooms are at the sole discretion of the Center Joint Unified School District Board of Trustees.





SCHOOL LOCATION: 3243 Center Court Lane, Antelope, CA 95843

III. Educational Program

Students Served

Antelope View Charter School will educate students in grades 9-12 who reside in Sacramento and neighboring counties. The school will be committed to academic excellence focused on content literacy, character education, technological skills, and career development.

Philosophy

The staff believes data-driven decision making and adult attention focused on individual student learning needs increases the success of high school students. The School will emphasize high expectations for academic achievement. Students will be immersed in a rigorous, personalized site-based and teacher supervised independent study learning program. The program will focus on two tracks: 1) College Preparatory 2) California State Standards-Based Diploma. Specially designed schedules support varied educational options. Students are expected to take responsibility for attending classes that support their Independent Study. The program includes interdisciplinary liberal arts instruction for core content areas. Parents will be expected to support independent study by meeting paperwork deadlines, meeting with staff on student concerns, and attending the Parent Training Night(s) prior to the first day of school (Students enrolling midyear will have separate Parent Training Nights). Tailored individualized instruction is supervised by a consulting teacher. Academic support is provided by targeted small group instruction. Students also have learning options through access to local community colleges.

To achieve these goals, the school has implemented recommendations outlined in *Caught in the Middle* California Department of Education, 2001. This document describes

- small school learning environment
- assessment and accountability
- standards-based curriculum
- instruction focused on "whole-child" development
- job-embedded professional development
- school-practices

Mission Statement

The mission of the Antelope View Charter School is to provide students, who are committed to active participation in the educational process, a personalized learning experience that will prepare them for meaningful participation in a global community, using innovative, data driven instruction to develop citizenship and proficiency in the California Standards.

Students will graduate equipped with:

- The knowledge and skills defined in the California State Standards.
- Technological skills to function effectively in contemporary society and the workforce of the 21st century.
- The personal skills needed to take a life-long active part in the world.
- An awareness of different nationalities and cultures.

Antelope View Charter School staff believes that all students can achieve high standards even though they may come to the learning environment with different strengths, needs, and life

experiences and that all students should be given the opportunity to engage in a rigorous curriculum.

Non-Residents of Center Joint Unified School District

Students who do not reside in the Center Joint Unified School District and who seek to attend Antelope View Charter School enroll or attend as voluntary participants and may opt to remain in the Antelope View Charter School or return to their district of residence. Voluntary enrollment at Antelope View Charter School does not imply the condition of Inter-district Transfer for such students.

Characteristics of the Program

The Antelope View Charter School is a non-traditional secondary school that offers a personalized learning experience in a college and high school diploma track model. This program includes a unique blend of small group and limited individual instruction complemented by parent directed home-teaching. Commitment to self-directed participation and the ability to work independently are key requirements for both students and parents in order for this program to provide a complete educational experience. This flexible, personalized, student-centered approach to learning can be of benefit to all students including students with special needs, depending on individual student needs and interests and parent support.

Provisions to Serve Students with Special Needs

When a student is believed to have a disability, Antelope View Charter School, like any public school, initiates the procedures established by the Local Education Agency (LEA), Center Joint Unified School District, to identify and refer the student for evaluation in a timely manner.

Special Education Services makes use of the same procedures to enroll all students, including students who are known to have a disability in the School. A trial enrollment for the term of 30 days will be initiated if the School offers programs that appear to meet the needs and interests of a student with a disability and if there is a likelihood, based on data discussed in the intake meeting, that the student may benefit from the program at Antelope View Charter School with the support of special education services.

When a student attempts to enroll and it is reported or suspected that the student is currently receiving or has received special education services in the past, several factors will be considered. Cumulative Records and Confidential Records including the most current Individual Education Plan (IEP) document will be requested by staff from the school or district of previous attendance and will be considered along with any other relevant information at an in-take meeting.

The in-take team can not meet until verification of current services is provided by the last school of attendance. Although this may result in a delay in provision of services, this is necessary in order to be assured that the needs of the student are known so that appropriate services can be provided. Until a student is officially enrolled in the school, the district of residence continues to be responsible for providing a Free Appropriate Public Education to the student.

An Interim IEP Meeting will be coordinated by the Resource Specialist and a notice will be delivered in person, electronically, or via U.S. Mail to the student and parent(s) or guardian(s). A representative of the Local Education Agency (LEA) from the district in which the student resides will be contacted and invited to participate in the Interim IEP which will include:

- **Recommendations**, if any, of representative of the LEA in which a student resides
- The established goals and objectives of a prospective student's active IEP unless the IEP team agrees that those goals and objectives are no longer appropriate, or newly developed goals for a student whose most recent IEP has expired or whose current IEP goals have been deemed no longer appropriate by the IEP team
- **A date for review of the Interim IEP not later than 30 days from the Interim IEP**

Students who appear to be committed to participate in the program, and are able to benefit from the program with the support of special education services will be recommended for regular enrollment. The IEP team will meet to review the 30 day Interim IEP and to develop a new IEP offering services and describing a program of individualized education for the coming year. The IEP team will include: the parent(s), the student, a special education teacher, a general education teacher, an administrative representative, a Designated Intervention Services (DIS) service provider if appropriate, and a representative from the (LEA) that has had primary responsibility for the education of the student based on the student's home residence. If any member of the team can not be present for the meeting, this person can be included via phone conference call. Special effort will be made to include the (LEA) in which the student resides.

Some students participating in the 30 day trial program with the support of special education services may not appear able to benefit from or be committed to participate. The IEP team, including a representative of Center Joint Unified School District, will recommend that such students remain in their district of residence and will not recommend that the student be registered as a regularly enrolled student. The LEA of residence will be notified of the team's recommendation.

Students with disabilities are provided a range of choices in programs and activities consistent with civil rights requirements that are comparable to that offered to students without disabilities. This includes an opportunity to participate in any nonacademic or extracurricular programs and activities offered at the charter school. All students, including students with disabilities, will be served in a general education classroom with consultation support from a qualified Resource Specialist. Should a student be deemed able to participate in the program if provided additional support beyond what a Resource Specialist is qualified to provide, CJUSD will provide additional services at the School or in coordination with another school site. While the Resource Specialist may provide direct instruction to students who will benefit in remedial classes, no classes specifically limited to serving students with an IEP will be conducted at the AVCS site.

IV. Measurable Pupil Outcomes

Core Academic Skills

Measurable progress toward age and/or grade-level mastery of:

- **English/Language Arts:** Students will annually demonstrate measurable progress of one year or more in reading, writing, listening, speaking, and presentation skills in multiple forms of expression (e.g., written, oral, multimedia), with communication skills appropriate to the audience. They will demonstrate an awareness of and an ability to make use of one or more strategies to comprehend and critically interpret multiple forms of expression.
- **Mathematics:** Students will annually demonstrate measurable progress of one year or more in the ability to reason logically and to understand and apply mathematical processes and concepts.
- **Science:** Students will annually demonstrate measurable progress of one year or more in the ability to utilize scientific research and inquiry methods to understand and apply the major concepts underlying the various branches of science.
- **History/Social Science:** Students will annually demonstrate measurable progress of one year or more in the ability to recall understand and apply standards-based knowledge and concepts related to civics, history, and geography.
- **World Languages:** Students who elect to enroll in foreign language coursework will annually demonstrate measurable progress of one year or more in the ability to speak, read, write, and comprehend at least one language in addition to the English language. Students will understand key aspects of the culture of the second language.

Underlying and embedded in each core subject area will be skills, such as:

- **Critical thinking skills:** problem-solving, analyzing, and applying knowledge
- Effective use of **technology**
- Creative expression through various forms of the **visual and performing arts**
- Knowledge of pertinent issues related to **health and physical fitness**

Life-Long Learning Skills

Students will develop an awareness of and enhanced proficiency in skills to enable them to pursue their own path of life long learning including:

- **Study skills and habits:** organizational, note-taking, research skills, and studying strategies
- Ability to **plan, initiate, and complete a project**
- Ability to **reflect on and evaluate** one's own and other's learning
- Ability to **self-regulate behavior and take responsibility for one's own actions**

Social and Interpersonal Skills

Students will demonstrate:

- Citizenship and leadership skills by planning and implementing a project in service to the school and/or the greater community
- Ability to collaborate and work effectively with others in cooperative groups

"Life" Skills

Students will develop an awareness of and enhanced proficiency in skills necessary to pursue a healthy adult life, including:

- Personal financial management skills
- Job-readiness and career development skills
- Knowledge and skills related to pursuit of post secondary educational opportunities

V. Methods of Assessment

Core Academic Skills:

Curriculum may include inter-disciplinary projects, skill-building classes, creative or expository writing exercises, reading comprehension exercises and applications, cooperative group learning, research papers, integrated mathematics instruction, laboratory-based science research, school-sponsored cultural activities, and community service activities:

Outcome – Progress In:	Assessment
English/Language Arts	<ul style="list-style-type: none">• Mandated Assessments (CST, CAT-6, CAHSEE)• District Quarterly Writing Assessment• Formative curriculum-based assessments• Independent practice embedded in Independent Study• Portfolios of written work evaluated with rubrics• Presentations of projects evaluated with rubrics
Mathematics	<ul style="list-style-type: none">• California Mandated Assessments (CST, CAT-6, CAHSEE)• Formative curriculum-based assessments• Independent practice embedded in Independent Study• Portfolios of written work evaluated with rubrics• Presentations of math skill mastery evaluated with rubrics
Science	<ul style="list-style-type: none">• California Mandated Assessments (CST, CAT-6, CAHSEE)• Formative curriculum-based assessments• Independent practice embedded in Independent Study• Portfolios of written work evaluated with rubrics

	<ul style="list-style-type: none"> • Presentations of research or the results of scientific experiments evaluated with rubrics
History and the Social Sciences	<ul style="list-style-type: none"> • California Mandated Assessments (CST, CAT-6, CAHSEE) • Formative curriculum-based assessments • Independent practice embedded in Independent Study • Portfolios of written work evaluated with rubrics • Presentations of research papers or projects evaluated with rubrics
World Languages	<ul style="list-style-type: none"> • Publisher-developed end-of-course exam • Publisher-developed oral exam to assess listening/speaking skills • Publisher-developed reading exam • Presentations of projects evaluated with rubrics
Community Service	<ul style="list-style-type: none"> • Presentation of written reports or portfolios documenting successful implementation of community service projects evaluated with a rubric • Teacher observations and narratives • Student self-evaluations

Life-Long Learning Skills:

Embedded in school-wide practices and instruction:

Student Skills and Habits	<ul style="list-style-type: none"> • Student maintained Daily Planner for time management skills
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	<ul style="list-style-type: none"> • Portfolio of note-taking strategies, research formats and strategies, and study skills strategies
Plan, Initiate, and Complete a Project	<ul style="list-style-type: none"> • Assignments embedded in core curriculum including projecting a timeline, developing a rubric to define task criteria, research and technology components, and presentation criteria

VI. Means to Achieve Racial/Ethnic Balance

Antelope View Charter School conducts recruitment that includes, but is not limited to, the following elements to ensure a racial and ethnic balance among students that is reflective of Center Joint Unified School District and the community:

- a. An enrollment process that includes a timeline that allows for a broad-based recruiting and application process
- b. The development of promotional and informational materials that appeal to all of the various ethnic and racial groups represented in the area
- c. The development of informational materials in languages other than English to appeal to populations with limited English proficiency
- d. The distribution of promotional informational materials to a broad variety of community groups and agencies that serve the various racial and ethnic groups represented in the area
- e. Outreach and recruitment meetings to reach and inform prospective students and parents

VII. Admission Requirements and Enrollment Process

Minimum Academic Proficiency Requirements for All Students

All students, including students with disabilities, in order to enroll as a regularly attending student capable of benefiting from a personalized learning program will meet the following academic criteria:

- Demonstrate, on a standard assessment in English, the ability to read and write with comfortable fluency and comprehension at a minimum 7th grade level.
- Demonstrate, on a standard assessment, the ability to solve basic calculations using the operations of addition, subtraction, multiplication and division at a minimum 7th grade level.

Minimum Student/Parent/Guardian Participation for All Students

All students, including students with disabilities, in order to enroll as a regularly attending student at Antelope View Charter School will agree to the following participation guidelines:

- Attend and participate (enrolled in a minimum of 30 credits per semester), according to established guidelines designed to promote engaged learning.
- Attend and participate in assigned scheduled site-based instruction.
- Participate in assessment programs required by the state of California and the School.
- Participate independently with direct parent support, according to school/teacher/parent established guidelines designed to promote engaged learning, prescribed courses and resources offered on-site.
- Participate in a total of five hours, daily, of instruction directed by a parent or teacher.

30 Day Trial Enrollment for All Students:

All students who apply for enrollment at Antelope View Charter School first participate in a 30 day trial experience. During the trial period, students must demonstrate an ability and commitment to make use of the program in order to apply for regular enrollment.

Continued Enrollment:

Students who demonstrate the ability and commitment to participate according to expectations will participate in an Intake Review Team meeting to complete regular enrollment paperwork.

- Including: parent(s), student, Consulting Teacher, special education teacher if applicable, and administration.
 - A student who does not appear to benefit from or to be committed to full participation in the Antelope View Charter School program will not be enrolled as a regularly attending student.
 - A student who appears to benefit from and to be committed to full participation in the Antelope View Charter School program will be enrolled as a regularly attending student.

Student Withdrawal Procedures

Voluntary Disenrollment Procedures

Students enroll in the school on a voluntary basis and may withdraw from the program at will. Parents or guardians are responsible to communicate their intent to withdraw their student. Within five (5) working days students complete a process to obtain grades to date and transcripts reflecting current credits. Students are responsible to return all books and materials that are the property of the School before the process is completed.

Involuntary Disenrollment Subsequent to Probationary Procedures

If a student fails to participate in the program according to the guidelines published in the handbook, the student may be put on probation. The probationary process includes a Student Study Team and a plan for intervention to support student success. If the student fails to improve and demonstrate an ability to meet school expectations, the team will evaluate whether or not it is appropriate for that student to continue to be enrolled. If the student's participation constitutes a threat to the safety of self or others, the student may be immediately dismissed.

VIII. Pupil Suspension and Expulsion

Suspension and Involuntary Disenrollment without the Option of Probationary Procedures

AVCS maintains a policy for suspension of students that is aligned with the Educational Code Section 48900 and 48915, and conforms generally with the practices of CUSD in implementing student suspension. Suspension documents are provided to the District Office monthly.

If a student demonstrates behavior that constitutes grounds for suspension on more than one occasion or a single incident that could result in expulsion from a public school campus, that student may be involuntarily disenrolled/dismissed without benefit of a probationary process. After an investigation of the incident, a meeting will be scheduled with parents to discuss findings. A formal notice of dismissal will follow, if the investigation results in facts that support such a response. If a student commits a potentially expellable offense, AVCS will proceed with Center Joint Unified School District and the California Education Code expulsion procedures and proceedings.

IX. Attendance Alternatives

Students who opt not to attend AVCS may attend other district schools or pursue an inter-district transfer in accordance with existing enrollment and transfer policies of their district or county of residence.

X. Health and Safety Procedures

Safety Plan

Antelope View Charter School will routinely train and prepare for emergency situations according to a Safety and Wellness Plan aligned with CJUSD practices.

Policies and Procedures Related to Health and Safety

Antelope View Charter School maintains standard policies and procedures related to health and safety. These policies are generated by administration in collaboration with the School Site Council and available for public review upon request.

XI. Employee Qualifications

The principal/director of AVCS is an employee of the Center Joint Unified School District. All other employees of AVCS shall not be deemed to be employees of the district for any purpose whatsoever. Center Joint Unified School District will hire the principal/director, with input throughout the recruitment, interview, and selection process from the AVCS School Site Council.

Hiring, Evaluation, and Termination Practices

All employment and compensation with Antelope View Charter School is "at will" which means that employment can be terminated with or without cause, and with or without notice, at any time, at the option of either Antelope View Charter School or an employee, except as otherwise provided by law.

Employees of Antelope View Charter School are not employees of Center Joint Unified School District and no employee of Antelope View Charter School will gain any "bumping rights," years of service, or tenure in Center Joint Unified School District. Furthermore, all employees of Antelope View Charter School understand that they are not members of any union of representation in the Center Joint Unified School District.

Qualifications

Antelope View Charter School will retain or employ teaching staff who hold appropriate California teaching certificates or other documents issued by the Commission on Teacher Credentialing that meet the requirements of federal law (No Child Left Behind) as highly qualified to teach in assigned core academic classes of mathematics, language arts, science, and history/social studies. These teachers will be responsible for overseeing the students' academic progress and for monitoring grading and matriculation decisions as specified in the school's operational policies.

The school may also employ or retain non-certificated instructional support staff in any case where a prospective staff member has an appropriate mix of subject matter expertise, professional experience, and the demonstrated capacity to work successfully in an instructional capacity. Instructional support staff will not assign grades or approve student work assignments in core academic classes of mathematics, language arts, science, and history/social studies without the approval of a teacher. Instructional support staff may assign grades or approve student work assignments for non-core or remedial courses and activities that supplement but do not supplant core instruction.

XII. Description of Employee Rights and Responsibilities

Employee Rights and Reasonable Expectations:

Antelope View Charter School's policies and operations are designed to:

- Operate an economically solvent school.
- Dedicate ourselves to quality and constant improvement.
- Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions. Retain employees on the basis of current appropriate credentials, their ability and merit, and their contributions to the success of our school.
- Provide vacation and holidays to all eligible employees according to an established annual work calendar unless as determined on a case by case basis based on individual need and approved by the School Director.
- Provide eligible employees with medical and other benefits.
- Develop competent professionals who understand and meet the objectives of the School, and who accept with open minds the ideas, suggestions and feedback of fellow employees.
- Assure employees, after consulting with school site administration, an opportunity to discuss any problem with the Superintendent or his/her designee of Center Joint Unified School District.
- Make prompt and fair adjustment of any complaints which may arise in the everyday conduct of our school, to the extent that is practicable.
- Respect individual rights, treat all employees with courtesy and consideration, and maintain mutual respect in our working relationships.
- Provide buildings and offices that are attractive, comfortable, orderly and safe.
- Keep all employees informed of the progress of the School, as well as the Center Joint Unified School District's overall aims and objectives.
- Do all these things in a spirit of friendliness and cooperation so that the School will be known as a great place to work.

Any classified or certificated staff that has left permanent status employment in the Center Joint Unified School District to work at AVCS gives up the right to return to a comparable position in the district during their tenure at the school. Such staff shall not retain previously earned credit and will not continue to earn service credit with the district.

All of the rights and benefits related to the provision of health benefits and salary schedule conveyed by certificated and classified collective bargaining agreements applicable to CJUSD employees are applicable to the School's employees. These rights and benefits notwithstanding, all persons other than CJUSD employees who are employed by the School shall not be deemed to be employees of the district for any purpose whatsoever. The School contracts with CJUSD for administrative and general support services as needed. The School collaborates with CJUSD to implement personnel policies and procedures, as defined in the most current Memorandum of Understanding, that govern terms and conditions of hiring and employment for all personnel employed within the charter school.

Employee Responsibilities:

Mandated Reporting: Each employee is informed of their responsibility as a mandated reporter in the prevention of child abuse and neglect (CPC 11164-11174.4) and commits to fulfill these duties.

Know and Perform Duties Well: The first responsibility of each employee is to know their own duties and how to do them promptly, correctly and pleasantly. Secondly, each employee is expected to cooperate with administration and fellow employees and maintain a good team attitude. Specific information related to employee rights and responsibilities are detailed in an Employee Manual that is revised annually to accurately reflect school policies and practices.

Embrace the Vision and Mission of Antelope View Charter School: Employees are expected to develop sufficient familiarity with the vision and mission of the school to be able to articulate this to students, parents, and the community. Although not all individuals agree on all things, employees are expected to embrace and demonstrate support for the vision, mission, and established practices of the School while employed by the school.

Embrace Professional and Personal Development in the Workplace: Employees are encouraged to take advantage of opportunities for professional and personal development that are offered. An Employee Manual is provided to each employee and offers insight on how each can positively perform to the best of their ability to meet and exceed the School's expectations.

Resolve Problems and Contribute Suggestions Appropriately: Employees have direct access to administration and are expected to approach the Director, or any administrator, to discuss any problem or question or to voice opinions and contribute suggestions to improve the School.

Embrace and Implement Best Practices: Antelope View Charter School expects teachers to design and deliver instruction according to best practices identified by educational research, to cover the California Academic Standards, and to conduct themselves professionally according to the California Standards for the Teaching Profession:

- a. Engaging and Supporting All Students in Learning*
- b. Creating and Maintaining Effective Environments for Student Learning*
- c. Understanding and Organizing Subject Matter for Student Learning*
- d. Planning Instruction and Designing Learning Experiences for All Students*
- e. Assessing Student Learning*
- f. Developing as a Professional Educator*

XIII. Labor Relations

Antelope View Charter School shall be deemed the exclusive public school employer of charter school employees for the purposes of the Educational Employment Relations Act (GOV. Code 3540, et seq.). The rights of charter school employees shall be as specified in this charter and in the most up to date version of the Employee Manual published by the charter school, except as those rights may be modified by any applicable collective bargaining agreement with a recognized exclusive bargaining representative for charter school employees.

XIV. Employee Benefits and Retirement System

In addition to receiving an equitable salary and having ample opportunity for professional development the School's employees may be eligible to enjoy other benefits which enhance job satisfaction. All benefit programs that are provided to employees of CJUSD will be provided in the same manner to employees of AVCS. The payroll department at CJUSD shall provide administrative services in connection with STRS, PERS, and FICA reporting requirements.

XV. Financial and Programmatic Audits

An annual audit of the school's financial affairs will be conducted by the auditing firm selected the Center Joint Unified School District. The audit will verify the accuracy of the school's financial statements, attendance, and enrollment accounting practices, and review the school's internal controls. The audit will be conducted in accordance with generally accepted accounting principles applicable to the school. To the extent required under applicable federal law, the audit scope will be expanded to include items and processes specified in any applicable Office of Management and Budget Circulars. It is anticipated that the annual audit will be completed by December 15 each year and that a copy of the auditor's findings will be provided by Center Joint Unified School District to AVCS.

XVI. Dispute Resolution, Oversight, Reporting, and Renewal

Intent: The intent of this dispute resolution process is to (1) resolve disputes within the school pursuant to the school's policies, (2) minimize the oversight burden on the district, (3) ensure a fair and timely resolution to disputes, and (4) frame a charter oversight and renewal process and timeline so as to avoid disputes regarding oversight and renewal matters.

Public Comments: The staff and governing site council members of the school and the governing board members of the district agree to attempt to resolve all disputes regarding this charter pursuant to the terms of this section. Both shall refrain from public commentary with respect to any disputes until the matter has progressed through the dispute resolution process.

Disputes Arising from within the School: Disputes regarding AVCS, including all disputes among and between students, staff, parents, volunteers, advisors, partner organizations, and governing site council members of the school, shall be resolved pursuant to policies and processes developed by the Center Joint Unified School District and specified in the Memorandum of Understanding.

Disputes between the School and the Charter Granting Agency: In the event of a dispute between the AVCS and the Center Joint Unified School District the principal/director and the superintendent shall meet and confer in a timely fashion to resolve the dispute, subject to the ultimate authority of the Center Joint Unified School District Board of Trustees.

Oversight, Reporting, Revocation, and Renewal:

Oversight:

Representatives of the Center Joint Unified School District may inspect or observe any part of the school at any time.

Monitoring and oversight activities that extend beyond assurances of fiscal accountability, student attendance, satisfactory progress on academic and other school goals, and matters related to health and safety may be imposed on the charter school. Data related to progress on academic and other school goals will be reported to the district on a regular basis per district request. Progress as reported by mandatory state assessments (STAR and CAHSEE) and data from mandatory physical fitness assessment will be provided to the district in accordance with the windows of time on an assessment calendar established by the State.

All documents required by the district will be provided by AVCS in a timely manner, and all corrections and re-submissions will be completed on time by AVCS at the direction of the Center Joint Unified School District.

Revocation:

- a. In the event the Board of Trustees of the Center Joint Unified School District determines AVCS to have engaged in fiscal mismanagement or violated any provision of law, the Board of Trustees may, in consultation with the AVCS School

Site Council, may at its sole discretion, and with 90 days written notification may terminate this agreement and revoke the AVCS Charter. However, if the alleged violation presents an immediate threat to health or safety, the Center Joint Unified School District Board of Trustees may act immediately.

XVII. School Closure Procedures

Antelope View Charter School's operations are sponsored and overseen by Center Joint Unified School District. As such, its assets and liabilities will be integrated into those of CJUSD. In the event that the School closes, the School's assets and liabilities will remain those of CJUSD and will be audited as part of the audit specified above in Section X. The pupil records of the school will be maintained by CJUSD.

Parents or guardians of students will be provided with a printed or electronic transcript of student academic progress along with other relevant information upon matriculation, at the end of each school semester or term, and upon graduation. Thus, in the event of a school closure, parents and students will possess an independent copy of potentially necessary pupil records. The school's governing board may also provide for the transfer of such records to a responsible and willing school district, county office of education, or other qualified entity, if available at the time the school closes. All records shall be maintained as required by law.

XVIII. Other Miscellaneous Clauses

Term: The term of this charter shall begin on July 1, 2012 and expire on June 30, 2017.

Amendments: Material revisions and amendments shall be made pursuant to the standards, criteria, and timelines in Education Code Section 47605 at the sole discretion of the Center Unified School District.

Severability: In the event that any of the provisions are determined to be unenforceable or invalid for any reason, the remainder of the charter shall remain in effect, unless mutually agreed otherwise by Center Joint Unified School District and the governing Site Council of Antelope View Charter School.



Memorandum of Understanding

July 1, 2012 — June 30, 2014

Agreement Between Center Joint Unified School District and Antelope View Charter School

Intent: The purpose of this agreement is to contract with the Center Joint Unified School District so that Antelope View Charter School can serve 9th - 12th grade students.

Agreement made April 18, 2012, between Center Joint Unified School District, a public school district operating under the laws of the state of California, located at 8408 Watt Avenue, Antelope, California, referred to in this agreement as CJUSD, with Antelope View Charter School operating under Charter Laws of the state of California, located at 3243 Center Court Lane, Antelope, California, referred to in this agreement as AVCS.

In witness whereof, the parties have executed this agreement on the date and year above written at 8408 Watt Avenue, Antelope, California. This Memorandum of Understanding will terminate June 30, 2014 or if the charter for Antelope View Charter School is revoked or expires, whichever occurs first. Amendments or modifications may be made prior to the termination or expiration date as outlined on page 13, section 2.b.i. of this document.

Nancy Anderson
President, CJUSD Board of Trustees

Date

Scott A. Loehr, Superintendent, CJUSD

Date

Doug Hughey, Principal, AVCS

Date

AVCS Charter Advisory Committee Chair

Date

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Chapter 1 Hiring Procedures and Practices

AVCS is in partnership with the CJUSD Personnel Department. AVCS receives the following services from CJUSD. In consideration of the mutual covenants and promises set forth in this agreement, CJUSD and AVCS agree as follows:

Section One At Will Employment

1. ***Principal/Director of Antelope View Charter School is an employee of the District, working as an agent on behalf of AVCS. If the Principal/Director transfers from CJUSD all return rights to the District shall be maintained.*** All other employees of the School shall not be deemed to be employees of the District for any purpose.
2. ***Separation of Employment:*** By executing an agreement to enter into an employment relationship with AVCS, each employee acknowledges that the relationship exists solely with AVCS and does not imply any employment relationship with CJUSD or union membership.
3. ***At Will Employment:*** Only the Principal/Director of AVCS may terminate the employment of any employee at any time with or without cause.
 - a. The employer or employee may immediately terminate an employment agreement upon written notice to the other party.
 - b. Neither party may enter into another agreement with the intention to alter this "at-will" relationship.
 - c. Without impacting the "at-will" nature of the employment relationship, AVCS will conduct regular employee evaluation with the intention of providing feedback and guidance that may improve and support employee job performance.
 - d. Without impacting the "at-will" nature of the employment relationship, AVCS may elect to address job performance deficiencies and/or on-the-job infractions related to published job descriptions or AVCS job performance expectations with the "Facts Rules Impact Suggestions Knowledge" (FRISK) process. No intervention designed to improve employee performance shall be construed as changing the "at-will" nature of the employment relationship.

Section Two General Employee Work Requirements

1. ***Child Abuse Reporting Requirements:*** California Penal Code Section 11166 requires that any child care custodian who has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment, which he or she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.
 - a. By executing an agreement to enter into an employment relationship with AVCS, each employee acknowledges that he or she is a childcare custodian and is certifying that he or she has knowledge of California Penal Code Section 1116 and will comply with the responsibilities therein implied.

2. *Direct Service to AVCS Students Only:* Employees will render direct service in person to students enrolled in AVCS during contracted work hours.

- a. Electronic means of indirectly providing service to any student will not qualify as time worked for an employee at AVCS or time spent in instruction for any student enrolled at AVCS.
- b. Employees will not render service in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with AVCS. Any such activity may result in immediate termination of employment with AVCS.

3. *Technology Use Requirement:* All employees will enter into an agreement that CJUSD maintains with all employees with respect to use of technology at the work site or during contracted work hours.

4. *Use of School Property Requirement:* All employees will enter into an agreement with respect to use of school property, including curriculum materials.

5. *Adherence to AVCS and Job Duty Practices and Procedures Requirement:* All employees will enter into an agreement with respect to job duties and expectations related to employment at AVCS. Any activity that violates these specifically and generally agreed upon duties or expectations may result in immediate termination of employment with AVCS.

Section Three

Procedures for Hiring Salaried Employees

1. *Employment Application Services:* CJUSD will provide AVCS employment application services including posting of positions, applicant information, and distribution of this information to potential employees, confirmation of negative TB testing, finger printing, and drug testing clearance. CJUSD will provide equitable services and representation in the same manner as these services are provided to all CJUSD school programs or sites, especially when posting positions similar to those posted for CJUSD employment opportunities.

2. *Autonomy and Oversight of Hiring Practices:* When hiring staff for full time and/or salaried positions, AVCS will follow CJUSD procedures but reserves the right to exercise autonomy and oversight of school staff selection. AVCS may elect to:

- a. Write job descriptions specific to AVCS needs
- b. Develop interview questions specific to AVCS needs
- c. Post positions electronically, in local newspapers, or in professional journals in addition to CJUSD postings in order to communicate with individuals who may be specifically qualified to meet AVCS needs
- d. Review applications and select candidates for interview based on the flexibility of credentialing criteria under California Charter, Rural, and Small School Requirements [NCLB §1119, §9101(23); Reg. §§200.55, 200.56].

3. *Interview Scheduling and Notification:* CJUSD will provide interview scheduling and notification and timely communication in order to secure qualified candidates to fill open positions.

4. *Interview Processes and Procedures:* AVCS will follow CJUSD interview processes and procedures and will submit documentation to the CJUSD Personnel Department. AVCS staff will conduct the interview process at the AVCS school site.

5. Reference/Background Checks: CJUSD will conduct Reference/Background Checks in a timely and equitable manner.

- a. AVCS may elect to verify references and/or to write reference verification questions and will inform CJUSD Personnel Department when opting for this choice.

Section Four Procedures for Hiring Part-time Employees

1. AVCS may hire part-time teachers at a monthly rate of pay and tutors at an hourly rate of pay. Procedures that support the maintenance of a pool of qualified part-time employees are less formal and include the following communication practices:

- a. When teachers call or "drop in" seeking employment, administration at AVCS routinely conveys appreciation for teacher interest in employment and expresses a willingness to accept an application from any interested party. Potential applicants are always informed that teaching assignments, if any, are based on student learning needs (Math, Science, Foreign Language, etc.) and fluctuating enrollment. All potential applicants are referred to the Personnel Department at the CJUSD for further information or to initiate the application process.
- b. Applicants often inquire about the details of a position or the unique work environment at AVCS. The Principal/Director of AVCS or designee will provide applicants with a published job description or a verbal summary of said job description. Applicants are invited to visit the school or to meet informally with the Principal/Director.
- c. The Principal/Director will meet with interested applicants to describe the charter school's personalized learning programs and the requirements of the position (job description attached). The Principal/Director will then refer applicants to the Personnel Office at CJUSD to initiate the procedure for employment. These positions are represented as part-time, non-union, "at-will" employment opportunities.
- d. In the event of an increase in enrollment, the Principal/Director of AVCS will identify known applicants whose qualifications match the learning needs of students enrolled in AVCS. CJUSD will identify applicants who have completed TB Testing, finger printing, and drug testing clearance.
- e. Applicants who complete the CJUSD hiring process and match the needs of AVCS student population will be contacted by the Principal/Director of the Charter School to arrange for a meeting with the Principal/Director and designated AVCS staff (Counselors, Coordinators, and/or staff who provide new teacher orientation and training).
- f. Based on this meeting, teachers may be offered a temporary "at-will" part-time or hourly teaching assignment.
 - i. A typical arrangement will consist of five students at a set monthly rate per student.
 - ii. Part-time instructors are required to sign an AVCS Teacher Requirement Agreement and standard CJUSD Personnel Department documents.

Section Five

New Employees

1. All newly hired employees, including teachers, are paid to participate in training to orient each employee to AVCS mandated policies, processes, and procedures by the Office Manager or the Principal/Director.
 - a. The Office Manager will orient all newly hired classified staff to routine and standard procedures.
 - b. The Principal/Director will observe new teachers during the first semester to evaluate performance and to provide support to the teachers.
 - c. At the end of the first semester of employment, newly hired teachers will continue employment based on student enrollment, student learning needs, and continued teacher professional performance.

Section Six

Termination Practices, Policies and Procedures

All teachers sign the AVCS Teacher Agreement, Mandated Child Abuse Reporting Requirements, and the "At-Will" Employment Notification. Employment is based on AVCS enrollment, student learning needs, and an appropriate match between teacher credentialing and student learning needs.

1. In situations where teacher job performance is unsatisfactory, or there is a lack of teacher compliance with established expectations, both full-time and part-time will be notified of the unsatisfactory performance or non-compliance using the FRISK process. After employees have been notified of and given the opportunity to correct their performance, their employment may be terminated with the approval of the Charter Advisory Committee and consultation with the CJUSD Chief Administrative Officer/Director of Personnel. These procedures are in compliance with California Charter rules and responsibilities.
 - a. With or without a Work Plan and FRISK process in place, full-time teachers who do not comply with AVCS requirements and expectations may be given at least one verbal warning followed by two written warnings and thirty (30) days notice and then terminated as employees of AVCS.
 - b. With or without a Work Plan and FRISK process in place, classified employees who do not comply with AVCS requirements and expectations will be provided two weeks notice that their employment with AVCS is terminated.

Chapter 2 Special Education

AVCS is in partnership with the CJUSD Special Education Department. AVCS agrees to follow procedures outlined below and to provide the following services to and receive the following services from CJUSD to support students with disabilities who enroll in AVCS. In consideration of the mutual covenants and promises set forth in this agreement, CJUSD and AVCS agree as follows:

Section One Special Education Services Provided by AVCS

1. **Resource Specialist Program (RSP) Provided by AVCS:** AVCS will employ at least one teacher qualified to provide RSP services to students attending AVCS.
2. **Instruction:** AVCS reserves the right to configure RSP service delivery models according to needs identified on Individual Education Plans (IEPs) of the students enrolled in the school and the services will include no less than the following components.
 - a. **Students with Disabilities Instructed 1:1 and in Small Groups:** Instruction provided by a teacher qualified to provide services to students with mild to moderate disabilities, in a consultation model or in a one to one, small group, or classroom setting at least one hour per week or more as prescribed by each student's IEP.
 - b. **Students With Disabilities Instructed with Non-disabled Peers:** Specialized instruction designed to target achievement deficits may be provided, by a highly qualified general education teacher teamed with a teacher qualified to provide services to students with mild to moderate disabilities, to groups that include students with disabilities and non-disabled peers.
 - i. Participation in these classes would supplement but not supplant individualized consultation and small group instruction provided by an RSP teacher as described in Chapter Two Section I - 2.a
3. **Administrative Support Provided by AVCS:** AVCS will employ a principal or administrative designee who is qualified to provide administrative support to implement and/or maintain a legally compliant special education program that provides RSP services to students attending AVCS.
 - a. AVCS will provide information to CJUSD Special Education Department about any student who enrolls in the AVCS program when staff has knowledge that the student may have a confidential file describing provision of special education services currently or at any time in the past.
 - i. This information will be provided via phone and email with student contact information and the last school(s) of attendance so that the staff at the CJUSD Special Education Department can request and maintain records.

Section Two Special Education Services Provided by CJUSD

1. CJUSD will calculate the per pupil encroachment fee that applies to all district students and provide this figure to AVCS annually on or before July 1 of each school year. AVCS agrees

to pay to CJUSD, on July 1 of each school year, an annual per-pupil encroachment fee based on ADA at P2 the previous school year. In exchange, all DIS or other Special Education Services that are not included in the RSP model at AVCS will be provided by CJUSD to students who are enrolled at AVCS in the same manner as the services are provided to schools in the district.

2. Low Incidence Disabilities Support: If a student who is enrolled at AVCS qualifies for special education services as a student with a Low Incidence Disability and requires assistive devices, such supports will be obtained through CJUSD in the same manner as such devices would be obtained for students enrolled in CJUSD programs.

3. Designated Instructional Services (DIS) Provided by CJUSD: CJUSD will provide a qualified school staff to assess and/or provide DIS to students with disabilities who attend AVCS.

- a. **Speech Language and Hearing (SLH):** Students with an active IEP that identifies Speech Therapy or any other form of SLH will be provided, by a CJUSD Speech Therapist, a professional review of previous evaluations, progress reports, and a brief conference with the parent or guardian prior to the development of an Interim IEP as well as services deemed necessary during a 30 day trial enrollment.
 - i. **Interim Speech Services:** Based on a professional review of previous evaluations, progress reports, and a brief conference with the parent or guardian of a student identified as currently eligible for SLH services, the CJUSD Speech Therapist will recommend interim services for a period of 30 days.
 - 1. During the 30 day trial enrollment of said student, services will be provided according to the Interim IEP.
 - 2. During the 30 day trial enrollment of said student, any assessment agreed upon with a CJUSD Speech Therapist at the Interim IEP meeting shall be completed in order to determine appropriate SLH service needs, if any, that should be included on the annual IEP to be developed on or before the final day of the 30 day trial enrollment.
 - 3. It is understood that because AVCS only enrolls middle school and secondary students, and because these students are provided a personalized prescriptive learning experience, that SLH services will, in most cases, appropriately be provided via a consultation model with the RSP teacher at AVCS.
 - ii. **Annual Speech Services:** In cases where direct Speech Services are required in order for the student to benefit from instruction at AVCS, a Speech Therapist identified by CJUSD will participate in each IEP meeting in which the services are considered and will provide a recommendation as to the frequency and duration of said services, and will develop goals and objectives for the IEP related to said services.
 - 1. In these cases where direct Speech Services or assessment are required in order for the student to benefit from instruction at AVCS, CJUSD will identify qualified staff to provide these services and will stipulate the location(s) where and time(s) when

the student will be present to receive the services or participate in assessment.

- b. **Psychological Services:** Students with an active IEP that identifies Psychological Services in any form will be provided services deemed necessary during a 30 day trial enrollment and a professional review of previous evaluations, progress reports, and a brief conference with the parent or guardian prior to the development of an Interim IEP.
 - i. **Interim Psychological Services:** Based on a professional review of previous evaluations, progress reports, and a brief conference with the parent or guardian of a student identified as currently eligible for psychological or other related services (Occupational Therapy or other therapeutic interventions related to social/emotional or neurological functioning), the CJUSD School Psychologist will recommend interim services for a period of 30 days.
 1. During the 30 day trial enrollment of said student, services will be provided according to the Interim IEP.
 2. During the 30 day trial enrollment of said student, any assessment agreed upon with a CJUSD School Psychologist at the Interim IEP meeting shall be completed in order to determine appropriate psychological service needs, if any, that should be included on the annual IEP to be developed on or before the final day of the 30 day trial enrollment.
 - ii. **Assessment:** Students with an active IEP will be provided a complete evaluation according to legal mandated timelines in the same manner as other students with disabilities who are enrolled in CJUSD.
 1. AVCS will maintain, using the Sacramento County Office of Education (SCOE) Management of Information Systems (MIS), a list of Triennial Evaluations that are due and communicate with the School Psychologist provided by CJUSD at least two months prior to the due date in order to facilitate obtaining permission to test and to schedule an IEP Meeting to review the results of the evaluation.
 2. CJUSD will identify qualified staff to provide psychological evaluation and will stipulate the location(s) where and time(s) when the student will be present to participate in assessment.
 3. The School Psychologist will participate in any IEP wherein the results of a psychological evaluation are reviewed.

Section Three Enrollment Procedures

1. **Admission Criteria:** AVCS is an independent study, site-supported program provided by credentialed teachers designed to serve students in High School (grades 9-12). Instruction is assigned by teachers and supported by parents. All students, including students with disabilities, in order to enroll as a regularly attending student capable of benefiting from a personalized learning program, will meet the following criteria:

- a. Demonstrate competency using standard assessment tools including, the ability to read and write within two grade levels of current placement, unless student is

on an active IEP in either English or the student's native language, or other assessments tools available to the school counselor.

- b. Demonstrate, on a standard assessment, the ability to solve basic calculations using the operations of addition, subtraction, multiplication, and division **within two grade levels of current placement**, unless student is on an active IEP, or other assessments tools available to the school counselor.

2. Students Who Have Been Recommended For Expulsion: AVCS agrees to comply with CJUSD policies with respect to enrollment of students who have been recommended for expulsion or who have been expelled from CJUSD or any other school district. Such students will not be considered for enrollment, except as permitted by CJUSD policy.

3. Student Enrollment Procedures: All students, including students with disabilities, who apply for trial enrollment at AVCS, will participate in an in-take process that is designed to provide students and parents and the IEP Team with an opportunity to make an informed decision about the likelihood that the program offered at the AVCS will meet the student's needs and interests.

- a. If it is reported or suspected that a student is currently receiving or has received special education services in the past, Individual Education Plan (IEP) documents will be requested from the school or district of previous attendance and will be considered along with any other relevant information at an in-take meeting.
 - i. AVCS will immediately obtain sufficient records to allow staff to evaluate student needs.
 - ii. AVCS will communicate with CJUSD Special Education Department when a student is enrolled in order to allow CJUSD to order and maintain student confidential records.
 - iii. Copies of any documents from student confidential files will be maintained at AVCS in a secure location for the duration of enrollment and returned to CJUSD Special Education Department upon student disenrollment from AVCS.
- b. If AVCS offers programs that appear to meet the needs and interests of a student with a disability and if there is a likelihood, based on data discussed in the intake meeting, that the student may benefit from the program at AVCS with the support of special education services, the IEP Team will recommend an Interim trial placement for the term of 30 days.
 - i. For students served by special education, an Interim IEP Meeting will be coordinated by the Resource Specialist and a notice will be delivered via U.S. mail to: student and parent(s), a representative of CJUSD and the Local Education Agency (LEA) from the district in which the student resides.
 1. A date for review of the Interim IEP will be scheduled not later than 30 days from the date of the Interim IEP.
 - ii. **Upon completion of a 30 day trial term of enrollment, all students, including students with disabilities, who demonstrate the ability and commitment to participate according to expectations in the program at AVCS, will complete regular enrollment paperwork.**
 1. During the trial enrollment all students, including students with disabilities, must demonstrate an ability and commitment to make

use of the program at AVCS in order to apply for regular enrollment in the program.

2. The IEP Team will review student progress on short term objectives and adjustment to the program at AVCS and make recommendations for placement and services to meet the needs of the student.

Chapter 3

Technology

In consideration of the mutual covenants and promises set forth in this agreement, CJUSD and AVCS agree as follows:

Section One

Technology Services Provided by AVCS

1. AVCS agrees to hold all employees accountable to sign and adhere to the CJUSD Technology Use Agreement.
2. AVCS agrees to hold all students and families participating in school activities accountable to sign and adhere to a Technology Use Agreement modeled after the CJUSD Technology Use Agreement.
3. AVCS agrees to purchase hardware and software for the purposes of instruction and school operations and to maintain these items for the benefit of AVCS students and personnel.

Section Two

Technology Services Provided by CJUSD

1. CJUSD agrees to provide technology support to AVCS including:
 - a. 100 megabit Ethernet connection to the District Office,
 - b. Internet access on a par with all CJUSD school sites,
 - c. Email accounts for each employee of AVCS,
 - d. Full Aeries, Aeries ABI, and QSS access for qualified employees,
 - e. Equal access to all technology initiatives made available to all CJUSD school sites, solely at the expense of AVCS,
 - f. Provision of all reasonable support services by CJUSD technology personnel on a par with all CJUSD school sites.

Chapter 4

Facilities

In consideration of the mutual covenants and promises set forth in this agreement, CJUSD and AVCS agree as follows:

Section One

Facilities Interior Maintenance Provided by AVCS

1. AVCS agrees to fund the full cost of custodial service as determined by Center Joint Unified School District for the interior of buildings allocated to Antelope View Charter

School. The interior of these buildings shall be maintained at AVCS expense to standards specified by CJUSD for CJUSD buildings.

Section Two

Facilities Interior Maintenance Provided by CJUSD

1. CJUSD agrees to provide materials and to pay for workmanship to provide non-routine maintenance and repair of the permanent structural elements of the interior of the facility out of which the school operates including:

- a. Significant plumbing, electrical, heating/air conditioning, interior structural integrity problems.

Section Three

Facilities Exterior Maintenance Provided by AVCS

1. AVCS agrees to fund the cost of custodial maintenance for grounds and the exterior buildings allocated to Antelope View Charter School.

- a. AVCS will fund routine janitorial maintenance and cleaning of the grounds and exterior of the facility.

Section Four

Facilities Exterior Maintenance Provided by CJUSD

1. CJUSD agrees to provide materials and to pay for workmanship to provide all routine and non-routine maintenance and repair of all elements of the exterior of the facility including:

- a. Routine grounds maintenance including mowing, pruning, watering and routine maintenance of sprinkler system,
 - i. Clean-up of graffiti,
 - ii. Painting of building exterior as needed,
 - iii. Window replacement in the event a window is broken,
 - iv. Routine maintenance of security system and locks on exterior doors.

Chapter 5

Business Services

In consideration of the mutual covenants and promises set forth in this agreement, CJUSD and AVCS agree as follows:

Section One

Communication and Coordination

1. **Single Staff Contact:** CJUSD agrees to provide a single staff contact to coordinate business services between CJUSD and AVCS.

2. **Site Visitation:** CJUSD agrees to send a representative to visit the AVCS site to ensure compliance.

3. **Mediating Disputes:** CJUSD agrees to participate in resolution of all disputes pursuant to policies and processes developed by the Center Joint Unified School District, as referenced in the Center Unified School District Complaint Concerning District Employee(s) BP/AR 1312.1.

Section Two.
Financial Oversight and Collaboration

1. *Financial Oversight Provided by CJUSD:*

- a. CJUSD agrees to provide financial oversight, including payroll services.
- b. CJUSD will make AVCS aware of fiscal timetables and reporting deadlines in writing by August 1st of each school year: Ex. end of month, P1, P2, P3.
- c. CJUSD will serve as the fiscal agent for AVCS and will conduct all financial audits consistent with state accounting practices.
 - i. The reports will be available for review by the public.
 - ii. No later than December 31 of each calendar year, which is the deadline established by the state of California, all audit exceptions and/or deficiencies will be reserved to the satisfaction of the Board of Trustees.
 - iii. Any disputes regarding the resolution of audit exceptions will be addressed by Center Joint Unified School District.

2. *Dispute Resolution:*

- a. AVCS is considered a district school and is subject to all board policies unless specifically waived by the Center Joint Unified School District Board of Trustees.
- b. Dispute between AVCS and Center Joint Unified School District Board of Trustees will be resolved in consultation with AVCS Charter Advisory Committee, with final authority resting with the Center Joint Unified School District Board of Trustees.
 - i. Amendments to the Memorandum of Understanding will be made through the AVCS Charter Advisory Committee as defined in the Charter and approved by the Board of Trustees for CJUSD.

3. *Charter Revocation:*

- a. CJUSD may revoke the AVCS Charter under the following conditions:
 - i. Failure to meet acceptable standards of fiscal management,
 - ii. Failure to make progress toward pupil outcomes outlined in the Charter,
 - iii. Committing a violation of the conditions, standards, or procedures outlined in this Memorandum of Understanding or the Charter approved by CJUSD Board of Trustees.
- b. In the event the Board of Trustees of the Center Joint Unified School District determines AVCS to have engaged in fiscal mismanagement or violated any provision of law, the Board of Trustees in consultation with the AVCS Charter Advisory Committee, may at its sole discretion, and with 90 days written notification terminate this agreement and revoke the AVCS Charter. However, if the alleged violation presents an immediate threat to health or safety, the Center Joint Unified School District Board of Trustees may act immediately.

4. *Financial Oversight Facilitated by AVCS:*

- a. AVCS will provide all financial statements required by CJUSD.
- b. AVCS will utilize QSS software along with timetables established by CJUSD to remain in compliance with all required deadlines in fiscal matters. AVCS agrees to provide Center Joint Unified School District with access to its QSS software and to provide Center Joint Unified School District with any and all necessary passwords and/or access codes to do so.

- c. AVCS will utilize the same audit firm chosen by CJUSD in order to maintain continuity within the district. Furthermore, AVCS will be billed for a portion of the audit prepared by the external auditors. The formula for this billing is based on the total cost of the audit divided by the total number of students in the district times the total number of students enrolled at AVCS averaged across PI, P2, and P3.

5. Fiscal Agreements:

- a. AVCS commits the following financial obligations to CJUSD in accordance with the California Education Code sections describing charter schools and agreement between the two entities.
 - i. 3% indirect district oversight of overall actual revenues of AVCS per the law for substantially rent-free facilities (to be adjusted by law) including:
 - 1. Insurance (Schools Insurance Group) excluding additional insurance outlined in the health and safety section of this Memorandum of Understanding
 - 2. Special Education Local Planning oversight and support as defined in Chapter Two of this Memorandum of Understanding,
 - 3. District technology and facility support, as defined in Chapter Three and Four of this Memorandum of Understanding,
 - ii. Direct Costs including:
 - 1. Utilities,
 - 2. Business office and personnel department (salary + benefits) / (P2 Total District-Wide ADA) X (P2 Total Charter ADA)
 - 3. Custodial services,
 - 4. Compensation to CJUSD for AVCS students taking courses, using facilities, and participating in activities in CJUSD (per student cost). Total Certificated Costs / Total CHS Students (CBEDS) / 5 sections.
 - 5. Fingerprinting and drug testing for new employee applicants through the Personnel Office.
- b. Center Joint Unified School District shall retain 100% of the AVCS special education funding based upon the total annual ADA of the AVCS to cover the cost of special education services provided by the Center Joint Unified School District. In addition Center Joint Unified School District is authorized to deduct from AVCS revenues a special education general fund encroachment fee for each pupil enrolled at AVCS. General fund encroachment fees shall be computed by dividing Center Joint Unified School District's total special education general fund encroachment in the preceding fiscal year by the total district ADA for the preceding fiscal year multiplied by the AVCS total ADA in the preceding fiscal year (and reference Chapter 2 - Section Two, #1).
- c. CJUSD will provide AVCS with all charter information and monies with respect to the fiscal support of AVCS including but not limited to:
 - i. Block grant funding for charter schools.
 - ii. Categorical funding for charter schools.
- d. AVCS will provide CJUSD with all information pertinent to its responsibility for fiscal and oversight activities upon receipt of the information.

- e. CJUSD agrees to sponsor AVCS insurance needs.
 - i. It is the responsibility of CJUSD to examine the liability of the Personalized Learning Program at AVCS to determine if additional coverage is required, then any new policies or additional costs will be the fiscal responsibility of AVCS.

6. Indemnification:

- a. AVCS agrees to indemnify, defend, and hold harmless CJUSD, its board of trustees, officers, agents, and employees from and against all claims, demands, damages, costs, and expenses of whatever nature including court costs and attorney fees arising out of or resulting from active negligence of AVCS, its advisory board, officers, agents, and employees.
- b. CJUSD agrees to indemnify, defend, and hold harmless AVCS, its charter board, officers, agents, and employees from and against all claims, demands, damages, costs, and expenses of whatever nature including court costs and attorney fees arising out of or resulting from the active negligence of CJUSD, its board of trustees, officers, agents, and employees.
- c. It is understood that such indemnity shall survive the termination of this Agreement.