

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, October 19, 2011 - 6:00 p.m.

STATUS

- I. CALL TO ORDER & ROLL CALL - 5:00 p.m.**
- II. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**
 - 1. Student Expulsions/Readmissions (G.C. §54962)
 - 2. Public Employee Performance Evaluation (Classified) Chief Administrative Officer (G.C. §54957)
- III. PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION**
- IV. CLOSED SESSION - 5:00 p.m.**
- V. OPEN SESSION - CALL TO ORDER - 6:00 p.m.**
- VI. FLAG SALUTE**
- VII. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION** Info/Action
- VIII. ADOPTION OF AGENDA** Action
- IX. STUDENT BOARD REPRESENTATIVE REPORTS (3 minutes each)** Info
 - 1. Center High School - Aleah Woods
 - 2. McClellan High School - Luis Duffey
 - 3. Antelope View Charter School - Evelina Leshchinskaya
 - 4. Global Youth Charter School - Hyleah O'Quinn

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.

	X. ORGANIZATION REPORTS (3 minutes each)	Info
	1. CUTA - Heather Woods, President	
	2. CSEA - Marie Huggins, President	
	XI. REPORTS/PRESENTATIONS (8 minutes each)	Info
Curriculum ↓	1. STARBASE - General Gabrielli	
↓	2. Williams Uniform Complaint Quarterly Reporting - George Tigner	
Facilities & Op.	3. Food Choices for Vegetarians - Aleah Woods	
	XII. COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA	Public Comments Invited
	<i>Anyone may address the Board regarding any item that is within the Board's subject matter jurisdiction. However, the Board <u>may not</u> discuss or take action on any item which is not on this agenda except as authorized by Government Code Section 5495.2. A speaker shall be limited to 3 minutes (Board Policy 9323). All public comments on items listed on this agenda will be heard at the time the Board is discussing that item.</i>	
	XIII. BOARD / SUPERINTENDENT REPORTS (10 minutes)	Info
	XIV. CONSENT AGENDA (5 minutes)	Action
	<i>NOTE: The Board will be asked to approve all of the following items by a single vote, unless any member of the Board asks that an item be removed from the consent agenda and considered and discussed separately.</i>	
Governance ↓	1. Approve Adoption of Minutes from September 21, 2011 Regular Meeting	
↓	2. Approve Adoption of Minutes from October 5, 2011 Special Meeting	
Personnel ↓	3. Approve Certificated Personnel Transactions	
↓	4. Approve Classified Personnel Transactions	
Curriculum ↓	5. Approve Field Trip: Center High School MCA to Southern California	
↓	6. Approve Field Trip: Center High School FBLA Attendance at Leadership Conference	
↓	7. Approve Professional Service Agreement: Carmazzi Global Solutions	
↓	8. Approve Donation of Books to the Center High School Library	
Facilities & Op. ↓	9. Approve Disposal of Surplus Vehicles: 1987 Bluebird Bus (#14) - License #092262 1987 Bluebird Bus (#15) - License #092248	
↓	10. Approve Revised Proposal with Warren Consulting Engineers, Inc., for Services Pertaining to Asphalt Maintenance Projects	
Business ↓	11. Approve Payroll Orders: July 2011 -September 2011	
↓	12. Approve Supplemental Agenda (Vendor Warrants)	
	XV. INFORMATION ITEMS (3 minutes)	Info
Facilities & Op. ↓	1. Conference: "2011 Regional Leadership Conference, Stepping Up to the Challenge, Creating a Healthy School Environment, Training and Technical Assistance" - L. Kasey (Food Services)	
↓	2. Conference: "59 th Annual School Nutrition Conference 2011" - L. Kasey (Food Services)	
	XVI. BUSINESS ITEMS	
Governance	A. <u>Second Reading: Board Policies/Regulations/Exhibits</u>	Action
	Replace BP/AR 1113 District and School Web Sites	
	Replace BP 2210 Administrative Discretion Regarding Board Policy	
	Replace BP 3100 Budget	
	Replace BP 3280 Sale or Lease of District-Owned Real Property	
	Replace BP 3290 Gifts, Grants, and Bequests	
	Add BP 4033 Lactation Accommodation	
	Replace AR 4112.2 Certification	
	Replace AR 4112.22 Staff Teaching English Language Learners	

Replace	BP	5030	Student Wellness
Delete	BP	5142.1	Identification and Reporting of Missing Children
Replace	AR	5142.1	Identification and Reporting of Missing Children
Replace	BP	5145.11	Questioning and Apprehension by Law Enforcement
Delete	E	5145.11	Questioning and Apprehension by Law Enforcement
Replace	BP/AR	5148	Child Care and Development
Replace	BP	6111	School Calendar

XVII. ADVANCE PLANNING Info

a. Future Meeting Dates:

i. Regular Meeting: Wednesday, November 16, 2011 @ 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:	Superintendent's Office	Action Item _____
To:	Board of Trustees	Information Item <u> X </u>
Date:	October 19, 2011	# Attached Pages _____
From:	Scott A. Loehr, Superintendent	
Principal/Administrator Initials:	_____	

<p>SUBJECT: STARBASE</p> <p>General James L. Gabrielli, Commander for the Youth and Community Programs Task Force, will present information on the STARBASE Program which is an educational program that responds to the needs of today's youth through hands-on activities focusing on science, math, technology, personal development, drug awareness, and prevention.</p> <p>RECOMMENDATION: Information item only.</p>
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Preparing Today's Children for Tomorrow's Opportunities



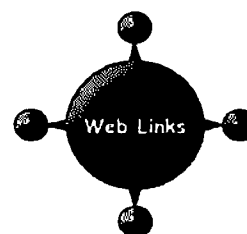
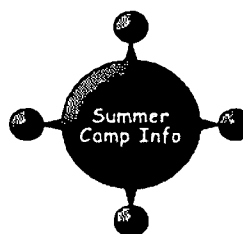
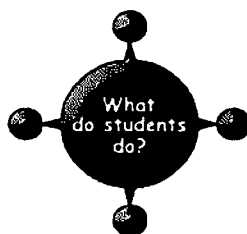
What is STARBASE?

STARBASE is an educational program which responds to the needs of today's youth through hands-on activities focusing on science, math, technology, personal development, drug awareness, and prevention.

The California **STARBASE** program provides students with 23-25 hours of stimulating experiences at any one of our four sites.

Who Attends STARBASE?

Currently, California **STARBASE** serves 5th grade students in the Folsom Cordova Unified School District, Elverta Unified School District, Elk Grove Unified School District, Sacramento City Unified School District, Robla School District, Twin Rivers Unified School District, Loomis Unified School District, Newcastle Elementary School District, and local private schools.





Preparing Today's Children for Tomorrow's Opportunities



What do students do?

- Day 1** → Atoms & Molecules, States of Matter, What's Nano?
- Day 2** → Rocket Construction, Sir Isaac Newton, Newton's Laws of Motion, Miniscule Matters
- Day 3** → Air Experiments, Daniel Bernoulli, Fluid Mechanics, Rescue Mission in Hawaii
- Day 4** → 3-D Computer Aided Design, Time & Distance, Circuit Board Geometry, Risky Business, Rocket Painting
- Day 5** → Looking Toward Your Future, Rocket Launch, Acid River



Preparing Today's Children for Tomorrow's Opportunities



STARBASE Really Works!

STARBASE is an extremely effective program. Pre and post test scores show that California STARBASE students demonstrate a significant increase of an average of 38% in their knowledge and skills in STEM (science, technology, engineering, and math).

California STARBASE has reached over 38,000 students since our inception in 1993. We have grown from one classroom to eight classrooms at five different locations, and we are projected to have over 4,000 students participate in 2010. California STARBASE promotes the learning process beyond the school year through summer camps, mentor programs, and other exciting activities such as our "Spring Lift Off" event, which introduces students directly to NASA through their "Ames Exploration Encounter" facility located in Northern California.

STARBASE is an educational program which responds to the needs of today's youth through hands-on activities focusing on STEM (science, technology, engineering, and math), as well as personal development and drug awareness/prevention. STARBASE's curriculum covers over forty-one California State Standards and are often the only hands-on STEM activities students receive during the school year.

In addition, teachers report back to us that their students have positive shifts in attitudes about themselves, the educational process, and their futures. Teachers also express to us that their students are more attentive in class after their STARBASE experience:

"My students scored higher on their state tests than any other class in the district, and I attribute that to their experience at California STARBASE."
Attending Teacher

Parents and students report that STARBASE has made a significant difference in their lives:

"When she comes home from STARBASE, she is so excited to tell me what they did, and how." Parent of STARBASE Student

"Before STARBASE, I struggled with math and science and now I am not struggling with it anymore." STARBASE Student



Preparing Today's Children for Tomorrow's Opportunities



STARBASE Locations

Click on the buttons to the left for maps to the sites.



STARBASE HEADQUARTERS

8400 Okinawa Street, Suite 1
Sacramento, California 95828
916-387-7405

School Districts: Elk Grove Unified School District, Elverta Joint School District, Sacramento City Unified School District, Robla School District, Folsom Cordova Unified School District



Navigator Elementary School

10679 Bear Hollow Drive
Rancho Cordova California 95670
916-294-2420

School District: Folsom Cordova Unified School District



Loomis Grammar School

3505 Taylor Road
Loomis, California 95650
916-652-1824

School Districts: Loomis Unified School District, Newcastle Elementary School District



Aerospace Museum of California at McClellan Park

3200 Freedom Park Dr.
McClellan, California 95652
916-412-0526

School Districts: Twin Rivers Unified School District, Robla School District, Elverta Joint Elementary School District, San Juan Unified School District

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Instructional Services

Date: October 19, 2011

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.

Below 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-
July-September 2011

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_____

To: Board of Trustees

Information Item X

Date: **October 19, 2011**

Attached Pages _____

From: Scott A. Loehr, Superintendent

Principal/Administrator Initials: _____

SUBJECT: Food Choices for Vegetarians

Aleah Woods, CHS Student Board Representative, will give an update on this item.

RECOMMENDATION: Information item only.

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Superintendent's Office
To: Board of Trustees
Date: October 19, 2011
From: Scott A. Loehr, Superintendent
Principal's Initials: _____

Action Item X

Information Item

#Attached Pages 7

SUBJECT: Adoption of Minutes

The minutes from the following meeting are being presented:

September 21, 2011 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, September 21, 2011

MINUTES

OPEN SESSION - CALL TO ORDER - President Friedman called the meeting to order at 5:30 p.m.

ROLL CALL - Trustees Present: Mrs. Anderson, Mr. Friedman, Mr. Hunt, Mrs. Kelley,
Mr. Wilson (absent for Closed Session)

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. Student Expulsions/Readmissions (G.C. §54962)
2. 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 - 5:30 p.m.

OPEN SESSION - CALL TO ORDER - 6:00 p.m.

FLAG SALUTE - led by Craig Deason

ADOPTION OF AGENDA - approved adoption of agenda as amended: Consent Agenda Items 1 & 2 pulled for separate consideration.

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

It was announced that Trustee Wilson was not in attendance for Closed Session but will be joining us late, due to work obligations.

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

1. Student Expulsions/Readmissions (G.C. §54962)
Student Expulsion #11-12.01 - Recommendation approved.

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

Trustee Wilson arrived at 6:03 p.m.

STUDENT / STAFF RECOGNITIONS

1. Recognition & Appreciation for Services Provided on Board Room – Craig Deason, Assistant Superintendent Operations & Facilities, noted that the staff to be recognized were not able to attend tonight's meeting, but will be recognized during work hours. Mr. Loehr presented Mr. Deason a certificate for his efforts on the work of the new Board Room.

STUDENT BOARD REPRESENTATIVE REPORTS

1. Center High School - Aleah Woods

- two weeks ago CHS had a successful blood drive.
- CHS will do staff appreciations at the football game this Friday.
- the first quarter ends the 30th.
- August 12th will be the Powder Puff game and rally in the stadium.
- August 13th there will be area decorations at night; the homecoming theme is Musicals.
- August 14th is the homecoming football game.
- August 15th is the homecoming dance.

2. McClellan High School - Luis Duffey

- MHS was excited to hear about the API scores; McClellan increased by 34 points.
- they will be recognizing honor roll students.
- the MHS Cafeteria received an Award of Excellence in Food Safety.
- a few staff members are organizing a walking group for all CJUSD staff and employees.

3. Antelope View Charter School - Evelina Leshchinskaya

- Global moved onto their campus; the sites are still remaining as two separate schools. This will save Global money and give them advantages.
- enrollment is slowly increasing.
- Mrs. Decker is retiring next week.
- Mrs. Koscheka will be starting next week in the office.

4. Global Youth Charter School – Evelina Leshchinskaya

- Global is starting to have spirit days; this Friday will be Professional Day.
- there will be a field trip to Sacramento State.
- Global is currently in pursuit of a math teacher.
- boys soccer games are coming up.
- girls volleyball games are starting.

ORGANIZATION REPORTS

1. CUTA - Heather Woods, President, made note of the big student turnout at this meeting, and indicated that students are trying to get in their community service hours. It is almost October and we are almost a fourth of the way through the school year. This year is a bit more challenging; we are working out the bugs and we are still balancing classes. She noted that the rehire list is still at 38½ .

2. CSEA – Angela Espinoza, Vice President, noted that she was filling in tonight since Marie was taking care of business tonight. Angela thanked the district for helping by absorbing the increase in benefits. She noted that the chapter will be having nominations in October and November for several positions. The elections will be held in December.

REPORTS/PRESENTATIONS

1. **Williams Uniform Complaint Quarterly Reporting** - George Tigner, Chief Administrative Officer, noted that there were no items to report.
2. **2011 Academic Performance Index/Adequate Yearly Progress Update** - George Tigner, Chief Administrative Officer, noted that all of our elementary schools are above 800. He also noted that although our schools made growth, the district did not meet our AYP for the second year and the district is going into Program Improvement. Trustee Kelley asked which groups under performed. It was noted that those groups were Special Education, Socio Economically Disadvantaged, and Hispanic. Trustee Anderson asked for a graph of the change in scores as well as comparisons to similar schools.

COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA –

Amandep Kaur, student at CHS, suggested that the district should lower the usage of A/C in the classrooms. Classrooms are very cold and students are having to bring jackets during the hot weather.

Stephen LeClare, parent at Oak Hill, expressed his concern with class-sizes at the elementary sites. He noted that teachers do not have time to interact with the children. Trustee Friedman asked the audience for a raise of hands from those who were concerned and would like smaller class sizes; there was unanimous consent.

Linda Cassel, 1st grade teacher at Oak Hill, spoke on behalf of all Kindergarten and First Grade teachers. She noted that they are concerned with the number of students in classes. She asked that the Board consider hiring more teachers for Kindergarten and First Grade if more money is received from the state. Trustee Hunt went over the Kindergarten and First Grade numbers (class-sizes). Trustee Wilson and Mr. Loehr both noted that would probably be one of the first things brought back if money allowed. Trustee Kelley noted that it is good to make this public. Trustee Anderson thanked the staff for coming every day and being dedicated to the students.

Nick Rebello, student at CHS, noted that he worked in Mrs. Cassel's class on Monday and noted that the class size is larger than when he was in that grade. He suggested that it be lowered.

Jasmine Babcock, student at CHS, noted that it is crucial to get the athletes to the sporting events in a timely manner. Busses should not be taking them too early or too late for games. Mr. Loehr noted that transportation is down 3 drivers. To solve this problem a new schedule has been made for drivers and charter busses will also be used.

Keeana Ram, student at CHS, agreed with Jasmine on the transportation issue for athletes.

Tyler Balderston & Cameron Corey, students at CHS, asked if a catering business, or another business, could come to their school to serve at lunch time. They suggested Subway or Quiznos, places that can serve something healthy. Mr. Loehr noted that there are regulations that have to be followed. He suggested that they speak to Mr. Jordan and Mr. Deason to see if something can be worked out.

Harjeet Gill, student at CHS, noted that there is not much of a variety for vegetarians. She would like to see more healthy foods served. Aleah Woods added that the offerings are not enough; food runs out before everyone is served. Mr. Loehr asked that the students speak to Mr. Jordan about this issue. Mr. Deason noted that a student group can be formed to discuss choices for those students. Ms. Woods was asked to report on this item next month.

COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA (continued)

Jesse Delgado & Bethany Saeturn, shared concerns with the vending machines being closed. They noted that the opening of the vending machines would generate more money for their site. They stated that the machines wouldn't need to contain soda, but could have water, juices, or sports drinks. Mr. Deason noted that vending machines can not compete with the school lunch program. The district has looked into letting Food Services run the vending machines.

Alesya Matsuka, student at CHS, noted that last week her chocolate milk had an expiration date that was a week old. She asked that they be checked more closely.

Grace Wilson, senior at CHS, noted that this is the first year they have not had student planners. She stressed that the district should find a way to get planners for the future. Mr. Jordan noted that he was the one that decided to cut the planners so the money could be used for other school supplies.

Corrina Fernandez, Senior at CHS, inquired on the reasoning for senior contracts.

Sahari Garcia-Rubio, Senior at CHS, noted that she didn't think the teachers should be so strict on the tardies. Mr. Jordan noted that each teacher has different rules for being disciplined for tardies.

Jaleesa Calhoun & Daniella Krestoff, students from CHS, noted that MCA is going to a conference this year. To help with the cost, a big fundraiser has been planned for teaching 4th through 6th grade students how to make a video for a film festival. The information has gone out through the phone calling system and notes will be going home in the Thursday packets.

Aleah Woods inquired on whether the blue barrel issue had been resolved. Mr. Deason noted that one of our other sites donated a rack to try at the high school campus.

Manpreet Deol, student at CHS, noted that the students' Aeries accounts are not updated regularly by all teachers. Trustee Friedman asked that the students bring this to the site administration.

Navar Garland, Senior at CHS, also noted that the teachers are not inputting the grades in a timely manner.

Alexis Johnson, student at CHS, noted that today she witnessed a student smoking on campus, five minutes after school. A teacher asked the student put it away, which he did and walked away. She asked what should the teacher have done? Trustee Anderson asked that she talk to Mr. Jordan about the issue.

Elisa Johnson, Senior at CHS, asked if they can't afford agenda books, how can they afford new granite counter tops in the bathrooms. It was noted that the two items come from 2 different funds. Mr. Loehr also noted that the granite counter tops were cheaper and last longer than other products.

Justin Lee, student at CHS, noted that the campus is dirty and that we should all be helping to clean the campus. Students should take pride in their campus being the "Home of Scholars and Champions."

Bianca Long, student at CHS, asked why the district is letting go the teachers who have more experience and keeping teachers with less experience. Mr. Loehr noted that it is based on seniority.

Ms. Woods asked how many campus monitors there are. It was noted that there are 2 campus monitors as well as 2 noon-duty supervisors.

BOARD/SUPERINTENDENT REPORTS

Mr. Loehr

- noted that he had the first Superintendent's Advisory Council; tomorrow will be the second meeting.
- met with Marie and Heather today. Noted that we are in difficult times, but are keeping the lines of communication open.
- saw Nightmare on Puberty Street today at Riles.
- noted that he will recognize Perfect STAR Awards at the school sites. He will let the Board know when these will be done.
- noted that the teachers have done a great job this year with all of the demands.

Mr. Wilson

- noted that students shouldn't be late in Mr. Fox's class at Sac State.
- asked if there could be a presentation from STARBASE Academy at the October or November Board Meeting.

Mr. Hunt

- had no report to give.

Mrs. Anderson

- attended Healthy Play at Dudley. She noted that it was a lot of fun.

Mrs. Kelley

- attended the Healthy Play at Dudley. She noted that it was simple and will be effective.
- commented on the level of professionalism during Public Comments, and noted that the comments have been great tonight.

Mr. Friedman

- noted that Healthy Play was funded by a grant obtained by Mrs. Collier.
- attended the Healthy Play program with Mr. Loehr and the other Trustees at Dudley and again at Spinelli.
- attended the Teacher of the Year Banquet this year. He pointed out that we are proud of our teachers. He noted that our district has the highest participation every year.
- received a compliment about Mrs. Coronado this week.

CONSENT AGENDA

1. Approved Adoption of Minutes from August 17, 2011 Regular Meeting
2. Approved Adoption of Minutes from September 7, 2011 Special Meeting
3. Approved Resolution #6/2011-12: Resolution Authorizing Payment To Board Member For Missed Meeting
4. Approved Certificated Personnel Transactions
5. Approved Classified Personnel Transactions
6. Approved 2012 Health and Welfare Benefits: CSEA & CUTA Employee Bargaining Groups
7. Approved 2011/2012 Master Contracts:
JabberGym
8. Approved 2011/2012 Individual Service Agreements:
2011/12-42 Mingus Mountain
2011/12-59, 112 BECA
2011/12-60-108 Bright Futures
2011/12-109 JabberGym
2011/12-110 Odyssey
2011/12-111 Creekside Academy (UHS)

CONSENT AGENDA (continued)

9. Ratified Professional Service Agreement: Baby Steps Therapy (June 2011)
10. Ratified Professional Service Agreement: Baby Steps Therapy
11. Approved Memorandum of Understanding Between the Sacramento Cal-SOAP Consortium (Cal-SOAP), a program of the Sacramento County Office of Education, and the Center Joint Unified School District
12. Approved Field Trip: CHS Band and Choir Trip to Music in the Parks Music Competition, Disneyland, Anaheim
13. Approved Field Trip: CHS Media Communications Students to San Francisco Bay Area
14. Approved Professional Service Agreement: Terkensha Associates - Dudley & Spinelli
15. Approved Professional Service Agreement: Terkensha Associates - Oak Hill
16. Approved Professional Service Agreement: Loida Beltran - for Transportation
17. Approved Amendment 1 to CCTR-1213, Local Agreement for Child Development Services
18. Approved Payroll Orders: July 2011 - August 2011
19. Approved Supplemental Agenda (Vendor Warrants)

Motion: Anderson
Second: Kelley

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

INFORMATION ITEMS

1. Workshops: "SIPPS K-3 Beginning and Extension Levels Workshop & "SIPPS 4-12 Plus and Challenge Levels Workshop" - V. Mason (Dudley)

PUBLIC HEARING: Notification of Compliance With Education Code §60119 for Funds Received under Pupil Textbook and Instructional Materials Incentive Program.

President Friedman opened the public hearing at 7:33 p.m. Mr. Scott Loehr, Superintendent, discussed the compliance requirements and reported that the District is in compliance with ed code requirements for the 2011/12 SY. There were no public comments. The public hearing was closed at 7:33 p.m.

BUSINESS ITEMS

A. APPROVED - Resolution #5/2011-12: Statement of Assurances Instructional Materials Fund

Motion: Wilson
Second: Hunt

Vote: General Consent

B. APPROVED - Certification of Provision of Standards-Aligned Instructional Materials

Motion: Wilson
Second: Hunt

Vote: General Consent

C. APPROVED - 2010/11 Unaudited Actuals Report and Resolution #4/2011-12: Gann Limit Resolution

Ms. Bess, Director of Fiscal Services, explained the information included in the Board packet.

Motion: Wilson
Second: Hunt

Vote: General Consent

ADVANCE PLANNING

- a. *Future Meeting Dates:*
 - i. *Special Meeting: Wednesday, October 5, 2011 @ 6:00 p.m. - District Office Conference Room 5, 8408 Watt Avenue, Antelope, CA 95843 (5:30 p.m. for closed session)*
 - ii. *Regular Meeting: Wednesday, October 19, 2011 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747*
- b. *Suggested Agenda Items:*

ADJOURNMENT – 7:58 p.m.

Motion: Wilson
Second: Hunt

Vote: General Consent

Respectfully submitted,

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

Nancy Anderson, Clerk
Board of Trustees

Adoption Date

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Superintendent's Office
To: Board of Trustees
Date: October 19, 2011
From: Scott A. Loehr, Superintendent
Principal's Initials: _____

Action Item X

Information Item _____

#Attached Pages 3

SUBJECT: Adoption of Minutes

The minutes from the following meeting are being presented:

October 5, 2011 Special Meeting

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

CONSENT AGENDA

CENTER JOINT UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES SPECIAL MEETING Center Joint Unified School District - Superintendent's Office 8408 Watt Avenue, Antelope, CA 95843

Wednesday, October 5, 2011

M I N U T E S

CALL TO ORDER - Trustee Friedman called the meeting to order at 5:30 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

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

1. Public Employee Performance Evaluation (Classified) Chief Administrative Officer
(G.C.§54957)

PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION

CLOSED SESSION - 5:30 p.m.

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

FLAG SALUTE - led by George Tigner

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION – the Board met in Closed Session and no action was taken.

ADOPTION OF AGENDA - the agenda was adopted as presented.

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

COMMENTS FROM THE AUDIENCE REGARDING ITEMS ON THE AGENDA - None

BUSINESS ITEMS

A. First Reading: Board Policies/Regulations/Exhibits

BP/AR 1113 - District and School Web Sites

The Board changed the first sentence in the fourth paragraph of AR 1113 to read "All copyright laws are adhered to in the use of materials on district and school web sites."

BP/AR 1114 - District-Sponsored Social Media

This policy and regulation was pulled; they will not be added.

BP 2210 - Administrative Discretion Regarding Board Policy

The Board decided to keep the old policy and change the dates.

First Reading: Board Policies/Regulations/Exhibits (continued)

BP 3100 - Budget

The Board asked to keep option 1 and option 2 in this policy.

BP 3280 - Sale or Lease of District-Owned Real Property

No changes made.

BP 3290 - Gifts, Grants, and Bequests

The Board asked to delete from page (b) the sentence "Donors are encouraged to donate all gifts to the district rather than to a particular school."

BP 4033 - Lactation Accommodation

No changes made.

AR 4112.2 - Certification

No changes made.

AR 4112.22 - Staff Teaching English Language Learners

The Board asked to delete the last paragraph of the regulation that states:

The Governing Board may, for the purpose of providing primary language instruction, hire bilingual teachers who are employed in public or private schools of a foreign county, state, territory, or possession, provided such teachers speak English fluently and hold the necessary sojourn credential issued by the CTC. After the initial two-year sojourn credential expires, the teacher may annually apply to the CTC for an extension for a total period of not more than five years. Any application for renewal shall include verification by the Superintendent or designee that termination of the employment would adversely affect an existing bilingual program and that attempts to secure the employment of a qualified certificated California teacher have been unsuccessful. (Education Code 44856)

BP 5030 - Student Wellness

The Board asked to delete from page (c) the paragraph that states:

The Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, free give-aways, or other means.

BP/AR 5142.1 - Identification and Reporting of Missing Children

No changes made.

BP/E 5145.11 - Questioning and Apprehension by Law Enforcement

No changes made.

BP/AR 5148 - Child Care and Development

No changes made.

BP 6111 - School Calendar

No changes made.

Motion: Hunt
Second: Kelley

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

ADVANCE PLANNING

a. Future Meeting Dates:

- i. Regular Meeting: Wednesday, October 19, 2011 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747*

b. Suggested Agenda Items:

ADJOURNMENT - 7:05 p.m.

Motion: Anderson
Second: Wilson

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

Respectfully submitted,

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

Nancy Anderson, Clerk
Board of Trustees

Adoption Date

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Personnel Department

Action Item **X**

Date: October 19, 2011

Information Item

To: Board of Trustees

Attached Pages **1**

From: George Tigner, Chief Administrative Officer 

Subject: Certificated Personnel Transaction

Rescission of Layoff

Christopher Borasi, Wilson Riles Middle School

Recommendation: Approve Certificated Personnel Transaction as Submitted

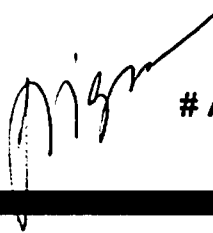
CONSENT AGENDA

Rescission of Layoff

Christopher Borasi's layoff has been rescinded and he has returned to 1.0 FTE at Wilson Riles Middle School as a Title 1 Coordinator for the 2011/12 school year, effective October 10, 2011.

AGENDA ITEM # XIV-4

Center Joint Unified School District

		AGENDA REQUEST FOR:	
Dept./Site:	Personnel Department		
Date:	October 19, 2011	Action Item	<u> X </u>
To:	Board of Trustees	Information Item	<u> </u>
From:	George Tigner, Chief Administrative Officer	# Attached Pages	<u> 1 </u>
			
SUBJECT: CLASSIFIED PERSONNEL TRANSACTIONS			
RESIGNATION:	Robert Jones, Instructional Specialist PH/Autism Natalie Weber, Instructional Specialist		
RETIREMENT:	George Tigner, Chief Administrative Officer		
NEW HIRE:	Christina Keats, Instructional Assistant		
RECOMMENDATION: Approve Classified Personnel Transactions as Submitted			

CONSENT AGENDA

AGENDA ITEM # XIV-4

Robert Jones will resign from his position as Instructional Specialist, PH/Autism at Center High School effective October 21, 2011.

Natalie Weber will resign from her position as Instructional Specialist at Spinelli Elementary School effective November 30, 2011.

George Tigner will retire from his position as Chief Administrative Officer effective July 2, 2012.

Center Joint Unified School District

Dept./Site: Center High School
Date: September 16, 2011
To: Board of Trustees
From: Mike Jordan, Principal

AGENDA REQUEST FOR:
Action Item X
Information Item
Attached Pages 3

Administrator's Initials: MJS

SUBJECT: Center High School MCA trip to Southern California.

Matt Chamberlain, Media Communications Academy Department Chair, is requesting approval to take 40-50 students to Southern California March 29- April 1. A list of possible students is attached.

Chaperones for the trip will include Matt Chamerlain, Amy Chaney, Digol J'Beily, Lisa Miller, and Walt Anderson. Participants will travel via Southwest airlines and charter bus while in Southern California. Participants will stay at the Anaheim Marriott and Universal City Sheraton. Funding for this trip will be provided by private payments, fundraising and the MCA grant.

The proposed itinerary is attached for your reference. Students will visit the following: Reagan Museum, WB VIP tour, Hollywood Walk of Fame, Universal Walk, Holocaust Museum, USC Film School, Medieval Times, Disneyland and Universal Studios.

RECOMMENDATION: The Center Joint Unified School District Board of Trustees approve approve the trip.

CONSENT AGENDA

Cost (all are subject to change)

Flight - \$180

Hotel - \$125 (305)

WB VIP - \$50 (355)

Medieval Times - \$35 (390)

Disneyland - \$80 (470)

Universal Studios - \$50 (520)

Holocaust Museum \$5 (525)

Reagan Museum \$10 (535)

Transportation not included

Total - \$450

First Deposit Due Friday, Sep. 9 \$100

Second Deposit Friday Oct. 14 \$100

Third Deposit Friday Nov.4 \$100

Forth Deposit Friday Jan. 13 \$100

Fifth deposit Friday Feb. 3 \$50

Dropping out of the trip after Nov.4 and
your deposit may be lost.

Parent Meeting is scheduled for Tuesday,
March 20th at 6:30.

MCA Los Angeles Field trip
March 2012

Thursday, March 22

5am arrive Sac Metro airport - Southwest
7am fly out
8am arrive Burbank
10am Reagan Museum
2PM WB VIP Tour
6PM Hollywood walk of Fame
8PM check in Hotel - Universal Sheraton
830 Dinner at Universal Walk

Friday, March 23

9am Holocaust Museum
1PM Tour USC film School
5pm check in Sheraton Anaheim
730 Medieval Times Dinner Show/theatre

Saturday, March 24

6am breakfast
8am Disneyland
11PM curfew

Sunday, March 25

Check out of hotel at 6am
9am arrive Universal Studios
8pm Fly out from Burbank

Attendance Class Roster

Period	Course Title	Term	Sec#	Crs#	Teacher	Days	Room	Year
1	Us Gov.	F	0113	721615	Chamberlain, Jos	MTWTF	301	11-12
Stu#	Student Name							
01 003618	Barron, Sandra			12				
02 003633	Brooks, Megan G.			12				
03 004085	Brown, Chantel L.			12				
04 003638	Burke, Nathaniel S.			12				
05 003639	Calhoun, Jaleesa R.			12				
06 003645	Carver, Kelsei D.			12				
07 003647	Castillo, Aaron M.			12				
08 003683	Dutcher, Taylor S.			12				
09 003686	Eckles, Dustin L.			12				
10 003692	Evans, Carly E.			12				
11 003701	Fuentes, Angelica G.			12				
12 004055	Hampton, Aaron M.			12				
13 004078	Johnson, Alexis L.			12				
14 003746	Johnson, Elisa M.			12				
15 004076	Johnson, Patrick F.			12				
16 003751	Katkanov, Timothy			12				
17 003760	Knutson, Drew D.			12				
18 004769	Krestoff, Daniela A.			12				
19 004070	Nowak, Alyse C.			12				
20 004071	Oill, Carter D.			12				
21 003830	Ortega, Eduardo			12				
22 003831	Pachacos, Rayna N.			12				
23 003852	Pomtosapon, Kevin P.			12				
24 003854	Prasad, Shyleene A.			12				
25 003860	Quinley, Keianna E.			12				
26 003863	Rainear, Zyhira E.			12				
27 003874	Romanet, Sebastian D.			12				
28 003885	Sanchez, Lisette			12				
29 003888	Schoenstein, Shelly E.			12				
30 003903	Sivils, Kathryn C.			12				
31 004040	Walker, Dillon J.			12				
32 003935	Walsh, Jaclyn G.			12				
33 003936	Wasche, Alexandria M.			12				
34 004063	Wilson, Grace E.			12				
35 003944	Wilson, Monica A.			12				
36 003945	Wright, Elijah D.			12				

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Center High School

Date: September 27, 2011

To: CUSD Board of Trustees

From: Mike Jordan

Principal's Initials MOJ

Action Item **X**

Information Item

Attached Pages **20**

SUBJECT: Center High School FBLA ATTENDANCE AT LEADERSHIP CONFERENCE

Cathy Cummings and Joe Gomes, Center High School FBLA Advisers and Rose Mendoza, parent and CUSD classified employee are requesting approval to take 13 members of the Future Business Leaders of America club to the 2011 Northern California Leadership Development Institute on October 21-23, 2011.

This conference will be located at the Marriott Hotel in Santa Clara, California. All participants and advisers will be staying at the Marriott Hotel in Santa Clara for the duration of the conference. Students and chaperones may leave the site to eat at area restaurants. All workshops take place at the Marriott Hotel.

Participants will be leaving after school on Friday, October 21st and returning on Sunday, October 23rd around 2:00 p.m. Advisers will be driving students in their own personal cars. Transportation forms and insurance verifications are on file with the district.

Funding for this trip will be provided through private payment, club fundraising, Vocational Education – Carl Perkins money, and approved SB 70 grant money.

CONSENT AGENDA

XIV-6

The purpose of this conference is to participate in many workshops that highlight leadership, career preparation, personal development, FBLA history, college preparation, and networking with students from other chapters in the Northern section of California. Participants who attend all the workshops will receive a certificate of completion with honors. Students will attend several general sessions with key note speakers from area businesses. Advisers have an opportunity to network and discuss chapter, state, and national news and goals. The agenda for this excellent conference is attached.

Marriott Hotel Information:

Marriott Santa Clara
2700 Mission College Boulevard
Santa Clara, CA 95054
Phone: 408-988-1500

RECOMMENDATION:

Approve attendance at FBLA Leadership Conference.

FIELD TRIP PLANNING / APPROVAL FORM

Teacher C. Cummings J. Gomez Approx 120
Number of Students

Class or Club PBLA

Clear description of the trip's connection to the curriculum and standards:

Attend the PBLA Leadership Development Conference

Date of trip 10/21/11 Time Leaving 2:35 Time Returning 10/23/11 @ 2:00 pm

Destination Santa Clara

Other places you may go during the trip: Area restaurants; local mall

Transportation request submitted? Yes ☒ No ☐

Parents driving? Yes ☒ No ☒ Maybe Rose Mendez

If parents driving, is Volunteer & Employee Auto Usage Statement on file?

Yes ☒ No ☐

If trip is overnight or over 150 miles, has Board Agenda Request been submitted?

Yes ☒ No ☐

Teacher Signature C. Cummings J. Gomez Date 9/27/11

Signature indicates the teacher has examined and supports how the trip supports academic and content standards

Dept. Chair Signature Shirley L. White Date 9/6/11

Signature indicates the Department Chair has examined and supports how the trip supports academic and content standards

Principal's Signature Michael D. Lopez Date 9/7/11

REMINDERS:

1. This form must be completed by the teacher and have final approval BEFORE any letters are sent home or any final arrangements are made. Requests must be submitted at least ten (10) days before the trip. Requests for trips over 150 miles or that include an overnight stay must be submitted to the Board of Trustees for approval at least thirty (30) days prior to the trip.
2. A final list of student participants must be placed in each staff mailbox, and a copy give to the Attendance Office, no less than three (3) days prior to the trip.
3. Refer to the Field Trip Procedural Outline to insure that all appropriate forms are completed.
4. If there are any special factors about the trip, please attach a separate sheet describing them.

Center High School

3111 Center Court Lane • Antelope, CA 95843
(916) 338-6420 • FAX (916) 338-6370

September 14, 2011

Dear Parent and FBLA Officer:

Your child has expressed interest to represent Center High School's **Future Business Leaders of America** at this years' Leadership Development Institute. The conference will be held in Santa Clara at the Marriott Hotel from October 21-23, 2011

We will be leaving right after school on Friday, October 21st and returning after our breakfast meeting on Sunday, October 23rd around 1:00 p.m. Parents are expected to be at the school on Sunday to pick up their child.

We will be staying at the Marriot Hotel in Santa Clara next to Great America. All activities will be hosted at the hotel. There are a few restaurants within walking distance. Our Adviser team will be driving their personal vehicles.

All FBLA members planning to attend this conference must pay the amount due **NO LATER** than **Tuesday, September 20th**. **THIS IS A FIRM DATE**. This will solidify your place on the registration.

COST OF CONFERENCE

√	Registration:	\$40 NO COST TO STUDENT.....Paid by CHS - FBLA
√	Hotel:	\$70 Student cost based upon 2-4 students to a room for 2 nights
√	Transportation:	\$10
√	Food:	\$50 - Student responsibility (approximate cost)

TOTAL COST TO STUDENT: \$80

****YOUR FBLA DUES OF \$15 MUST BE PAID PRIOR TO GOING ON THIS TRIP**

Please give your deposit to Ms. Busath in the ASB Office. Make checks **payable to CHS – FBLA**. Please bring your receipt to either Mr. Gomes or Mrs. Cummings by the due date.

In the past, we have had great success with our students and they have proven to be great ambassadors for CHS. Please stress to your child the importance of being responsible and mature. I have high expectations for each student and hope they leave the conference with new leadership skills, new friends, great self-esteem, and a positive attitude towards teamwork.

Sincerely,

Cathy Cummings and Joe Gomes

ccummings@centerusd.org and joegomes@centerusd.org

"Home of Scholars and Champions"

COMMITMENT FORM

My son/daughter _____ will be attending the FBLA – Leadership Development Institute (North) in Santa Clara. Hotel accommodations and conference activities take place at the Marriott Hotel in Santa Clara.

I understand the amount due of **\$80** (hotel/transportation) is due by Tuesday, September 20, 2011. This is a **FIRM** deadline.

I understand CHS – FBLA dues of \$15 **MUST** be paid prior to going on this trip. I understand my child is responsible to pay for his/her food for Friday evening and Saturday. A breakfast on Sunday is provided by FBLA.

All money is payable to: CHS - FBLA

I understand the code of conduct form and medical form **MUST** be completed and turned in before my child can attend.

Parent Signature

Date

Student Signature

“Transforming Tomorrow”
FBLA



CALIFORNIA FUTURE BUSINESS LEADERS OF AMERICA 2011-2012 Leadership Conferences

Release of Claim for Damages and Emergency Medical Treatment Authorization

Student Name (print/type) _____

Center High School

School (print/type) _____

Home Address: _____

Event Date: October 21-23, 2011

Home Phone: _____

Date of Birth: _____

School Phone: _____

Name of Activity: LDI North – Santa Clara

Adviser(s) in Charge: Cathy Cummings and Joe Gomes

This is to certify that _____ has my permission to attend the above named FBLA activity. I also do hereby, on behalf of _____ absolve and release the school officials, the FBLA chapter advisers, and the state FBLA association and staff from any claims for personal injuries which might be sustained while he/she is enroute to and from or during the FBLA sponsored activity.

I also authorize the above named adviser or state FBLA staff to secure the services of a doctor or hospital. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment.

Student Signature

Cathy Cummings

Adviser Signature

Parent Signature

Michael D. Johnson

School Official Signature

MEDICAL INFORMATION

Known allergies (drug or natural) _____

Special medication(s) being taken _____

Date of last tetanus shot? _____

History of heart condition, diabetes, asthma, epilepsy or rheumatic fever: _____

Any physical restrictions: _____

Other conditions: _____

Family doctor: _____

Parent or guardian contact numbers. Work: _____ Home: _____ Other: _____

INSURANCE INFORMATION

Insurance provider _____

Policy number: _____

Coverage: _____



CALIFORNIA FUTURE BUSINESS LEADERS OF AMERICA

2011-2012 Leadership Conferences

Code of Conduct Form

Student Name (print/type) _____

Center High School
School (print/type) _____

FBLA, as an integral part of the Business Education programs in California, offers training to students with career objectives in business and office occupations. Because individual conduct and appearance is a phase of this training, it becomes the responsibility of all persons to see that proper conduct is adhered to at all times from the time students leave home until they return home.

Attendance at any FBLA sponsored conference or activity is a special privilege. Knowing that any organization is judged largely by the behavior of its individual participants, the following Code of Conduct is subscribed to for members, guests, and advisers who attend California FBLA activities and conferences.

1. All students attending a conference must be paid members of FBLA.
2. All chapter members attending FBLA conferences are expected to attend *all sessions* of the conference.
3. All persons shall behave in a courteous and respectful manner refraining from language and actions that might bring discredit upon themselves, their school, their home, their friends, the conference, or upon the FBLA organization.
4. Because conference attendees are guests using the facilities, special care should be taken not to deface or destroy any property. Do not throw *anything* out of windows or over balconies. Any damages to any property or furnishings in the hotel rooms or buildings must be paid for by the individual or chapter involved.
5. Dress regulations established for the conference shall be business attire as defined by the FBLA Dress Code.
6. Curfew regulations shall be interpreted to mean that each person shall be in his/her room and shall begin ¼ hour after the last scheduled activity unless stated otherwise in the conference program. Conference area participants not staying in the hotel shall be off the grounds of the hotel by the curfew.
7. Student delegates shall (1) keep their adult advisers informed of their activities and whereabouts at all times, (2) not use their own cars or ride in cars belonging to others during the conference, unless accompanied by an authorized adviser, and (3) not engage in dating activities with students not attending the conference.
8. NO ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS in any form shall be possessed or used at any time under any circumstances on public or private property. Smoking is prohibited.
9. Identification badges are to be worn at all conference activities.

I have read and agree to abide by the California FBLA Code of Conduct. I also agree that the school officials, the FBLA chapter adviser(s), or the FBLA Board of Directors, have the right to send me home from the activity at my expense, provided that in their opinion, the seriousness of the violation of the Code of Conduct warrants it.

Student Signature _____ Parent Signature _____

Adviser Name (type/print) Cathy Cummings, Adviser Date September 20, 2011

P.O. # 5270

**Center High School
Purchase Order Request**

Purchaser: C. Cummings
Date: 9/23/11

Complete name & address of vendor,
including telephone and fax numbers:

☐ District Funds
☒ Student Body Funds
Account name: FBLA

Rose Mendoza
CHS
() phone
() fax

QTY	ITEM #	ITEM DESC	UNIT COST	TOTAL
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		Reimbursement for travel to chaperone students to FBLA - LDI conference 10/21 - 10/23.		
--	--	---	--	--

* Per SB 70 Grant money.

* Not to exceed \$150.00

Approvals:

C. Cummings
Department Chair (for district funds)

Student Officer (for ASB funds)

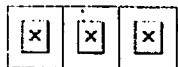
Michael O. [Signature]
Activities Director (for ASB funds)

Principal (for either fund)

Sub Total
Tax 7.75%
Shipping
TOTAL \$150.00

Approved by ASB on

9/22/11 Snaguit
Date Treasurer



Santa Clara Marriott

MAPQUEST

Trip to 2700 Mission College Blvd

Santa Clara, CA 95054-1218

128.98 miles - about 2 hours 19 minutes

Notes



The IKEA Sale
going on now



3111 Center Court Ln, Antelope, CA 95843-9111



1. Start out going WEST on CENTER COURT LN toward WATT AVE.

go 0.3 mi



2. Turn RIGHT onto WATT AVE.

go 0.2 mi



3. Turn LEFT onto GIBSON VIEW WAY.

go 0.0 mi



4. Turn RIGHT onto NANDINA WAY.

go 0.2 mi



5. Turn RIGHT onto TOURMALINE WAY.

go 0.0 mi



6. Turn RIGHT onto WATT AVE.

go 2.6 mi




7. Turn RIGHT onto ELKHORN BLVD / CR-E14 W.



go 2.6 mi






8. Turn LEFT onto 16TH ST.



go 1.3 mi



- 



9. 16TH ST becomes RALEY BLVD. go 1.7 mi
- 



10. Merge onto I-80 W toward SAN FRANCISCO. go 50.9 mi
- 



11. Merge onto I-680 S via EXIT 40 toward BENICIA / SAN JOSE. go 58.3 mi
- 


12. Take the MISSION BLVD WEST exit, EXIT 12, toward I-880 / WARM SPRINGS DISTRICT. go 0.5 mi
- 



13. Merge onto MISSION BLVD / CA-262 W. go 0.7 mi
- 


14. Merge onto I-880 S toward SAN JOSE. go 3.9 mi
- 


15. Merge onto CA-237 W toward MTN VIEW. go 3.5 mi
- 

16. Take the GREAT AMERICA PKWY exit toward LAFAYETTE STREET. go 0.4 mi
- 

17. Turn LEFT onto GREAT AMERICA PKWY. go 1.7 mi
- 

18. Turn LEFT onto MISSION COLLEGE BLVD. go 0.3 mi
- 

19. 2700 MISSION COLLEGE BLVD is on the RIGHT. go 0.0 mi



2700 Mission College Blvd, Santa Clara, CA 95054-1218

Total Travel Estimate : 128.98 miles - about 2 hours 19 minutes

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P.O. # 5245

Center High School Purchase Order Request

Purchaser: C. Cummings
Date: 8/27/11

 District Funds
~~X~~ Student Body Funds

Account name: FBLA

Complete name & address of vendor,
including telephone and fax numbers:

including telephone and fax numbers:
Marriott Santa Clara
* see attached
 () _____ phone
 () _____ fax

QTY	ITEM #	ITEM DESC	UNIT COST	TOTAL
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Hotel Accommodations
(a) FBLA - LDI
Santa Clara
10/21 - 10/23; 2011

Marriott 7 Santa Clara
Rates \$105 per night.

not to exceed \$1200

Approvals:

D. Cummings
Department Chair

Sub Total	
Tax 8.75%	
Shipping	
TOTAL	\$1200.00

Student Officer (for ASB funds)

Activities Director (for ASB funds)

Michael J. [Signature]
Principal (for either fund)

Approved by ASB on

9/14/11
Date

Magnit
Treasurer

P.O. # 5246

**Center High School
Purchase Order Request**

Purchaser: C. Cummings
Date: 8/27/11

☐ District Funds
☒ Student Body Funds

Account name: FBLA

Complete name & address of vendor,
including telephone and fax numbers:

CA FBLA
Mail P.O. Kiki Nakaguchi
* see attached phone
fax

QTY	ITEM #	ITEM DESC	UNIT COST	TOTAL
-----	--------	-----------	-----------	-------

		<u>Registration for FBLA</u>		
		<u>LDT in Santa Clara</u>		
		<u>10/21-10/23, 2011</u>		

not to exceed \$400
early bid @ \$400.00

Approvals:

C. Cummings
Department Chair

Sub Total
Tax 8.75%
Shipping
TOTAL

400
=

Student Officer (for ASB funds)

Activities Director (for ASB funds)

Mahl
Principal (for either fund)

Approved by ASB on

9/14/11
Date

snaguit
Treasurer



CALIFORNIA FUTURE BUSINESS LEADERS OF AMERICA

2011 Leadership Development Institute—North

Conference Registration Form

(Early Bird Registration) Registration form and check must be received by Friday, September 30, 2011.
 (Regular Registration) Registration form and check must be received by Saturday, October 8, 2011.

Please mail check and copy of this form to:
 Kiki Nakauchi, LDI-North Co-Chair
 745 Claremont Drive
 Morgan Hill, CA 95037

Make checks payable to *California FBIA*.

Questions: Email Kiki Nakauchi (kikinakauchi@aol.com)

LDI-North Attendees (Please Type)			(Check one box)			(Check if applicable)
	First Name	Last Name	Sect./State Officer	Member	Adviser	Meatless Breakfast
1.	Cathy	Cummings			X	
2.	Joe	Gomes			X	
3.	Deepeaka	Dhaliwal		X		
4.	Jessica	Chander		X		
5.	Harvir	Dhami		X		
6.	Thandi	Cato		X		
7.	Kelsey	Gebert		X		
8.	Julia	Lee		X		
9.	Feuy	Saefong		X		
10.	Candace	Saepanh		X		
11.	Valerie	Lee		X		
12.	Lisa	Saefong		X		
13.	Alex	Mendoza	X			
14.	Alex	Phoong		X		
15.	Henry	Nguyen		X		
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
Totals						

Summary: Members/Advisers No. 14 @ \$40.00 Early Bird (\$45.00 Regular Reg.) = \$ 560.00
 Section/State Officers No. 1 @ \$20.00 Early Bird (\$25.00 Regular Reg.) = \$ 20.00
 Breakfast (Sunday) No. 15 (need actual count—already included in reg.)
Subtotal Amount Owed = \$ 580.00

Less (2010-2011 Gold Seal Chapter—2 Comp. Reg./Outstanding Chapter—1 Comp. Reg.) = \$ 40.00

Final Amount Owed = \$ **540.00**

School Center High School City Antelope, CA

Adviser's Email Address ccummings@centerusd.org Section Northern
 (Copy this form if more space is needed.)

3111 Center Court Lane
Antelope, CA 95843
916-339-4750
916-338-6434
ccummings@centerusd.org

Center HS

Fax

To:	Ashley Long, Reservations Dept.	From:	Cathy Cummings
Fax:	408-748-9529	Pages:	3
Phone:	408-988-1500	Date:	9/22/11
Re:	FBLA Hotel Reservation	cc:	

☐ Urgent ☒ For Review ☐ Please Comment ☒ Please Reply ☐ Please Recycle

As per our conversation, I am faxing our hotel reservation form for the FBLA – LDI conference October 21st – 23rd.

I will need 7 rooms. Please send me an invoice for the total amount due so I can get a check cut. I will hand carry a check as agreed. Use my credit card guarantee to hold the rooms.

Please call me directly or e-mail me if you have any questions.

Thanks again for your assistance.

ccummings@centerusd.org

916-339-4750



CALIFORNIA FUTURE BUSINESS LEADERS OF AMERICA
2011 Leadership Development Institute-North
Housing Reservation Form

All hotel information must be RECEIVED or faxed by September 24, 2011

Make checks payable to *Marriott Santa Clara*

Please mail check and copy of this form to:

Reservations Department, Ashley Long

Marriott Santa Clara

2700 Mission College Blvd.

Santa Clara, CA 95054

Phone: (408) 988-1500

FAX: (408) 748-9529

408-970-6139

To guarantee your reservation, please enclose a check for the first night's room and tax (to be credited to your account) or a credit card number in the space provided. Failure to arrive on your indicated check-in date without prior notification will result in cancellation of your reservation and forfeiture of your deposit, or one night's room and tax charge will be billed to your credit card.

Accommodations

(Rates are \$115 per night, per room, including tax)

Single	Double	Triple	Quad
one person	two people	three people	four people
1 king bed	1 king bed	2 double beds or	1 king w/rollaway

Person responsible for group's Billing <i>Cathy Cummings</i>		E-mail address: <i>ccummings@centerusd.org</i>
School Name <i>Center High School</i>		
Mailing Address <i>3111 Center Court Lane</i>		
City/ZIP <i>Antelope, CA 95843</i>		
School Phone <i>916-339-4750</i>	FAX Number <i>916-338-6434</i>	
Date and Time of Arrival <i>10/21/11 @ 5:30 pm.</i>	Departure Date <i>10/23/11 @ 11:00 am</i>	
Credit Card Type <i>[REDACTED]</i>	Card Number <i>[REDACTED]</i>	
Expiration Date <i>[REDACTED]</i>	Name on Card <i>Cathy A Cummings</i>	

I authorize the Marriott Santa Clara to charge my account for one night's deposit and all applicable taxes.

Cathy A Cummings
Signature of Card Holder

Check-out time is 11 AM. Rooms may not be available for check-in until 3:00 p.m.
Complete the rooming list on the back of this form.

Faxed 9/14/11
Left message on 9/20/11
Talked to Ashley on 9/21/11

Housing Form, part 2

School	Center HS	Responsible Adviser	Cathy Cummings
--------	-----------	---------------------	----------------

Please type or print clearly the names and complete all column(s).

Check Appropriate Room Type	Male or Female	Name(s) of Room Occupant(s)
<input checked="" type="checkbox"/> Single	F	Cathy Cummings, Adviser
<input type="checkbox"/> Double		
<input type="checkbox"/> Triple		
<input type="checkbox"/> Quad		
<input checked="" type="checkbox"/> Single	M	Joe Gomes, Adviser
<input type="checkbox"/> Double		
<input type="checkbox"/> Triple		
<input type="checkbox"/> Quad		
<input checked="" type="checkbox"/> Single	F	Rose Mendoza, chaperone
<input type="checkbox"/> Double	M	Mark Mendoza, chaperone
<input type="checkbox"/> Triple		
<input type="checkbox"/> Quad		
<input type="checkbox"/> Single	F	Deepika Dhalwal
<input type="checkbox"/> Double	F	Jessica Chander
<input checked="" type="checkbox"/> Triple	F	Harvir Dhami
<input type="checkbox"/> Quad		
<input type="checkbox"/> Single	F	Thandi Cato
<input type="checkbox"/> Double	F	Kelsey Gebert
<input checked="" type="checkbox"/> Triple	F	Julia Lee
<input type="checkbox"/> Quad	F	Erika Chauvet
<input type="checkbox"/> Single	F	Peuy Saetong
<input type="checkbox"/> Double	F	Candace Saephah
<input type="checkbox"/> Triple	F	Valerie Lee
<input checked="" type="checkbox"/> Quad	F	Lisa Saetong
<input type="checkbox"/> Single	M	Alex Mendez
<input type="checkbox"/> Double	M	Alex Phong
<input checked="" type="checkbox"/> Triple	M	Henry Nguyen
<input type="checkbox"/> Quad	M	Kenny Lyach
<input type="checkbox"/> Single		
<input type="checkbox"/> Double		
<input type="checkbox"/> Triple		
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<input type="checkbox"/> Single		
<input type="checkbox"/> Double		
<input type="checkbox"/> Triple		
<input type="checkbox"/> Quad		

Copy this sheet if you need additional space.

2011 CALIFORNIA FUTURE BUSINESS LEADERS OF AMERICA

Leadership Development Institute-North



California FBLA
Transforming Tomorrow



Registration Guide

**Marriott Hotel, Santa Clara, California
October 21-23, 2011**



Service ♦ Education ♦ Progress

Robert Franklin
Central Section Director
Los Banos High School
1966 South 11th Street
Los Banos, CA 93635
209.826.6033
209.826.1575 FAX
rfranklin@losbanosusd.k12.ca.us

September, 2011

Dear FBLA Chapter Members:

California FBLA is pleased to invite all chapters in the Bay Section, Central Section, and Northern Section to the FBLA Leadership Development Institute (LDI) at the Marriott in Santa Clara, California.

At the Leadership Development Institute, you'll get to:

- Experience more than over 40 incredible leadership, career development, and officer and adviser training workshops
- Receive certification for attending all workshops and graduate with honors
- Meet and get an inside track with professionals from the business community
- Friday night interact with other chapter members during Rocket Arena. This program will get your conference weekend off to energizing head start.
- And of course bring your blue jeans and dollars because an FBLA conference would not be complete without a March of Dimes Blue Jeans for Babies Dance.

Don't wait to get your FBLA chapter off to a great start!

- Early bird Registration for the conference is due September 30, 2011.
- Hotel Reservation of \$115.00 (including tax) per room is due September 24, 2011.
- Code of Conduct and Medical Release forms will be turned in at the conference.
- Dues of **\$11 for all members** must be paid and will be checked for all members in attendance.

See you in Santa Clara!

CALIFORNIA HOST COMMITTEE (Leadership Teams of Bay, Central, and Northern Sections)



CALIFORNIA FUTURE BUSINESS LEADERS OF AMERICA

2011 Leadership Development Institute—North

Conference Registration Form

(Early Bird Registration) Registration form and check must be received by Friday, September 30, 2011.
 (Regular Registration) Registration form and check must be received by Saturday, October 8, 2011.

Please mail check and copy of this form to:
 Kiki Nakauchi, LDI-North Co-Chair
 745 Claremont Drive
 Morgan Hill, CA 95037

Make checks payable to *California FBLA*.

Questions: Email Kiki Nakauchi (kikinakauchi@aol.com)

LDI-North Attendees (Please Type)		(Check one box)			(Check if applicable)	
No.	First Name	Last Name	Sect./State Officer	Member	Adviser	Meatless Breakfast
1.						
2.						
3.						
4.						
5.						
6.						
7.						
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9.						
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17.						
18.						
19.						
20.						
21.						
22.						
23.						
24.						
25.						
		Totals				

Summary: Members/Advisers No. _____ @ \$40.00 Early Bird (\$45.00 Regular Reg.) = \$ _____
 Section/State Officers No. _____ @ \$20.00 Early Bird (\$25.00 Regular Reg.) = \$ _____
 Breakfast (Sunday) No. _____ (need actual count—already included in reg.) = \$ _____
Subtotal Amount Owed = \$ _____

Less (2010-2011 Gold Seal Chapter—2 Comp. Reg./Outstanding Chapter—1 Comp. Reg.) = \$ _____

Final Amount Owed = \$ _____

School _____ City _____

Adviser's Email Address _____ Section _____
 (Copy this form if more space is needed.)



CALIFORNIA FUTURE BUSINESS LEADERS OF AMERICA
2011 Leadership Development Institute-North
Housing Reservation Form

All hotel information must be RECEIVED or faxed by September 24, 2011

Make checks payable to *Marriott Santa Clara*

Please mail check and copy of this form to:

Reservations Department, Ashley Long

Marriott Santa Clara

2700 Mission College Blvd.

Santa Clara, CA 95054

Phone: (408) 988-1500

FAX: (408) 748-9529

Accommodations

(Rates are \$115 per night, per room, including tax)

<u>Single</u>	<u>Double</u>	<u>Triple</u>	<u>Quad</u>
one person	two people	three people	four people
1 king bed	1 king bed	2 double beds or	1 king w/rollaway

To guarantee your reservation, please enclose a check for the first night's room and tax (to be credited to your account) or a credit card number in the space provided. Failure to arrive on your indicated check-in date without prior notification will result in cancellation of your reservation and forfeiture of your deposit, or one night's room and tax charge will be billed to your credit card.

Person responsible for group's	
Billing	E-mail address:
School Name	
Mailing Address	
City/ZIP	
School Phone	FAX Number
Date and Time of Arrival	Departure Date
Credit Card Type	Card Number
Expiration Date	Name on Card

I authorize the Marriott Santa Clara to charge my account for one night's deposit and all applicable taxes.

Signature of Card Holder

Check-out time is 11 AM. Rooms may not be available for check-in until 3:00 p.m.
Complete the rooming list on the back of this form.

Housing Form, part 2

School		Responsible Adviser	
--------	--	---------------------	--

Please type or print clearly the names and complete all column(s).

Check Appropriate Room Type	Male or Female	Name(s) of Room Occupant(s)
<input type="checkbox"/> Single		
<input type="checkbox"/> Double		
<input type="checkbox"/> Triple		
<input type="checkbox"/> Quad		
<input type="checkbox"/> Single		
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<input type="checkbox"/> Triple		
<input type="checkbox"/> Quad		

Copy this sheet if you need additional space.

AGENDA

Friday, October 21, 2011	
6:00 pm-8:00 pm	CONFERENCE REGISTRATION
9:00 pm-10:30 pm	Fun, Networking Activities
11:00 pm-6:00 am	CURFEW (Everyone in Own Assigned Rooms)
Saturday, October 22, 2011	
7:30 am-9:00 am	CONFERENCE REGISTRATION
9:00 am-9:30 am	OFFICER WORKSHOPS
9:00 am-9:45 am	LEADERSHIP SESSION I
10:00 am-11:10 am	OPENING SESSION Keynote: Kendall Zoller, Sierra Training Associates, Inc.
11:15 am-12:00 pm	LEADERSHIP SESSION II and ADVISERS' MEETING
12:00 pm-1:20 pm	LUNCH (on your own)
1:30 pm-2:15 pm	LEADERSHIP SESSION III
2:25 pm-3:10 pm	LEADERSHIP SESSION IV
3:10 pm-3:25 pm	BREAK
3:25 pm-4:10 pm	LEADERSHIP SESSION V
4:20 pm-5:05 pm	LEADERSHIP SESSION VI
5:10 pm	Turn in conference evaluation forms to your adviser. You must attend six workshops to earn Honors.
5:30 pm	Advisers turn in your chapter members' evaluation forms to your Section President or Director
5:30 pm-8:30 pm	DINNER (on your own)
8:30 pm-11:00 pm	March of Dimes Blue Jeans for Babies Dance The dance is a fundraiser for March of Dimes and your donation of \$2 will entitle you to dress in casual attire. Please Note: This dance is part of the conference, and you must conduct yourself appropriately. If you are being inappropriate in your dance style you will be excused from the dance. Advisers and chaperones will be supervising the dance.
11:30 pm-6:00 am	CURFEW (Everyone in Own Assigned Rooms)
Sunday, October 23, 2011	
8:00 am-10:30 am	CLOSING BREAKFAST SESSION Guest Speaker to be announced

CONFERENCE AT A GLANCE!

- Date:** October 21-23, 2011
- Due Dates:** **September 30** is the received date for Conference Registration. **September 24** is the received date for Hotel Registration.
- Accommodations:** Marriott, Santa Clara. (off of Highway 101 near Great America Amusement Park)
- Registration:** \$40 early bird registration per FBLA member, adviser, and chaperone and includes all conference functions including breakfast Sunday morning.
- Add \$5 for registrations received after **October 1** (\$45) until **October 8**. Registration will not be accepted without this fee.
- Those California chapters achieving *Gold Seal Chapter* recognition last year will receive two complimentary registrations. *Outstanding Chapters* will receive one complimentary registration.
- 2010-2011 Gold Seal Chapters (Business Achievement Awards Recognition)**
(two free registrations):
- Colusa, Cupertino, Homestead, Lindsay, Live Oak, Lynbrook, Madera South, Maxwell, Redwood, Sutter Union, Westmoor, Williams
- 2010-2011 Outstanding Chapters (Business Achievement Awards Recognition)**
(one free registration):
- Corcoran, Hilmar, James C. Enochs, John Pitman, Lassen, Vista del Lago
- Please mail *Conference Registration Form* (Form available on cafbla.org website) and check payable to **California FBLA** to:
- Kiki Nakauchi, LDI-North Co-Chair
745 Claremont Drive
Morgan Hill, CA 95037
- Hotel Registration:** Lodging arrangements are to be made directly with the Marriott Santa Clara by **September 24** to insure room availability. Please complete the *Housing Reservation Form*. Rates are \$115.00 room including tax. All participants **MUST** stay on site for the conference. All chapters must have a school-approved chaperone staying on site as well. (Form available on www.cafbla.org website)
- Reservations Department, Ashley Long
Marriott Santa Clara
2700 Mission College Boulevard
Santa Clara, CA 95054
Phone: (408) 988-1500
FAX: (408) 748-9529
- Questions:** Kiki Nakauchi, Bay Section Director
Phone: (408) 779-9996 (Home) Email: kikinakauchi@aol.com
Robert Franklin, Central Section Director
Phone: (209) 826-6033 (School) Email: centraldirector@cafbla.org
Pam Stalley, Northern Section Director
Phone: (530) 473-5369 (School) Email: northerndirector@cafbla.org

LEADERSHIP SESSION OVERVIEWS

More than 40 leadership sessions concentrating on personal development, inspiration, leadership, FBLA, and college and career preparation will be offered. Overview of some of the workshops includes:



- Networking
- Job Interviews
- Financial Literacy/Budgeting
- Becoming a Leader
- Team Building
- Public Speaking
- Breaking the Ice
- Planning Events
- Principles of Graphic Design
- Confidence Building
- Balancing Your Life/Time Management
- International Correspondence
- Social Media
- Fundraising
- FBLA 101
- Making the Most of Conference
- Personality
- PBL (To be determined)
- Cyber Security
- Competitions
- Member Recruitment
- Professionalism
- Marketing
- Advertising
- and much, much more



GRADUATE WITH HONORS REQUIREMENTS

(Graduate with Honors evaluation forms due by 5:10 to your chapter adviser)

What do you have to do in order to graduate with honors from the FBLA Leadership Development Institute?

1. Participate in the six Leadership Breakout Sessions
2. Attend the Opening Session
3. Get your evaluation form stamped by the end of each Leadership Breakout Session that you are attending. Please make constructive comments. Any form incomplete will not meet the requirements.
4. Turn in your completed evaluation form to your adviser by 5:10 pm.
5. Have your adviser turn in all the evaluation forms from your chapter at one time to one of the Section Presidents or Directors by 5:30 pm Saturday evening. Advisers—Please place forms in alphabetical order in the envelope in which the evaluation forms were distributed during registration.

CONFERENCE DRESS CODE FOR MEMBERS, ADVISERS, AND GUESTS



The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Conference nametags are part of the dress code and must be worn at all times while participating in conference activities. The purpose of the FBLA Dress Code Policy is to describe in detail and spirit the professional and polished look of members and advisers. While the policy may not cover every fashion trend and detail, FBLA reserves the right to determine dress code eventualities and interpretations.

CONFERENCE ATTIRE:

- **Friday Evening—Fun, Networking Activities**—Appropriate casual attire
- **Saturday Officer Workshops, Opening Session and all Leadership Workshops:** Professional business attire
- **Saturday Evening March of Dimes Dance:** Appropriate casual attire--\$2.00 to wear blue jeans
- **Sunday Breakfast Session:** Business casual attire

PROFESSIONAL ATTIRE:

Appropriate male attire.

- Business suit with collared dress shirt, and necktie; or a Sport coat, dress slacks, collared shirt, and necktie; or dress slacks, collared shirt, and necktie. Banded collared shirt may be worn only if sport coat or business suit is worn. Dress shoes and socks are required.

Appropriate female attire.

- Business suit; or a business pantsuit; or a skirt or dress slacks with blouse or sweater; or a business dress. Dress shoes are required.

BUSINESS CASUAL ATTIRE:

Appropriate male attire:

- Polo or collared shirt, casual slacks (e.g. Dockers; no denim or shorts), Leather loafers or dressy slip-ons (no athletic shoes, flip flops, or canvas shoes), patterned or solid-colored socks

Appropriate female attire:

- Polo or collared shirt or sweater, casual slacks (e.g. Dockers; no denim or shorts), or a skirt, sandals, slides, boots, flats, or mid-heel shoes (no athletic shoes, flip flops, or canvas shoes)

CASUAL ATTIRE may be worn for specified conference events. Cut-off jeans, spandex or Lycra garments, midriff tops, and bathing suits are not appropriate casual attire. Shoes and shirts must be worn at all times.

Fashion note: New fashion trends may be in style, but not necessarily appropriate conference attire. Use common sense and be conservative rather than cutting-edge. If you have any doubt about the appropriateness of your attire, find something else to wear. The best way to operate is to avoid walking the line. Be a professional.

Please note: Inappropriate attire for both men and women was described further in the complete dress code in the www.fbla-pbl.org website. Please follow accordingly.



CALIFORNIA FUTURE BUSINESS LEADERS OF AMERICA

2011-Leadership Development Institute - North

Code of Conduct Form

Student Name (print/type) _____

School (print/type) _____

FBLA, as an integral part of the Business Education programs in California, offers training to students with career objectives in business and office occupations. Because individual conduct and appearance is a phase of this training, it becomes the responsibility of all persons to see that proper conduct is adhered to at all times from the time students leave home until they return home.

Attendance at any FBLA sponsored conference or activity is a special privilege. Knowing that any organization is judged largely by the behavior of its individual participants, the following Code of Conduct is subscribed to for members, guests, and advisers who attend California FBLA activities and conferences.

1. All students attending a conference must be paid members of FBLA.
2. All chapter members attending FBLA conferences are expected to attend *all sessions* of the conference.
3. All persons shall behave in a courteous and respectful manner refraining from language and actions that might bring discredit upon themselves, their school, their home, their friends, the conference, or upon the FBLA organization.
4. Because conference attendees are guests using the facilities, special care should be taken not to deface or destroy any property. Do not throw *anything* out of windows or over balconies. Any damages to any property or furnishings in the hotel rooms or buildings must be paid for by the individual or chapter involved.
5. Dress regulations established for the conference shall be business attire as defined by the FBLA Dress Code.
6. Curfew regulations shall be interpreted to mean that each person shall be in his/her room and shall begin ½ hour after the last scheduled activity unless stated otherwise in the conference program. Conference area participants not staying in the hotel shall be off the grounds of the hotel by the curfew.
7. Student delegates shall (1) keep their adult advisers informed of their activities and whereabouts at all times, (2) not use their own cars or ride in cars belonging to others during the conference, unless accompanied by an authorized adviser, and (3) not engage in dating activities with students not attending the conference.
8. NO ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS in any form shall be possessed or used at any time under any circumstances on public or private property. Smoking is prohibited.
9. Identification badges are to be worn at all conference activities.

I have read and agree to abide by the California FBLA Code of Conduct. I also agree that the school officials, the FBLA chapter adviser(s), or the FBLA Board of Directors, have the right to send me home from the activity at my expense, provided that in their opinion, the seriousness of the violation of the Code of Conduct warrants it.

Student Signature _____ Parent Signature _____

Adviser Name (type/print) _____ Date _____



CALIFORNIA FUTURE BUSINESS LEADERS OF AMERICA
2011 Leadership Development Institute - North
Release of Claim for Damages and Emergency Medical Treatment Authorization

Student Name (print/type) _____ School (print/type) _____

Home Address: _____ Event Date: _____

_____ Home Phone: _____

Date of Birth: _____ School Phone: _____

Name of Activity: _____

Adviser(s) in Charge: _____

This is to certify that _____ has my permission to attend the above named FBLA activity. I also do hereby, on behalf of _____ absolve and release the school officials, the FBLA chapter advisers, and the state FBLA association and staff from any claims for personal injuries which might be sustained while he/she is enroute to and from or during the FBLA sponsored activity.

I also authorize the above named adviser or state FBLA staff to secure the services of a doctor or hospital. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment.

Student Signature _____ Parent Signature _____

Adviser Signature _____ School Official Signature _____

MEDICAL INFORMATION

Known allergies (drug or natural) _____

Special medication(s) being taken _____

Date of last tetanus shot? _____

History of heart condition, diabetes, asthma, epilepsy or rheumatic fever: _____

Any physical restrictions: _____

Other conditions: _____

Family doctor: _____

Parent or guardian contact numbers. Work: _____ Home: _____ Other: _____

INSURANCE INFORMATION

Insurance provider _____

Policy number: _____

Coverage: _____

Center Joint Unified School District

CONSENT AGENDA

AGENDA REQUEST FOR:

Dept./Site: Instructional Services

Date: October 19, 2011

To: Board of Trustees

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

Action Item X

Information Item

Attached Pages

SUBJECT: PROFESSIONAL SERVICE AGREEMENT

CONSULTANT'S NAME: Carmazzi Global Solutions

COMPANY NAME: (if applicable)

SERVICE(S) TO BE RENDERED: Provide foreign language interpretation services to students and/or parents for classroom, IEP, meetings, over the phone, document translation, voicemail recording/retrieving, training or cultural training in Center Joint Unified School District.

DATE(S) OF SERVICE: July 1, 2011 through June 30, 2012.

PAYMENT PER DAY: Rate sheet attached as needed per hour to include evenings & weekends - AS NEEDED

TOTAL AMOUNT OF CONTRACT: \$ as needed.

FUNDING SOURCE: 01-0000--0-5800-103-0000-7200-003-000

RECOMMENDATION: CJUSD Board of Trustees approves Professional Service Agreement with: Carmazzi Inc. Inc.



Center Unified School District
8408 Watt Avenue
Antelope, California 95843

PROFESSIONAL SERVICES AGREEMENT

This agreement for professional services is entered into this 5th day of October, by and between the Center Unified School District and the person(s) or firm described below, hereinafter described as CONTRACTOR. Persons performing services under this contract hold themselves out to be independent contractors, not employees of the DISTRICT, and hold(s) the DISTRICT harmless from claims under workers' compensation laws. CONTRACTOR further declares that he/she/it is/are in the business of providing the described service for any and all persons/organizations desiring such services, that such services are not provided exclusively for Center Unified School District. CONTRACTOR also holds the DISTRICT harmless from claims arising from loss, damage, or injury while performing the stipulated services.

*Contractor Name: Carmazzi Global Solutions

Address: 8926 Beckington Drive, Elk Grove CA 95624

Phone: (888) 452-6543 Taxpayer ID# 68-0557648

*Full description of services to be provided:

Foreign language interpretation and translation services as outlined in the CGS Price Proposal.

*Payment Please see Attached Pricing Proposal. CONTRACTOR will submit a signed invoice not more frequently than monthly, detailing services provided and charges.

Payment will be made within forty-five days after receipt of invoice or service, whichever is later.

*Beginning Date of Service: 9-1-11 *Frequency of Service Dates: as needed

*Ending Date of Service: 6-30-12

Method of Payment and Tax Reporting: (check one)

☐ Variable Payroll- W-2 Generated (requires completion of W-4 & I-9 in Personnel Dept.

☒ Accounts Payable-1099 Generated (Requires completion of W-9 on pg. 2 of this form)

Total amount of this contract \$ _____ Budget # 01-0000-0-5800-103-0000-7200-003-000

Reason service cannot be provided by a District employee:

Signature of CONTRACTOR *

Date: * 10/5/2011

Signature of District employee requesting service: [Signature]

Date: 11/11

Signature of Accounting Supervisor: _____

Date: _____

Date Board of Trustees Approved _____

Date: _____

Signature of Authorized Contracting Official: _____

Date: _____

CONTRACT NOT VALID WITHOUT AUTHORIZED DISTRICT SIGNATURE

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) Carmazzi Inc.	
	Business name/disregarded entity name, if different from above Carmazzi Global Solutions	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) 8926 Beckington Dr City, state, and ZIP code Elk Grove, CA 95624 List account number(s) here (optional)	
Requester's name and address (optional)		

Part I Taxpayer Identification Number (TIN)

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

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

Social security number								
			-					
Employer identification number								
6	8	-	0	5	5	7	6	4

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign
Here

Signature of
U.S. person ▶

Date ▶ **October 6, 2011**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

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

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

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

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

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

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

**INDEPENDENT CONTRACTOR OR EMPLOYEE?
DISTRICT GUIDELINES**

PART I

YES NO

1. Has this category of worker already been classified an "employee" by the IRS? <i>Refer to page 1 for individuals listed in IRS Publication SWR 40 and others identified during the IRS compliance studies in San Diego County.</i>		X
2. Is the individual working as an employee prescribed by the Education Code? <i>Education Code sections 45100-45451/88000-88263 define what constitutes classified service and 44800-45060/87000-87333 define certificated service. The IRS predisposes an employer/employee relationship when state law mandates such a relationship.</i>		X
3. Is the individual already an employee of the district in another capacity?		X
4. Has the individual performed substantially the same services for the district as an employee in the past? <i>Is the individual retired, returning to substitute, or train, etc.?</i>		X
5. Are there currently employees of the district doing substantially the same services as will be required of this individual?		X
6. Does the district have the legal right to control the method of performance by this individual? <i>Consider whether the district has to train this individual or give instruction as to when, where, how, and in what order to work. Does the district require the individual to submit reports or perform the services at a district site? These factors would indicate the district maintains control sufficient for an employer/employee relationship. However, it is <u>not necessary</u> that the district <u>exercise</u> this right or have the expertise required to do so. In many cases this would not be practical nor advisable.</i>		X
7. Are the services, as being provided, an integral part of school operations? <i>Are the services being provided necessary to the operation of the school, program, project, etc.? This indicates the district has an interest in the method of performance and implies the maintenance of legal control.</i>		X

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

STOP HERE

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

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

PART II

YES NO

8. Must the required service be performed by this individual? <i>Consider whether or not the individual may designate someone else to do the work without the district's knowledge or approval</i>		X
9. Does the district have a continuing relationship with this individual? <i>Is this a "one shot deal" or will the district continue to use this individual in the future? This could be on an infrequent or irregular basis but a continuous relationship exists.</i>		X
10. Can this relationship be terminated without the consent of <u>both</u> parties?		X

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

PART II - continued

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

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

STOP HERE

and process the individual through payroll.

If 11 and 12 are both "YES", continue

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

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

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Superintendent's Office

Action Item X

To: Board of Trustees

Information Item

Date: October 19, 2011

Attached Pages

From: Scott A. Loehr, Superintendent

Principal/Administrator Initials: **SUBJECT: Donation to the Center High School Library**

Raymond Bender has donated 125 books (41 hardbacks and 84 paperbacks)
to the Center High School Library.

RECOMMENDATION: The Center Joint Unified School District Board of
Trustees approve the donation of 125 books to the Center High School Library.

CONSENT AGENDA

Michael Jordan, Principal

Center High School

Dear Mike,

Linda and I are very happy to donate 125 books to the CHS library. There are 41 hardbacks and 84 paperbacks, all of which are in excellent condition. Almost all of them are by bestselling authors such as James Patterson, Michael Crichton, Tom Clancy, James Clavell and David Baldacci. There are several business related books dealing with self improvement and improving your personal skills.

I have enjoyed reading every one of them but since my retirement I've taken advantage of our local library. My family has also tried to bring me into the 21st century. I've been kicking and screaming but they ignored my hesitance. They went ahead and got me a very nice Sony reader. Fortunately I've got tutors to help me my granddaughters. After I get down the basics for the reader I need them to give me some remedial training on my cell phone. Can they really do more than send and receive calls? Wow!

I hope that the students and staff of CHS enjoy these books as much as I have. There are even 1-2 books that Nancy Anderson can enjoy. They both come with crayons.

Respectfully,

Ray Bender

Board Member Emeritus

Center Unified School District

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

To: Board of Trustees

Action Item X

Date: October 19, 2011

Information Item

From: Craig Deason, Assist. Supt.

Attached Pages

Assist. Supt. Initials: CD

SUBJECT: Disposal of Surplus Vehicles

The Facilities & Operations Department would like to surplus and dispose of the following vehicles that will be removed from service in order to receive two new buses from the Air Quality Grant. The vehicles will be offered for sale or disposal following your approval.

1. 1987 Bluebird Bus (#14) - License #092262
2. 1987 Bluebird Bus (#15) - License #092248

Recommendation: That the Board of Trustees approves the surplus and disposal or sale of the vehicles.

CONSENT AGENDA

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

To: Board of Trustees

Action Item X

Date: October 19, 2011

Information Item

From: Craig Deason, Assist. Supt.

Attached Pages 3

Assist. Supt. Initials: CD

SUBJECT: Revised Proposal with Warren Consulting Engineers, Inc.,
for Services Pertaining to Asphalt Maintenance Projects

The Facilities and Operations Department would like to accept a proposal from Warren Consulting Engineers, Inc., for consulting services pertaining to the asphalt maintenance projects being conducted within our District.

The scope and fees for these services can be found in the attached proposal.

RECOMMENDATION: That the Board of Trustees approves the revised proposal with Warren Consulting Engineers, Inc., for services pertaining to asphalt maintenance projects.

CONSENT AGENDA



WARREN CONSULTING ENGINEERS, INC.

September 29, 2011

email: cdeason@centerusd.k12.ca.us

160 Blue Ravine Road

Suite C

Folsom

California

95630

Craig Deason
Center Unified School District
8408 Watt Avenue
Antelope, CA 95843

**RE: REVISED PROPOSAL FOR CIVIL ENGINEERING SERVICES FOR
ASPHALT MAINTENANCE PROJECTS AT VARIOUS SITES**

Dear Craig,

We are pleased to submit for your review and consideration our revised proposal for civil engineering services for the above referenced project. Our scope of this project consists of:

Phone
(916) 985-1870

Fax
(916) 985-1877

E-mail
wce@wceinc.com

**1. CONSTRUCTION DOCUMENTS -HARDCOURTS AND TENNIS
COURTS (NON-DSA PROJECTS)**

- A. Prepare construction plans for crack fill, seal coat and striping using Google aerial photographs and record survey information.
- B. Field verify striping.
- C. Prepare project specifications.
- D. Prepare cost estimate.
- E. Review contract documents and budget with Owner.

**2. CONSTRUCTION DOCUMENTS - PARKING LOTS (DSA
PROJECTS)**

- A. Prepare construction plans for crack fill, patch paving, seal coat and striping of parking lots. Google aeriels, record information and field surveys will be used to prepare the plans.
- B. Field check and survey accessible parking and signage and path of travel to the office.
- C. Prepare project specifications.
- D. Prepare cost estimate.
- E. Review contract documents and budget with Owner.
- F. Submit plans and specifications to DSA for approval.
- G. Back check plans at DSA and obtain approval.

September 29, 2011

**REVISED PROPOSAL FOR CIVIL ENGINEERING SERVICES FOR
ASPHALT MAINTENANCE PROJECTS AT VARIOUS SITES**

Page 2

3. BIDDING

- A. Provide plans and specifications for bid sets.
- B. Assist District in bidding process, by answering questions, and preparing addenda as needed.
- C. Review bids with District.

4. CONSTRUCTION DOCUMENTS

- A. Attend preconstruction meeting.
- B. Provide two site visits per site.
- C. Provide final site visit and prepare punch list for each site.
- D. Provide DSA closeout information for DSA projects.

The fee for the above scope of work is:

Construction Documents for (Non- DSA Projects)

Project Priority	School
II	Spinelli
III	Oakhill
IV	McClellan High School
IV	Dudley
IV	North Country

Fee for Construction Documents Non-DSA Projects is HNTE: \$5,000.00

Construction Documents for (DSA Projects)

Project Priority	School
III	North Country
IV	McClellan High School
IV	Oakhill

Fee for Construction Documents DSA Projects HNTE: \$10,000.00
Fee for Surveying DSA Projects HNTE: \$8,000.00

Bidding Hourly Not to Exceed Amounts:

Non-DSA Projects	\$500.00
DSA Projects	\$500.00

September 29, 2011

**REVISED PROPOSAL FOR CIVIL ENGINEERING SERVICES FOR
ASPHALT MAINTENANCE PROJECTS AT VARIOUS SITES**

Page 3

Construction Administration Hourly Not to Exceed Amounts:

Non-DSA Projects	\$1,000.00
DSA Projects	\$3,000.00

Hourly Not to Exceed Summary:

Task	Non-DSA Projects	DSA Projects
Construction Documents	\$5,000.00	\$10,000.00
Topographic Survey	\$0.00	\$8,000.00
Bidding	\$500.00	\$500.00
Construction	\$1,000.00	\$3,000.00
Administration		
Totals:	\$6,500.00	\$21,500.00

Items not included in this proposal are:

1. Topographic survey of sites, except for accessibly parking areas.
2. Soils investigation and testing.
3. Construction inspection.
4. Construction management services.
5. Agency fees
6. Reproduction costs for bid sets.
7. Construction staking.

Billing will be on a monthly basis for work completed within that calendar month.
Payment shall be made within 30 days of receiving the billing statement.

If this proposal is acceptable, please sign and return one copy.

Very Truly Yours,

George D. Warren

George D. Warren, P.E.
GDW/lb
11P106

Accepted: _____

Date: _____

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept. /Site: Business Department

Date: 10/07/11

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 September 2011

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

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				\$ -	
NOV				\$ -	
DEC				\$ -	
3-Jan				\$ -	
JAN				\$ -	
FEB				\$ -	
MARCH				\$ -	
APRIL				\$ -	
MAY				\$ -	
JUNE				\$ -	
SPECIAL				\$ -	
	\$ 5,311,847.82	\$ -	\$ -	\$ 5,311,847.82	1252

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Business Department

Date: September, 2011

Action Item

To: Board of Trustees

Information Item

From: Jeanne Bess

Attached Pages 55

SUBJECT: Supplemental Agenda – Commercial Warrant Registers

**September 8, 2011, 213,914.13, September 15, 2011, 150,631.34,
September 21, 2011, 206,075.34, September 29, 2011, 215,024.05.**

**The commercial warrant payments to vendors totals
\$ 785,644.86**

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

CONSENT AGENDA

XIV-12

Batch status: A All

From batch: 0015

To batch: 0015

Include Revolving Cash: Y

Include Address: N

81 CENTER UNIFIED SCHOOL DIST.
0909/11

ACCOUNTS PAYABLE PRELIST
BATCH: 0015 09/09/11
FUND : 01 GENERAL FUND

J3023 APY500 H.02.05 09/08/11 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				
021307/00	APEX LAMPS						
758 PO-120647	09/09/2011	I11086181	1 01-0000-0-4300-472-1275-1000-014-000 NN F			270.59	270.59
			TOTAL PAYMENT AMOUNT	270.59 *			270.59
017493/00	APPLE EDUCATION						
663 PO-120570	09/09/2011	9883525816	1 01-3010-0-4400-371-1110-1000-012-000 NN F			1,613.02	1,623.53
			TOTAL PAYMENT AMOUNT	1,623.53 *			1,623.53
011675/00	AT&T MESSAGING						
15 PO-120155	09/09/2011	6578920	1 01-0000-0-5902-106-0000-8110-007-000 NN P			720.00	720.00
			TOTAL PAYMENT AMOUNT	720.00 *			720.00
021604/00	ATLAS DISPOSAL INDUSTRIES						
13 PO-120153	09/09/2011	400018	1 01-0000-0-5550-106-0000-8110-007-000 NN P			782.00	782.00
13 PO-120153	09/09/2011	400019	1 01-0000-0-5550-106-0000-8110-007-000 NN P			194.17	194.17
13 PO-120153	09/09/2011	40017	1 01-0000-0-5550-106-0000-8110-007-000 NN P			1,265.03	1,265.03
13 PO-120153	09/09/2011	400023	1 01-0000-0-5550-106-0000-8110-007-000 NN P			223.24	223.24
13 PO-120153	09/09/2011	400020	1 01-0000-0-5550-106-0000-8110-007-000 NN P			242.43	242.43
13 PO-120153	09/09/2011	400021	1 01-0000-0-5550-106-0000-8110-007-000 NN P			376.40	376.40
13 PO-120153	09/09/2011	40022	1 01-0000-0-5550-106-0000-8110-007-000 NN P			435.86	435.86
13 PO-120153	09/09/2011	400016	1 01-0000-0-5550-106-0000-8110-007-000 NN P			543.92	543.92
13 PO-120153	09/09/2011	399494	1 01-0000-0-5550-106-0000-8110-007-000 NN P			160.06	160.06
			TOTAL PAYMENT AMOUNT	4,223.11 *			4,223.11
022142/00	AZEVEDO, MARIA						
838 PO-120686	09/09/2011	REIMB KAISER ER	1 01-0000-0-3704-106-0000-8110-000-000 NN F			50.00	50.00
			TOTAL PAYMENT AMOUNT	50.00 *			50.00
019504/00	B & H PHOTO-VIDEO						
571 PO-120493	09/09/2011	52511698	1 01-0000-0-4300-240-1110-1000-011-000 YN F			132.18	122.67
			TOTAL PAYMENT AMOUNT	122.67 *			122.67
			TOTAL USE TAX AMOUNT	9.51			

81 CENTER UNIFIED SCHOOL DIST.
0909/11

ACCOUNTS PAYABLE PRELIST
BATCH: 0015 09/09/11
FUND : 01 GENERAL FUND

J3023 APY500 H.02.05 09/08/11 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				
017760/00	BACKFLOW TECHNOLOGIES LLC						
18 PO-120012	09/09/2011	11-3726	1 01-0000-0-5800-106-0000-8110-007-000 NN P			183.00	183.00
18 PO-120012	09/09/2011	11-3727	1 01-0000-0-5800-106-0000-8110-007-000 NN P			111.00	111.00
TOTAL PAYMENT AMOUNT						294.00 *	294.00
016805/00	BATES, CHERYL						
514 PO-120453	09/09/2011	AUG D SILVA	1 01-6500-0-5800-102-5750-1180-003-000 NY P			585.15	585.15
TOTAL PAYMENT AMOUNT						585.15 *	585.15
021235/00	BECKER, LEE ANN						
257 PO-120240	09/09/2011	JULY & AUG	1 01-0000-0-5210-102-0000-3140-003-000 NN P			123.77	123.77
TOTAL PAYMENT AMOUNT						123.77 *	123.77
015699/00	CLARK SECURITY PRODUCTS						
29 PO-120159	09/09/2011	sa6259401	1 01-8150-0-4300-106-0000-8110-007-000 NN P			15.13	15.13
TOTAL PAYMENT AMOUNT						15.13 *	15.13
016088/00	COOKS PORTABLE TOILETS AND						
801 PO-120674	09/09/2011	62777	1 01-0000-0-5600-472-1801-1110-014-000 NN F			25.00	25.00
TOTAL PAYMENT AMOUNT						25.00 *	25.00
021477/00	CUMMINGS, CATHY						
807 PO-120691	09/09/2011	REIMB	1 01-3550-0-5211-472-1110-1000-014-000 NN F			81.30	81.30
TOTAL PAYMENT AMOUNT						81.30 *	81.30
016689/00	DAN PHILLIPS & TRACY FENYOE						
836 PO-120685	09/09/2011	PARENT REIMB	1 01-0000-0-4200-103-0000-2420-003-000 NN F			15.44	15.44
TOTAL PAYMENT AMOUNT						15.44 *	15.44

81 CENTER UNIFIED SCHOOL DIST.
0909/11

ACCOUNTS PAYABLE PRELIST
BATCH: 0015 09/09/11
FUND : 01 GENERAL FUND

J3023 APY500 H.02.05 09/08/11 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				
016483/00		DEVELOPMENTAL STUDIES CENTER					
397 PO-120386	09/09/2011	ORDER 66774/PO120386	1 01-3010-0-4200-240-1110-1000-011-000 NN F			1,736.17	1,734.91
541 PO-120470	09/09/2011	67045-PO120470	1 01-3010-0-4300-234-1110-1000-008-000 NN F			5,109.58	5,125.33
		TOTAL PAYMENT AMOUNT		6,860.24 *			6,860.24
019071/00		DISCOUNT AUTOMATICS INC.					
130 PO-120191	09/09/2011	IGBHG31Y85F250319	2 01-7240-0-4300-112-5001-3600-007-000 NN P			574.90	574.90
		TOTAL PAYMENT AMOUNT		574.90 *			574.90
011008/00		FLAGHOUSE INC.					
603 PO-120528	09/09/2011	P04539510101	1 01-6500-0-4300-102-5001-2700-003-000 NN F			246.26	246.26
		TOTAL PAYMENT AMOUNT		246.26 *			246.26
014292/00		FLINN SCIENTIFIC					
731 PO-120622	09/09/2011	1492672	1 01-0000-0-4300-472-1275-1000-014-000 NN F			205.05	227.42
		TOTAL PAYMENT AMOUNT		227.42 *			227.42
017352/00		FRIENDS LLC					
797 PO-120680	09/09/2011	0562	1 01-0000-0-5800-103-0000-7200-003-000 NN F			99.00	99.00
		TOTAL PAYMENT AMOUNT		99.00 *			99.00
022347/00		GIVE SOMETHING BACK					
743 PO-120632	09/09/2011	1858075-0	1 01-0000-0-4300-472-0000-2700-014-000 NN P			83.16	83.16
743 PO-120632	09/09/2011	1858234-0	1 01-0000-0-4300-472-0000-2700-014-000 NN F			4.76	4.49
774 PO-120661	09/09/2011	1860149-0	1 01-6500-0-4300-102-5770-1120-003-026 NN F			246.41	246.41
786 PO-120671	09/09/2011	1860155-0	1 01-0000-0-4300-472-1251-1000-014-000 NN P			335.54	335.54
		TOTAL PAYMENT AMOUNT		669.60 *			669.60
017618/00		GOPHER SPORT					
698 PO-120598	09/09/2011	8375060	1 01-0000-0-4300-238-1110-1000-010-000 YN F			140.95	130.80
		TOTAL PAYMENT AMOUNT		130.80 *			130.80
		TOTAL USE TAX AMOUNT		10.14			

81 CENTER UNIFIED SCHOOL DIST.
0909/11

ACCOUNTS PAYABLE PRELIST
BATCH: 0015 09/09/11
FUND : 01 GENERAL FUND

J3023 APY500 H.02.05 09/08/11 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				
010191/00	GRAINGER W.W. INC.						
43 PO-120032	09/09/2011	9620992991	1 01-0000-0-4300-106-0000-8110-007-000 NN P			121.11	121.11
TOTAL PAYMENT AMOUNT						121.11 *	121.11
010421/00	HOLT MCDUGAL CUSTOMER SERVICE						
721 PO-120616	09/09/2011	947564625	1 01-0037-0-4100-103-1110-1000-003-000 NN F			2,893.25	2,854.09
TOTAL PAYMENT AMOUNT						2,854.09 *	2,854.09
018809/00	ILEARN						
702 PO-120628	09/09/2011	6041	1 01-3010-0-5800-371-1110-1000-012-000 NN F			5,656.88	5,250.00
TOTAL PAYMENT AMOUNT						5,250.00 *	5,250.00
018990/00	INTERSTATE BATTERY SYSTEM						
140 PO-120093	09/09/2011	990003684	1 01-7230-0-4300-112-0000-3600-007-000 NN P			185.22	185.22
TOTAL PAYMENT AMOUNT						185.22 *	185.22
010728/00	JOHNSTONE SUPPLY OF SACRAMENTO						
58 PO-120045	09/09/2011	27-S1717526.002	1 01-8150-0-4300-106-0000-8110-007-000 NN P			251.69	251.69
58 PO-120045	09/09/2011	27-S1717526.001	1 01-8150-0-4300-106-0000-8110-007-000 NN P			38.32	38.32
TOTAL PAYMENT AMOUNT						290.01 *	290.01
017899/00	LAWSON, BECKY						
818 PO-120697	09/09/2011	REIMB	1 01-0000-0-5210-103-0000-2110-003-000 NN F			59.39	59.39
TOTAL PAYMENT AMOUNT						59.39 *	59.39
022406/00	MAXIM HEALTHCARE SERVICES INC						
741 PO-120687	09/09/2011	9005409-762	1 01-0000-0-5800-102-0000-3140-003-000 NN P			253.20	253.20
TOTAL PAYMENT AMOUNT						253.20 *	253.20

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

017576/00	OFFICE DEPOT/BUS.SERVICES DIV						
267 PO-120246	09/09/2011	571582586001	1 01-0000-0-4300-238-1110-1000-010-000 NN P			226.68	226.68
267 PO-120246	09/09/2011	571582589001	1 01-0000-0-4300-238-1110-1000-010-000 NN P			52.12	52.12
267 PO-120246	09/09/2011	57158259001	1 01-0000-0-4300-238-1110-1000-010-000 NN F			8.75	8.75
298 PO-120275	09/09/2011	5731007600001 571586112001	1 01-0000-0-4300-238-1110-1000-010-000 NN P			20.33	20.33
298 PO-120275	09/09/2011	573209020001 571586111002	1 01-0000-0-4300-238-1110-1000-010-000 NN P			12.55	12.55
298 PO-120275	09/09/2011	571586111001 575270082001	1 01-0000-0-4300-238-1110-1000-010-000 NN F			574.65	537.28
311 PO-120288	09/09/2011	571781747001	1 01-0000-0-4300-238-1110-1000-010-000 NN P			31.08	31.08
311 PO-120288	09/09/2011	571781745001	1 01-0000-0-4300-238-1110-1000-010-000 NN F			264.37	264.38
739 PO-120629	09/09/2011	57684496001	1 01-0000-0-4300-238-1110-1000-010-000 NN F			148.78	145.33
738 PO-120637	09/09/2011	576997924001	1 01-0000-0-4300-234-1110-1000-008-000 NN P			210.07	210.07
738 PO-120637	09/09/2011	576997925001	1 01-0000-0-4300-234-1110-1000-008-000 NN F			39.48	39.48
TOTAL PAYMENT AMOUNT						1,548.05 *	1,548.05
020169/00	PITZNER, JOSEPH						
69 PO-120053	09/09/2011	REIMB	1 01-0000-0-5210-106-0000-8300-007-000 NN P			41.25	41.25
TOTAL PAYMENT AMOUNT						41.25 *	41.25
014069/00	PLATT ELECTRIC SUPPLY						
70 PO-120168	09/09/2011	0119205	1 01-8150-0-4300-106-0000-8110-007-000 NN P			215.12	215.12
70 PO-120168	09/09/2011	0115795	1 01-8150-0-4300-106-0000-8110-007-000 NN P			19.99	19.99
70 PO-120168	09/09/2011	0123544	1 01-8150-0-4300-106-0000-8110-007-000 NN P			82.35	82.35
70 PO-120168	09/09/2011	0130726	1 01-8150-0-4300-106-0000-8110-007-000 NN P			117.15	117.15
TOTAL PAYMENT AMOUNT						434.61 *	434.61
021401/00	PRACTI-CAL INC						
817 PO-120696	09/09/2011	19302	1 01-5640-0-5800-103-0000-3140-003-000 NN F			304.89	304.89
TOTAL PAYMENT AMOUNT						304.89 *	304.89
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
272 PO-120250	09/09/2011	180110415	1 01-0000-0-5800-111-0000-8200-007-000 NN P			113.42	113.42
272 PO-120250	09/09/2011	180109200	1 01-0000-0-5800-111-0000-8200-007-000 NN P			113.42	113.42
316 PO-120291	09/09/2011	180110416	1 01-7230-0-5800-112-0000-3600-007-000 NN P			56.97	56.97
316 PO-120291	09/09/2011	180109840	1 01-7230-0-5800-112-0000-3600-007-000 NN P			56.97	56.97
316 PO-120291	09/09/2011	18018724	1 01-7230-0-5800-112-0000-3600-007-000 NN P			56.97	56.97
316 PO-120291	09/09/2011	180109201	1 01-7230-0-5800-112-0000-3600-007-000 NN P			56.97	56.97
TOTAL PAYMENT AMOUNT						454.72 *	454.72

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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				
014364/00	REX MOORE TELECOMMUNICATIONS						
821 PO-120700	09/09/2011	423461	1 01-8150-0-5600-106-0000-8110-007-000 NN F			1,194.51	1,194.51
			TOTAL PAYMENT AMOUNT	1,194.51 *			1,194.51
010546/00	RIVERSIDE PUBLISHING CO.						
163 PO-120198	09/09/2011	947551258	1 01-6500-0-4300-102-5770-1110-003-012 NN F			211.19	219.44
224 PO-120208	09/09/2011	947551259	1 01-6500-0-4300-102-5770-1120-003-023 NN F			211.19	219.44
			TOTAL PAYMENT AMOUNT	438.88 *			438.88
010552/00	SAC VAL JANITORIAL						
238 PO-120220	09/09/2011	1952087 1949976	1 01-0000-0-9320-000-0000-0000-000-000 NN P			68.81	68.81
238 PO-120220	09/09/2011	1949977	1 01-0000-0-9320-000-0000-0000-000-000 NN P			231.67	231.67
239 PO-120221	09/09/2011	1952251	1 01-0000-0-4300-111-0000-8200-007-000 NN P			170.60	170.60
239 PO-120221	09/09/2011	1952260	1 01-0000-0-4300-111-0000-8200-007-000 NN P			19.52	19.52
			TOTAL PAYMENT AMOUNT	490.60 *			490.60
018539/00	SCANTRON CORPORATION						
707 PO-120606	09/09/2011	6165522	1 01-0000-0-4300-472-1260-1000-014-000 NN F			211.77	218.10
			TOTAL PAYMENT AMOUNT	218.10 *			218.10
014786/00	SCHOOL SPECIALTY						
555 PO-120481	09/09/2011	208106753884	1 01-0000-0-4300-240-1110-1000-011-000 NN F			65.29	54.86
654 PO-120561	09/09/2011	308101056657	1 01-0000-0-4300-236-1110-1000-009-000 NN F			114.81	114.81
			TOTAL PAYMENT AMOUNT	169.67 *			169.67
018930/00	SCHOOL SPECIALTY INC						
662 PO-120569	09/09/2011	208106836329	1 01-6500-0-4300-102-5750-1110-003-011 NN F			117.71	119.28
			TOTAL PAYMENT AMOUNT	119.28 *			119.28
020075/00	TATYANA SILCHUK						
790 PO-120675	09/09/2011	JUNE/JULY	1 01-6500-0-5800-102-5770-3600-003-000 NN P			294.03	294.03
			TOTAL PAYMENT AMOUNT	294.03 *			294.03

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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				

014079/00	THYSSENKRUPP ELEVATOR CORP						
95 PO-120063	09/09/2011	1090097895	1 01-0000-0-5600-106-0000-8110-007-000 NN P			92.86	92.86
95 PO-120063	09/09/2011	1090097894	1 01-0000-0-5600-106-0000-8110-007-000 NN P			835.67	835.67
TOTAL PAYMENT AMOUNT						928.53 *	928.53
016370/00	TWIN RIVERS UNIFIED SCH DIST						
390 PO-120348	09/09/2011	SEPT 120447	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
019902/00	WARD'S NATURAL SCIENCE						
730 PO-120621	09/09/2011	1262-820-00	1 01-0000-0-4300-472-1275-1000-014-000 NN F			103.60	116.43
TOTAL PAYMENT AMOUNT						116.43 *	116.43
019842/00	WFCB-OSH COMMERCIAL SERVICES						
65 PO-120166	09/09/2011	021102974009012011	1 01-8150-0-4300-106-0000-8110-007-000 NN P			2.90	2.90
65 PO-120166	09/09/2011	021101017508302011	1 01-8150-0-4300-106-0000-8110-007-000 NN P			5.80	5.80
65 PO-120166	09/09/2011	021101020308302011	1 01-8150-0-4300-106-0000-8110-007-000 NN P			23.77	23.77
65 PO-120166	09/09/2011	021103736208302011	1 01-8150-0-4300-106-0000-8110-007-000 NN P			14.72	14.72
277 PO-120255	09/09/2011	021101052409012011	1 01-0000-0-9320-000-0000-0000-000-000 NN P			33.87	33.87
TOTAL PAYMENT AMOUNT						81.06 *	81.06
017313/00	XEROX CORPORATION						
CL-118194	09/09/2011	115897526	01-0000-0-9320-000-0000-0000-000-000 NN			6,992.63	6,893.68
1 PO-120001	09/09/2011	JULY 056479440	1 01-3010-0-5612-240-1110-1000-011-000 NN P			15.00	15.00
389 PO-120347	09/09/2011	300042921	1 01-0000-0-5800-115-9790-8200-007-000 NN P			509.10	509.10
389 PO-120347	09/09/2011	300042814	1 01-0000-0-5800-115-9790-8200-007-000 NN P			37,647.56	37,647.56
448 PO-120400	09/09/2011	300042814	1 01-7220-0-5612-472-1110-1000-014-000 NN P			100.00	100.00
449 PO-120401	09/09/2011	300042814	1 01-0000-0-5612-472-9769-1000-014-000 NN P			25.00	25.00
450 PO-120402	09/09/2011	300042814	1 01-0000-0-5612-115-9780-8200-007-000 NN P			25.00	25.00
452 PO-120403	09/09/2011	300042814	1 01-6500-0-5612-102-5001-2700-003-000 NN P			25.00	25.00
453 PO-120404	09/09/2011	30042814	1 01-0000-0-5612-371-0000-2700-012-000 NN P			25.00	25.00
451 PO-120412	09/09/2011	300042814	1 01-3550-0-5612-472-1110-1000-014-000 NN P			100.00	100.00
458 PO-120419	09/09/2011	300042814	1 01-4203-0-5612-103-4760-1000-003-000 NN P			50.00	50.00
TOTAL PAYMENT AMOUNT						45,415.34 *	45,415.34
TOTAL FUND PAYMENT				89,554.21 **			89,554.21
TOTAL USE TAX AMOUNT				19.65			

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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				
010669/00	ALHAMBRA & SIERRA SPRINGS						
367 PO-120328	09/09/2011	4779009 82611	2 09-1100-0-4300-501-0000-2700-016-000 NN P			6.58	6.58
367 PO-120328	09/09/2011	4779009 82611	1 09-1100-0-4300-501-1110-1000-016-000 NN P			26.32	26.32
TOTAL PAYMENT AMOUNT			32.90 *				32.90
018829/00	DECKER, ANN						
804 PO-120689	09/09/2011	REIMB	1 09-1100-0-4300-501-0000-2700-016-000 NN F			5.39	5.39
804 PO-120689	09/09/2011	REIMB	2 09-1100-0-5800-501-0000-2700-016-000 NN F			3.23	3.23
TOTAL PAYMENT AMOUNT			8.62 *				8.62
017313/00	XEROX CORPORATION						
454 PO-120405	09/09/2011	30042814	1 09-1100-0-5612-501-1110-1000-016-000 NN P			100.00	100.00
455 PO-120406	09/09/2011	30042814	1 09-1100-0-5612-501-0000-2700-016-000 NN P			100.00	100.00
456 PO-120407	09/09/2011	300042814	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			341.52 **				341.52

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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 DSP T9MP		Liq Amt	Net Amount

017313/00	XEROX CORPORATION						
457 PO-120408	09/09/2011	300042814		1 11-0030-0-5612-601-4130-1000-017-000 MN P		25.00	25.00
TOTAL PAYMENT AMOUNT				25.00 *			25.00
TOTAL FUND PAYMENT				25.00 **			25.00

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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				

014156/00	COUNTY OF SACRAMENTO						
828 PO-120705	09/09/2011	GYCS AR0002175	1 13-5310-0-5800-108-0000-3700-007-000 NN P			533.00	533.00
TOTAL PAYMENT AMOUNT			533.00 *				533.00
011602/00	DANIELSEN CO., THE						
276 PO-120254	09/09/2011	183866	2 13-5310-0-4300-108-0000-3700-007-000 NN P			160.52	160.52
276 PO-120254	09/09/2011	183866	1 13-5310-0-4700-108-0000-3700-007-000 NN P			1,572.96	1,572.96
276 PO-120254	09/09/2011	184308	1 13-5310-0-4700-108-0000-3700-007-000 NN P			3,378.26	3,378.26
276 PO-120254	09/09/2011	18697	1 13-5310-0-4700-108-0000-3700-007-000 NN P			4,262.78	4,262.78
276 PO-120254	09/09/2011	185044	1 13-5310-0-4700-108-0000-3700-007-000 NN P			3,717.81	3,717.81
TOTAL PAYMENT AMOUNT			13,092.33 *				13,092.33
021080/00	ED JONES FOOD SERVICE INC						
273 PO-120251	09/09/2011	140379-133501	1 13-5310-0-4700-108-0000-3700-007-000 NN P			14,370.83	14,370.83
273 PO-120251	09/09/2011	140422/133537	1 13-5310-0-4700-108-0000-3700-007-000 NN P			8,553.42	8,553.42
273 PO-120251	09/09/2011	140525/133605	1 13-5310-0-4700-108-0000-3700-007-000 NN P			5,147.44	5,147.44
273 PO-120251	09/09/2011	140692/133694	1 13-5310-0-4700-108-0000-3700-007-000 NN P			5,587.66	5,587.66
273 PO-120251	09/09/2011	140916/133870	1 13-5310-0-4700-108-0000-3700-007-000 NN P			8,194.64	8,194.64
273 PO-120251	09/09/2011	141136/134095	1 13-5310-0-4700-108-0000-3700-007-000 NN P			4,539.07	4,539.07
TOTAL PAYMENT AMOUNT			46,393.06 *				46,393.06
014836/00	P&D COMMERCIAL PARTS & SERVICE						
664 PO-120571	09/09/2011	0010647-IN	1 13-5310-0-5600-108-0000-3700-007-000 NN P			390.38	390.38
TOTAL PAYMENT AMOUNT			390.38 *				390.38
016279/00	P&R PAPER SUPPLY						
287 PO-120265	09/09/2011	N11583-00	1 13-5310-0-4300-108-0000-3700-007-000 NN P			459.02	459.02
TOTAL PAYMENT AMOUNT			459.02 *				459.02
011423/00	PLATH DISTRIBUTION INC						
279 PO-120257	09/09/2011	8494	1 13-5310-0-4700-108-0000-3700-007-000 NN P			17,333.14	17,333.14
TOTAL PAYMENT AMOUNT			17,333.14 *				17,333.14

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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
<hr/>								
019993/00	PROPACIFIC FRESH							
278 PO-120256	09/09/2011	SPINELLI	1	13-5310-0-4700-108-0000-3700-007-000 NN P			563.80	563.80
278 PO-120256	09/09/2011	OAK HILL	1	13-5310-0-4700-108-0000-3700-007-000 NN P			884.05	884.05
278 PO-120256	09/09/2011	WILSON RILES	1	13-5310-0-4700-108-0000-3700-007-000 NN P			1,572.87	1,572.87
278 PO-120256	09/09/2011	NORTH COUNTRY	1	13-5310-0-4700-108-0000-3700-007-000 NN P			554.96	554.96
278 PO-120256	09/09/2011	CENTER HIGH	1	13-5310-0-4700-108-0000-3700-007-000 NN P			2,045.00	2,045.00
278 PO-120256	09/09/2011	GLOBAL	1	13-5310-0-4700-108-0000-3700-007-000 NN P			216.75	216.75
278 PO-120256	09/09/2011	DUDLEY	1	13-5310-0-4700-108-0000-3700-007-000 NN P			890.12	890.12
TOTAL PAYMENT AMOUNT							6,727.55 *	6,727.55
021194/00	PRUDENTIAL OVERALL SUPPLY INC							
284 PO-120262	09/09/2011	180109829	1	13-5310-0-5800-108-0000-3700-007-000 NN P			67.10	67.10
284 PO-120262	09/09/2011	180109186	1	13-5310-0-5800-108-0000-3700-007-000 NN P			67.10	67.10
284 PO-120262	09/09/2011	180108713	1	13-5310-0-5800-108-0000-3700-007-000 NN P			67.10	67.10
284 PO-120262	09/09/2011	180108145	1	13-5310-0-5800-108-0000-3700-007-000 NN P			67.10	67.10
284 PO-120262	09/09/2011	180110414	1	13-5310-0-5800-108-0000-3700-007-000 NN P			67.10	67.10
TOTAL PAYMENT AMOUNT							335.50 *	335.50
011255/00	SARA LEE BAKERY GROUP							
280 PO-120258	09/09/2011	OAKHILL	1	13-5310-0-4700-108-0000-3700-007-000 NN P			532.58	532.58
280 PO-120258	09/09/2011	GLOBAL YOUTH	1	13-5310-0-4700-108-0000-3700-007-000 NN P			137.40	137.40
280 PO-120258	09/09/2011	DUDLEY	1	13-5310-0-4700-108-0000-3700-007-000 NN P			398.03	398.03
280 PO-120258	09/09/2011	HIGH	1	13-5310-0-4700-108-0000-3700-007-000 NN P			507.05	507.05
280 PO-120258	09/09/2011	NORTH COUNTRY	1	13-5310-0-4700-108-0000-3700-007-000 NN P			384.85	384.85
280 PO-120258	09/09/2011	WILSON RILES	1	13-5310-0-4700-108-0000-3700-007-000 NN P			397.50	397.50
280 PO-120258	09/09/2011	SPINELLI	1	13-5310-0-4700-108-0000-3700-007-000 NN P			226.19	226.19
TOTAL PAYMENT AMOUNT							2,583.60 *	2,583.60
017334/00	SEVEN UP BOTTLING CO. OF S.F.							
290 PO-120268	09/09/2011	2190310442	1	13-5310-0-4700-108-0000-3700-007-000 NN P			393.12	393.12
TOTAL PAYMENT AMOUNT							393.12 *	393.12
011422/00	SYSCO OF SAN FRANCISCO							
275 PO-120253	09/09/2011	108040040	2	13-5310-0-4300-108-0000-3700-007-000 NN P			58.56	58.56
275 PO-120253	09/09/2011	108010433	2	13-5310-0-4300-108-0000-3700-007-000 NN P			417.53	417.53
275 PO-120253	09/09/2011	108080464	2	13-5310-0-4300-108-0000-3700-007-000 NN P			1,603.53	1,603.53
275 PO-120253	09/09/2011	108290641	2	13-5310-0-4300-108-0000-3700-007-000 NN P			2,002.37	2,002.37
275 PO-120253	09/09/2011	108220586	2	13-5310-0-4300-108-0000-3700-007-000 NN P			768.18	768.18

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

011422	(CONTINUED)								
275	PO-120253	09/09/2011	108150482	2	13-5310-0-4300-108-0000-3700-007-000	NN P		1,504.27	1,504.27
275	PO-120253	09/09/2011	108010433	1	13-5310-0-4700-108-0000-3700-007-000	NN P		3,904.35	3,904.35
275	PO-120253	09/09/2011	108080464	1	13-5310-0-4700-108-0000-3700-007-000	NN P		2,564.38	2,564.38
275	PO-120253	09/09/2011	108290641	1	13-5310-0-4700-108-0000-3700-007-000	NN P		4,098.61	4,098.61
275	PO-120253	09/09/2011	108220586	1	13-5310-0-4700-108-0000-3700-007-000	NN P		3,802.81	3,802.81
275	PO-120253	09/09/2011	108150482	1	13-5310-0-4700-108-0000-3700-007-000	NN P		5,295.41	5,295.41
TOTAL PAYMENT AMOUNT								26,020.00 *	26,020.00
019842/00	WFCB-OSH COMMERCIAL SERVICES [REDACTED]								
578	PO-120522	09/09/2011	021103783409032011	1	13-5310-0-4300-108-0000-3700-007-000	NN P		77.70	77.70
TOTAL PAYMENT AMOUNT								77.70 *	77.70
TOTAL FUND PAYMENT								114,338.40 **	114,338.40

81 CENTER UNIFIED SCHOOL DIST.
0909/11

ACCOUNTS PAYABLE PRELIST
BATCH: 0015 09/09/11
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	
015085/00		NOR-CAL ASPHALT PAVING							
396 PO-120355	09/09/2011	1238			1 21-0000-0-5800-234-9609-8500-007-000 NN F		9,655.00	9,655.00	
					TOTAL PAYMENT AMOUNT	9,655.00 *		9,655.00	
					TOTAL FUND PAYMENT	9,655.00 **		9,655.00	
					TOTAL BATCH PAYMENT	213,914.13 ***	0.00	213,914.13	
					TOTAL USE TAX AMOUNT	19.65			
					TOTAL DISTRICT PAYMENT	213,914.13 ****	0.00	213,914.13	
					TOTAL USE TAX AMOUNT	19.65			
					TOTAL FOR ALL DISTRICTS:	213,914.13 ****	0.00	213,914.13	
					TOTAL USE TAX AMOUNT	19.65			

Number of warrants to be printed: 61, not counting voids due to stub overflows.

Batch status: A All
From batch: 0017
To batch: 0017
Include Revolving Cash: Y
Include Address: N

81 CENTER UNIFIED SCHOOL DIST.
09/16/2011

ACCOUNTS PAYABLE PRELIST
BATCH: 0017 091611
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				
014863/00	ACADEMY BUSINESS SERVICES/UHS							
493 PO-120435	09/16/2011	AUG		1 01-6500-0-5800-102-5750-1180-003-000 NN P			1,492.72	1,492.72
TOTAL PAYMENT AMOUNT							1,492.72 *	1,492.72
010669/00	ALHAMBRA & SIERRA SPRINGS							
115 PO-120076	09/16/2011	4781257 090111		1 01-7230-0-4300-112-0000-3600-007-000 NN P			54.32	54.32
10 PO-120151	09/16/2011	478253 090111		1 01-8150-0-4300-106-0000-8110-007-000 NN P			138.72	138.72
248 PO-120230	09/16/2011	4780794 090111		1 01-0000-0-4300-103-0000-7200-003-000 NN P			34.85	34.85
466 PO-120410	09/16/2011	4780818 090611		1 01-0000-0-4300-105-0000-7200-005-000 NN P			33.91	33.91
618 PO-120533	09/16/2011	4781839 080411		1 01-0000-0-4300-475-3200-2700-015-000 NN P			27.37	27.37
TOTAL PAYMENT AMOUNT							289.17 *	289.17
017760/00	BACKFLOW TECHNOLOGIES LLC							
18 PO-120012	09/16/2011	11-3737		1 01-0000-0-5800-106-0000-8110-007-000 NN P			199.10	199.10
TOTAL PAYMENT AMOUNT							199.10 *	199.10
021669/00	BAIONI, RON							
826 PO-120708	09/16/2011	REIMB		1 01-3010-0-4300-371-1110-1000-012-000 NN F			37.50	37.50
TOTAL PAYMENT AMOUNT							37.50 *	37.50
018418/00	BIEGACKI, KOLEEN							
869 PO-120734	09/16/2011	REIMB		1 01-6500-0-5800-102-5750-1180-003-000 NN F			53.95	53.95
TOTAL PAYMENT AMOUNT							53.95 *	53.95
019075/00	BRIGHT FUTURES THERAPY							
490 PO-120432	09/16/2011	AUG		1 01-6500-0-5800-102-5750-1180-003-000 NN P			11,560.00	11,560.00
TOTAL PAYMENT AMOUNT							11,560.00 *	11,560.00
018196/00	BULBMAN SACRAMENTO							
703 PO-120602	09/16/2011	81808		1 01-6500-0-4300-102-5770-1110-003-018 NN F			48.81	47.97
TOTAL PAYMENT AMOUNT							47.97 *	47.97

81 CENTER UNIFIED SCHOOL DIST.
09/16/2011

ACCOUNTS PAYABLE PRELIST
BATCH: 0017 091611
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				
021678/00	CAPITOL ACADEMY						
670 PO-120585	09/16/2011	AUG 11	1 01-6500-0-5800-102-5750-1180-003-000 NN P			4,606.20	4,606.20
TOTAL PAYMENT AMOUNT			4,606.20 *				4,606.20
021036/00	CCHAT CENTER						
508 PO-120450	09/16/2011	CENT8-2011	1 01-6500-0-5800-102-5750-1180-003-000 NN P			869.19	869.19
TOTAL PAYMENT AMOUNT			869.19 *				869.19
020305/00	CDW GOVERNMENT INC.						
704 PO-120603	09/16/2011	ZLC2212	1 01-0000-0-4300-103-0000-7200-003-000 NN F			194.47	207.98
747 PO-120639	09/16/2011	ZLS5881	1 01-3010-0-4300-234-1110-1000-008-000 NN F			39.18	39.17
747 PO-120639	09/16/2011	ZLS5881	2 01-3010-0-4400-234-1110-1000-008-000 NN F			564.33	564.33
788 PO-120673	09/16/2011	ZMS1605	1 01-0000-0-4300-472-1251-1000-014-000 NN F			920.31	902.34
TOTAL PAYMENT AMOUNT			1,713.82 *				1,713.82
010407/00	CENTER UNIFIED REVOLVING FUND	000000000					
849 PO-120719	09/16/2011	BUTLER SMITH	1 01-6500-0-5200-102-5001-2700-003-000 NN F			318.00	318.00
862 PO-120729	09/16/2011	BENDER PACHECO	1 01-6520-0-5200-472-5770-1110-003-000 NN F			200.00	200.00
899 PO-120759	09/16/2011	CK4029	1 01-6520-0-5200-472-5770-1110-003-000 NN F			200.00	200.00
TOTAL PAYMENT AMOUNT			718.00 *				718.00
019920/00	CHERRY ISLAND GOLF COURSE						
854 PO-120723	09/16/2011	328009	1 01-0000-0-5800-472-1801-1000-014-000 NN F			500.00	500.00
TOTAL PAYMENT AMOUNT			500.00 *				500.00
016731/00	COMMITTEE FOR CHILDREN						
749 PO-120640	09/16/2011	235711	1 01-0037-0-4200-103-1110-1000-003-000 YN F			325.00	347.75
TOTAL PAYMENT AMOUNT			347.75 *				347.75
TOTAL USE TAX AMOUNT			26.95				
013950/00	COMMUNICATION ARTS						
852 PO-120730	09/16/2011	CHS 1 YEAR	1 01-0000-0-4300-472-1208-1000-014-000 NN F			40.00	40.00
TOTAL PAYMENT AMOUNT			40.00 *				40.00

81 CENTER UNIFIED SCHOOL DIST.
09/16/2011

ACCOUNTS PAYABLE PRELIST
BATCH: 0017 091611
FUND : 01 GENERAL FUND

J3305 APY500 H.02.05 09/15/11 PAGE 3
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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	
016069/00	CORRALEJO, BONNIE						
875 PO-120738	09/16/2011	DOT MILEAGE REIMB	1 01-7230-0-5210-112-0000-3600-007-000	NN F	11.10	11.10	
		TOTAL PAYMENT AMOUNT		11.10 *		11.10	
015735/00	COUNTY OF SACRAMENTO						
31 PO-120023	09/16/2011	15800	1 01-0000-0-5800-106-0000-8110-007-000	NN F	200.00	50.00	
		TOTAL PAYMENT AMOUNT		50.00 *		50.00	
016925/00	CREATIVE SPIRIT						
864 PO-120731	09/16/2011	8/23,24,25 EIN# 86-0714320	1 01-9601-0-5800-601-1110-1000-017-000	NN F	7,544.28	7,544.28	
		TOTAL PAYMENT AMOUNT		7,544.28 *		7,544.28	
010063/00	CURRICULUM ASSOCIATES INC						
759 PO-120648	09/16/2011	90118364	1 01-6500-0-4300-102-5001-3120-003-000	NN F	360.83	352.74	
		TOTAL PAYMENT AMOUNT		352.74 *		352.74	
018951/00	DELL						
798 PO-120681	09/16/2011	XFFJR96D7	1 01-3010-0-4300-234-1110-1000-008-000	NN F	96.95	89.95	
		TOTAL PAYMENT AMOUNT		89.95 *		89.95	
017117/00	DISCOUNT TWO-WAY RADIO						
648 PO-120555	09/16/2011	SI138453	1 01-0000-0-4300-475-3200-1000-015-000	NN F	1,497.73	1,525.00	
		TOTAL PAYMENT AMOUNT		1,525.00 *		1,525.00	
015512/00	EMPLOYMENT DEVELOPMENT DEPT.						
882 PO-120752	09/16/2011	942-1902-9	1 01-0000-0-9557-000-0000-0000-000-000	NN F	9,501.24	9,501.24	
		TOTAL PAYMENT AMOUNT		9,501.24 *		9,501.24	
021039/00	FARONICS TECHNOLOGIES USA INC						
436 PO-120389	09/16/2011	INUS 0108724	1 01-3010-0-4300-234-1110-1000-008-000	YN F	642.76	596.50	
		TOTAL PAYMENT AMOUNT		596.50 *		596.50	
		TOTAL USE TAX AMOUNT		46.23			

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0017 091611
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			
011008/00	FLAGHOUSE INC.							
655 PO-120562	09/16/2011	P 04550540101		1	01-6500-0-4300-102-5750-1110-003-011 NN F		186.24	184.39
TOTAL PAYMENT AMOUNT							184.39 *	184.39
018137/00	FOLLETT EDUCATIONAL SERVICES							
192 PO-120135	09/16/2011	1140909A		1	01-0000-0-4100-472-1110-1000-014-472 NN F		1,201.73	242.12
TOTAL PAYMENT AMOUNT							242.12 *	242.12
018104/00	FRY'S ELECTRONICS							
870 PO-120735	09/16/2011	15454708		1	01-0054-0-4400-238-1110-1000-010-000 NN F		107.75	96.96
TOTAL PAYMENT AMOUNT							96.96 *	96.96
017315/00	GENUINE PARTS COMPANY-SAC							
146 PO-120097	09/16/2011	831441		1	01-7230-0-4300-112-0000-3600-007-000 NN P		94.78	94.78
146 PO-120097	09/16/2011	831376		1	01-7230-0-4300-112-0000-3600-007-000 NN P		7.21	7.21
146 PO-120097	09/16/2011	830636		1	01-7230-0-4300-112-0000-3600-007-000 NN P		37.70	37.70
146 PO-120097	09/16/2011	831193		1	01-7230-0-4300-112-0000-3600-007-000 NN P		37.59	37.59
146 PO-120097	09/16/2011	831152		1	01-7230-0-4300-112-0000-3600-007-000 NN P		32.96	32.96
146 PO-120097	09/16/2011	830913		1	01-7230-0-4300-112-0000-3600-007-000 NN P		9.57	9.57
146 PO-120097	09/16/2011	829161		1	01-7230-0-4300-112-0000-3600-007-000 NN P		100.56	100.56
146 PO-120097	09/16/2011	829833		1	01-7230-0-4300-112-0000-3600-007-000 NN P		25.81	25.81
146 PO-120097	09/16/2011	830563		1	01-7230-0-4300-112-0000-3600-007-000 NN P		26.77	26.77
146 PO-120097	09/16/2011	827298		1	01-7230-0-4300-112-0000-3600-007-000 NN P		17.77	17.77
146 PO-120097	09/16/2011	827321		1	01-7230-0-4300-112-0000-3600-007-000 NN P		10.01	10.01
146 PO-120097	09/16/2011	827377		1	01-7230-0-4300-112-0000-3600-007-000 NN P		160.64	160.64
146 PO-120097	09/16/2011	828524		1	01-7230-0-4300-112-0000-3600-007-000 NN P		4.72	4.72
146 PO-120097	09/16/2011	828589		1	01-7230-0-4300-112-0000-3600-007-000 NN P		32.00	32.00
146 PO-120097	09/16/2011	828152		1	01-7230-0-4300-112-0000-3600-007-000 NN P		53.85	53.85
146 PO-120097	09/16/2011	828308		1	01-7230-0-4300-112-0000-3600-007-000 NN P		17.66	17.66
146 PO-120097	09/16/2011	831220		2	01-7240-0-4300-112-5001-3600-007-000 NN P		117.79	117.79
146 PO-120097	09/16/2011	830717		2	01-7240-0-4300-112-5001-3600-007-000 NN P		6.45	6.45
146 PO-120097	09/16/2011	830790		2	01-7240-0-4300-112-5001-3600-007-000 NN P		19.50	19.50
146 PO-120097	09/16/2011	830822		2	01-7240-0-4300-112-5001-3600-007-000 NN P		14.19	14.19
146 PO-120097	09/16/2011	830839		2	01-7240-0-4300-112-5001-3600-007-000 NN P		18.48	18.48
146 PO-120097	09/16/2011	827709		2	01-7240-0-4300-112-5001-3600-007-000 NN P		215.70	215.70
TOTAL PAYMENT AMOUNT							1,061.71 *	1,061.71

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0017 091611
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				
022347/00	GIVE SOMETHING BACK						
647 PO-120554	09/16/2011	1855065-0	1 01-0000-0-4300-472-0000-2700-014-000 NN P			66.96	66.96
647 PO-120554	09/16/2011	1855065-01	1 01-0000-0-4300-472-0000-2700-014-000 NN F			5.91	5.92
819 PO-120698	09/16/2011	1861876-0	1 01-0000-0-4300-472-1208-1000-014-000 NN F			381.68	381.68
845 PO-120717	09/16/2011	1863073-0	1 01-6500-0-4300-102-5750-1110-003-020 NN F			75.40	75.40
846 PO-120718	09/16/2011	1863020	1 01-6500-0-4300-102-5770-1110-003-007 NN F			98.00	97.57
872 PO-120736	09/16/2011	1863496-0	1 01-0000-0-4300-103-0000-7200-003-000 NN F			12.98	13.99
			TOTAL PAYMENT AMOUNT	641.52 *			641.52
017718/00	GUIDING HANDS INC.						
888 PO-120755	09/16/2011	AUG	1 01-6500-0-5800-102-5750-1180-003-000 NN P			2,265.48	2,265.48
PV-121016	09/16/2011	D 11246	01-6500-0-5800-102-5750-1180-003-000 NN				85.50
			TOTAL PAYMENT AMOUNT	2,350.98 *			2,350.98
011750/00	HARO, ESTHER						
827 PO-120709	09/16/2011	REIMB	1 01-3010-0-4300-371-1110-1000-012-000 NN F			188.55	188.55
			TOTAL PAYMENT AMOUNT	188.55 *			188.55
011079/00	HIGHSMITH						
348 PO-120344	09/16/2011	4316155	1 01-0054-0-4300-103-0000-2420-003-238 NN F			89.04	96.32
351 PO-120346	09/16/2011	4317510	1 01-0054-0-4300-103-0000-2420-003-240 NN F			50.10	59.22
			TOTAL PAYMENT AMOUNT	155.54 *			155.54
017291/00	HILL, TONY						
850 PO-120720	09/16/2011	REIMB	1 01-0000-0-4300-236-1110-1000-009-000 NN F			36.04	36.04
			TOTAL PAYMENT AMOUNT	36.04 *			36.04
019047/00	HM RECEIVABLES CO LLC						
646 PO-120553	09/16/2011	947509231	1 01-0037-0-4100-103-1110-1000-003-000 NN F			61.63	61.63
746 PO-120633	09/16/2011	947564624	1 01-0037-0-4100-103-1110-1000-003-000 NN F			304.28	302.90
			TOTAL PAYMENT AMOUNT	364.53 *			364.53

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BATCH: 0017 091611
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				
019127/00	HM RECEIVABLES CO.LLC						
572 PO-120494	09/16/2011	947524879	1 01-0054-0-4300-234-1110-1000-008-000 NN F			1,493.23	1,490.73
TOTAL PAYMENT AMOUNT			1,490.73 *				1,490.73
010830/00	HOLT OF CALIFORNIA						
47 PO-120036	09/16/2011	SWP50199276	1 01-8150-0-5600-106-0000-8110-007-000 NN F			846.47	846.47
47 PO-120036	09/16/2011	SW050199276	2 01-8150-0-5600-106-0000-8110-007-000 NN F			500.00	457.87
TOTAL PAYMENT AMOUNT			1,304.34 *				1,304.34
021343/00	HUNTER, CURTIS						
830 PO-120710	09/16/2011	REIMB	1 01-0000-0-4300-472-1275-1000-014-000 NN F			243.95	243.95
TOTAL PAYMENT AMOUNT			243.95 *				243.95
022170/00	JAPPERT, APRIL						
874 PO-120737	09/16/2011	AUG MILEAGE	1 01-6500-0-5800-102-5770-3600-003-000 NN P			142.08	142.08
TOTAL PAYMENT AMOUNT			142.08 *				142.08
014923/00	JENSEN PRE-CAST						
57 PO-120044	09/16/2011	NC14446	1 01-8150-0-4300-106-0000-8110-007-000 NN P			119.61	119.61
TOTAL PAYMENT AMOUNT			119.61 *				119.61
022406/00	MAXIM HEALTHCARE SERVICES INC						
741 PO-120687	09/16/2011	9026636-Z62	1 01-0000-0-5800-102-0000-3140-003-000 NN P			1,270.00	1,270.00
741 PO-120687	09/16/2011	9046689-Z62	1 01-0000-0-5800-102-0000-3140-003-000 NN P			2,369.50	2,369.50
TOTAL PAYMENT AMOUNT			3,639.50 *				3,639.50
015289/00	MCQUEEN, JANET						
877 PO-120739	09/16/2011	DRUG TEST MILEAGE	1 01-7230-0-5210-112-0000-3600-007-000 NN F			11.10	11.10
TOTAL PAYMENT AMOUNT			11.10 *				11.10

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BATCH: 0017 091611
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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				
019059/00	MILLENNIUM TERMITE & PEST						
61 PO-120165	09/16/2011	TR-72628	1 01-0000-0-5500-106-0000-8110-007-000 NN P			175.00	175.00
61 PO-120165	09/16/2011	TR-71099	1 01-0000-0-5500-106-0000-8110-007-000 NN P			182.00	182.00
TOTAL PAYMENT AMOUNT						357.00 *	357.00
021692/00	MONOPRICE INC						
820 PO-120699	09/16/2011	5049131	1 01-3010-0-4300-371-1110-1000-012-000 NN F			81.15	81.15
TOTAL PAYMENT AMOUNT						81.15 *	81.15
022163/00	ODYSSEY						
667 PO-120573	09/16/2011	8002425	1 01-6500-0-5800-102-5750-1180-003-000 NN P			2,338.67	2,338.67
TOTAL PAYMENT AMOUNT						2,338.67 *	2,338.67
021568/00	OEMPCWORLD.COM						
755 PO-120643	09/16/2011	120643/482550	1 01-0000-0-4300-371-0000-2700-012-000 NN F			72.62	72.96
TOTAL PAYMENT AMOUNT						72.96 *	72.96
017576/00	OFFICE DEPOT/BUS.SERVICES DIV						
253 PO-120237	09/16/2011	571595377001	1 01-0000-0-4300-234-1110-1000-008-000 NN P			3,551.50	3,551.50
253 PO-120237	09/16/2011	571595379001	1 01-0000-0-4300-234-1110-1000-008-000 NN P			64.97	64.97
253 PO-120237	09/16/2011	571595382001	1 01-0000-0-4300-234-1110-1000-008-000 NN F			109.65	18.49
300 PO-120277	09/16/2011	571588475001	1 01-0000-0-4300-238-1110-1000-010-000 NN F			275.58	268.92
304 PO-120281	09/16/2011	571589869001	1 01-0000-0-4300-238-1110-1000-010-000 NN F			218.92	203.60
TOTAL PAYMENT AMOUNT						4,107.48 *	4,107.48
015373/00	ORIENTAL TRADING COMPANY						
550 PO-120478	09/16/2011	646090859-01	1 01-3010-0-4300-240-1110-1000-011-000 YN F			86.47	97.24
TOTAL PAYMENT AMOUNT						97.24 *	97.24
TOTAL USE TAX AMOUNT						7.54	
021139/00	PACIFIC COAST BREAKER LLC						
67 PO-120051	09/16/2011	50522	1 01-8150-0-4300-106-0000-8110-007-000 NN P			43.10	43.10
TOTAL PAYMENT AMOUNT						43.10 *	43.10

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0017 091611
FUND : 01 GENERAL FUND

J3305 APY500 H.02.05 09/15/11 PAGE 8
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
021157/00	PHYSICAL THERAPY CLINICS INC						
206 PO-120145	09/16/2011	31102	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
020590/00	PLACER COUNTY TAX COLLECTOR						
873 PO-120744	09/16/2011	023-200-025-000	1 01-0000-0-5800-106-0000-8200-007-000 NN P			22.84	22.84
873 PO-120744	09/16/2011	023-200-033-000	1 01-0000-0-5800-106-0000-8200-007-000 NN P			22.84	22.84
873 PO-120744	09/16/2011	023-221-009-000	1 01-0000-0-5800-106-0000-8200-007-000 NN P			22.84	22.84
873 PO-120744	09/16/2011	023-221-010-000	1 01-0000-0-5800-106-0000-8200-007-000 NN P			22.84	22.84
873 PO-120744	09/16/2011	023-221-011-000	1 01-0000-0-5800-106-0000-8200-007-000 NN F			22.84	22.84
			TOTAL PAYMENT AMOUNT	114.20 *			114.20
011345/00	PLACER LEARNING CENTER						
496 PO-120436	09/16/2011	AUG	1 01-6500-0-5800-102-5750-1180-003-000 NN P			6,141.60	6,141.60
			TOTAL PAYMENT AMOUNT	6,141.60 *			6,141.60
014069/00	PLATT ELECTRIC SUPPLY						
638 PO-120543	09/16/2011	9992447	1 01-0054-0-4300-234-0000-8110-008-000 NN P			2,534.56	2,534.56
			TOTAL PAYMENT AMOUNT	2,534.56 *			2,534.56
018535/00	POINT QUEST EDUCATION INC						
511 PO-120451	09/16/2011	AUG 11	1 01-6500-0-5800-102-5750-1180-003-000 NN P			728.85	728.85
			TOTAL PAYMENT AMOUNT	728.85 *			728.85
017245/00	PRECISION DATA PRODUCTS INC.						
785 PO-120670	09/16/2011	26735	1 01-0000-0-4300-472-1251-1000-014-000 NN F			62.49	61.57
			TOTAL PAYMENT AMOUNT	61.57 *			61.57
021972/00	RAINBOW FASTENERS INC						
73 PO-120171	09/16/2011	6366311/72961-01	1 01-8150-0-4300-106-0000-8110-007-000 NN P			215.75	215.75
			TOTAL PAYMENT AMOUNT	215.75 *			215.75

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0017 091611
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				
018529/00	RISO PRODUCTS OF SACRAMENTO						
745 PO-120638	09/16/2011	78844	1 01-0000-0-4300-234-1110-1000-008-000 NN F			297.37	302.76
TOTAL PAYMENT AMOUNT						302.76 *	302.76
010546/00	RIVERSIDE PUBLISHING CO.						
771 PO-120658	09/16/2011	947611230	1 01-6500-0-4300-102-5770-1110-003-004 NN F			110.73	110.99
TOTAL PAYMENT AMOUNT						110.99 *	110.99
010552/00	SAC VAL JANITORIAL						
238 PO-120220	09/16/2011	1953795	1 01-0000-0-9320-000-0000-0000-000-000 NN P			142.02	142.02
239 PO-120221	09/16/2011	1952639	1 01-0000-0-4300-111-0000-8200-007-000 NN P			135.29	135.29
239 PO-120221	09/16/2011	1953903	1 01-0000-0-4300-111-0000-8200-007-000 NN P			16.09	16.09
239 PO-120221	09/16/2011	1952818	1 01-0000-0-4300-111-0000-8200-007-000 NN P			39.65	39.65
780 PO-120665	09/16/2011	1953471	1 01-0000-0-4300-111-0000-8200-007-000 NN F			2,400.00	2,316.63
TOTAL PAYMENT AMOUNT						2,649.68 *	2,649.68
014786/00	SCHOOL SPECIALTY						
460 PO-120397	09/16/2011	208106615827	1 01-0000-0-4300-234-1110-1000-008-000 NN F			82.85	70.40
429 PO-120399	09/16/2011	308101016129	1 01-6500-0-4300-102-5770-1110-003-013 NN F			206.36	154.07
TOTAL PAYMENT AMOUNT						224.47 *	224.47
011500/00	SIA / DELTA DENTAL						
PV-121017	09/16/2011	SIA/ DENTAL SEPT	01-0000-0-9552-000-0000-0000-000-000 NN				42,851.19
TOTAL PAYMENT AMOUNT						42,851.19 *	42,851.19
011180/00	SKIPS MUSIC INC.						
784 PO-120669	09/16/2011	55206-7707/7708	1 01-7220-0-5600-472-1110-1000-014-000 NN F			400.00	289.90
TOTAL PAYMENT AMOUNT						289.90 *	289.90
020087/00	SOCCER PRO						
735 PO-120625	09/16/2011	13668	1 01-0000-0-4300-472-1801-1000-014-000 NN F			1,172.72	1,172.72
TOTAL PAYMENT AMOUNT						1,172.72 *	1,172.72

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0017 091611
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name		Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description		FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP			Liq Amt	Net Amount
020462/00		STAPLES ADVANTAGE						
652 PO-120559	09/16/2011	109888990		1 01-6500-0-4300-102-5770-1120-003-022 NN F			120.51	120.50
				TOTAL PAYMENT AMOUNT	120.50 *			120.50
020252/00		STAPLES BUSINESS ADVANTAGE						
588 PO-120501	09/16/2011	296607-CR2931,9226		1 01-0000-0-4300-371-1110-1000-012-000 NN F			200.53	173.76
765 PO-120653	09/16/2011	110101160		1 01-0000-0-4300-472-1251-1000-014-000 NN F			2,370.28	2,036.91
				TOTAL PAYMENT AMOUNT	2,210.67 *			2,210.67
021888/00		SUPERIOR PRESS						
581 PO-120498	09/16/2011	1587103		1 01-0000-0-5800-105-0000-7200-005-000 NN F			1,916.73	1,917.46
				TOTAL PAYMENT AMOUNT	1,917.46 *			1,917.46
021813/00		SUREWEST						
93 PO-120183	09/16/2011	SEPT		1 01-0000-0-5902-106-0000-8110-007-000 NN P			2,277.21	2,277.21
				TOTAL PAYMENT AMOUNT	2,277.21 *			2,277.21
017756/00		TIGER DIRECT						
766 PO-120654	09/16/2011	F69823830101		1 01-0000-0-4300-472-0000-2700-014-000 YN F			976.68	909.09
				TOTAL PAYMENT AMOUNT	909.09 *			909.09
				TOTAL USE TAX AMOUNT	70.45			
010519/00		TIM'S BAND INSTRUMENT SERVICE						
761 PO-120649	09/16/2011	75754		1 01-6300-0-5600-472-1110-1000-014-000 NN F			199.34	199.34
761 PO-120649	09/16/2011	75754		2 01-6300-0-5800-472-1110-1000-014-000 NN F			154.00	154.00
				TOTAL PAYMENT AMOUNT	353.34 *			353.34
017918/00		TREE, GUYLENE						
859 PO-120726	09/16/2011	REIMB		1 01-0000-0-4200-472-1262-1000-014-000 NN F			108.41	108.41
				TOTAL PAYMENT AMOUNT	108.41 *			108.41

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0017 091611
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				
010415/00	TURF STAR INC						
99 PO-120185	09/16/2011	6724928-00	1 01-0000-0-5600-106-0000-8110-007-000 NN P			1,651.88	1,651.88
TOTAL PAYMENT AMOUNT			1,651.88 *				1,651.88
018279/00	UNIVERSITY OF OREGON						
881 PO-120748	09/16/2011	37903	1 01-3010-0-4300-371-1110-1000-012-000 NN F			250.00	250.00
TOTAL PAYMENT AMOUNT			250.00 *				250.00
022179/00	US HEALTHWORKS						
480 PO-120424	09/16/2011	1950721-CA	1 01-0000-0-5800-110-0000-7200-004-000 NN P			78.00	78.00
TOTAL PAYMENT AMOUNT			78.00 *				78.00
015191/00	WACHOB, CYNTHIA						
264 PO-120244	09/16/2011	REIMB	1 01-6500-0-5210-102-5060-2110-003-000 NN P			117.66	117.66
TOTAL PAYMENT AMOUNT			117.66 *				117.66
020026/00	WORTHINGTON DIRECT						
687 PO-120588	09/16/2011	263660	1 01-3010-0-4300-234-1110-1000-008-000 NN F			1,707.34	1,602.38
TOTAL PAYMENT AMOUNT			1,602.38 *				1,602.38
TOTAL FUND PAYMENT			132,812.27 **				132,812.27
TOTAL USE TAX AMOUNT			151.17				

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0017 091611
FUND : 11 ADULT EDUCATION 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				
010669/00	ALHAMBRA & SIERRA SPRINGS						
467 PO-120445	09/16/2011	7069912081111	1 11-0030-0-4300-601-4130-1000-017-000 NN P			8.43	8.43
TOTAL PAYMENT AMOUNT						8.43 *	8.43
015934/00	KELLOGG, CALISTA						
887 PO-120749	09/16/2011	REIMB TUITION	1 11-0030-0-8699-000-0000-0000-000-000 NN F			30.00	30.00
TOTAL PAYMENT AMOUNT						30.00 *	30.00
017576/00	OFFICE DEPOT/BUS.SERVICES DIV						
714 PO-120635	09/16/2011	576997738001	1 11-0028-0-4300-601-4130-1000-017-000 NN P			242.43	242.43
714 PO-120635	09/16/2011	576997739001	1 11-0028-0-4300-601-4130-1000-017-000 NN F			81.88	81.88
TOTAL PAYMENT AMOUNT						324.31 *	324.31
TOTAL FUND PAYMENT						362.74 **	362.74

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0017 091611
FUND : 13 CAFETERIA FUND

J3305 APY500 H.02.05 09/15/11 PAGE 13
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
015503/00	PHILLIPS, KEVIN						
808 PO-120707	09/16/2011	REFUND	1 13-5310-0-8634-000-0000-0000-000-000 NN F			9.55	9.55
TOTAL PAYMENT AMOUNT				9.55 *			9.55
TOTAL FUND PAYMENT				9.55 **			9.55

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST	J3305	APY500	H.02.05	09/15/11	PAGE	14
BATCH: 0017 091611	<< Open >>					
FUND : 14	DEFERRED MAINTENANCE FUND					

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
011650/00		ADVANCE SOUND & ELECTRONICS							

[illegible]

010583/00	DEL PASO PIPE & STEEL CO.				
782	PO-120667	09/16/2011	325000		
				1 14-0024-0-4300-106-9608-8110-007-000	NN F
				TOTAL PAYMENT AMOUNT	
					835.11 *
					835.11
					835.11

020742/00	LEGACY ROOFING & WATERPROOFING	[REDACTED]	
440 PO-120390	09/16/2011	7002237-WO	
		1 14-0024-0-5600-106-9605-8110-007-000 NN F	597.00
		TOTAL PAYMENT AMOUNT	597.00
		597.00 •	597.00

TOTAL FUND	PAYMENT	16,380.11 **	16,380.11
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81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0017 091611
FUND : 21 BUILDING FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P OBJE	SIT GOAL FUNC	RES DEP T9MP	Liq Amt	Net Amount
019750/00	CAPITAL PROGRAM MGMT INC						
423 PO-120371	09/16/2011	50	1	21-0000-0-6234-106-9600-8500-007-000	NN P	808.67	808.67
TOTAL PAYMENT AMOUNT						808.67 *	808.67
018287/00	ON DECK SPORTS						
724 PO-120617	09/16/2011	14012	1	21-0000-0-4300-472-9631-8500-007-000	YN F	264.04	258.00
TOTAL PAYMENT AMOUNT						258.00 *	258.00
TOTAL USE TAX AMOUNT						20.00	
TOTAL FUND PAYMENT						1,066.67 **	1,066.67
TOTAL USE TAX AMOUNT						20.00	
TOTAL BATCH PAYMENT						150,631.34 ***	150,631.34
TOTAL USE TAX AMOUNT						171.17	
TOTAL DISTRICT PAYMENT						150,631.34 ****	150,631.34
TOTAL USE TAX AMOUNT						171.17	
TOTAL FOR ALL DISTRICTS:						150,631.34 ****	150,631.34
TOTAL USE TAX AMOUNT						171.17	

Number of warrants to be printed: 81, not counting voids due to stub overflows.

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST

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Batch status: A All

From batch: 0018

To batch: 0018

Include Revolving Cash: Y

Include Address: N

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0018 09/23/2011
FUND : 01 GENERAL FUND

J3591 APY500 H.02.05 09/21/11 PAGE 1
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
015718/00		CUSTOM BENEFIT ADMINISTRATORS					
PV-121019	09/23/2011	CBA SEPTEMBER 30 2011	01-0000-0-9552-000-0000-0000-000-000 NN			2,613.10	
		TOTAL PAYMENT AMOUNT	2,613.10 *				2,613.10
010355/00		KAISER					
PV-121018	09/23/2011	KAISER OCTOBER	01-0000-0-9552-000-0000-0000-000-000 NN			130,392.14	
		TOTAL PAYMENT AMOUNT	130,392.14 *				130,392.14
022221/00		WESTERN HEALTH ADVANTAGE					
PV-121020	09/23/2011	WHA OCTOBER	01-0000-0-9552-000-0000-0000-000-000 NN			73,070.10	
		TOTAL PAYMENT AMOUNT	73,070.10 *				73,070.10
		TOTAL FUND PAYMENT	206,075.34 **				206,075.34
		TOTAL BATCH PAYMENT	206,075.34 ***	0.00			206,075.34
		TOTAL DISTRICT PAYMENT	206,075.34 ****	0.00			206,075.34
		TOTAL FOR ALL DISTRICTS:	206,075.34 ****	0.00			206,075.34

Number of warrants to be printed: 3, not counting voids due to stub overflows.

Batch status: A All

From batch: 0020

To batch: 0020

Include Revolving Cash: Y

Include Address: N

81 CENTER UNIFIED SCHOOL DIST.
09302011

ACCOUNTS PAYABLE PRELIST
BATCH: 0020 9/30/2011
FUND : 01 GENERAL FUND

J77 APY500 H.02.05 09/29/11 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				
010669/00	ALHAMBRA & SIERRA SPRINGS							
618 PO-120533	09/30/2011	4781839 090111		1 01-0000-0-4300-475-3200-2700-015-000 NN P			71.44	71.44
				TOTAL PAYMENT AMOUNT	71.44 *			71.44
013985/00	ALL DIESEL ELECTRIC INC.							
117 PO-120078	09/30/2011	7449		2 01-7240-0-4300-112-5001-3600-007-000 NN P			255.04	255.04
				TOTAL PAYMENT AMOUNT	255.04 *			255.04
010896/00	AT&T MOBILITY							
485 PO-120429	09/30/2011	8/5-9/4 436077910697		1 01-0000-0-5800-110-0000-7200-004-000 NN P			93.00	93.00
				TOTAL PAYMENT AMOUNT	93.00 *			93.00
018533/00	ATKINSON ANDELSON LOYA RUUD							
729 PO-120636	09/30/2011	388487		1 01-0000-0-5804-105-0000-7200-005-000 NE P			1,364.75	1,364.75
				TOTAL PAYMENT AMOUNT	1,364.75 *			1,364.75
016349/00	ATLAS SCHOOL SUPPLY							
772 PO-120659	09/30/2011	100316450		1 01-3010-0-5800-371-1110-1000-012-000 NN F			232.10	232.72
				TOTAL PAYMENT AMOUNT	232.72 *			232.72
019504/00	B & H PHOTO-VIDEO							
878 PO-120746	09/30/2011	53341443		1 01-0000-0-4300-240-1110-1000-011-000 YN F			176.24	163.56
				TOTAL PAYMENT AMOUNT	163.56 *			163.56
				TOTAL USE TAX AMOUNT	12.68			
021669/00	BAIONI, RON							
961 PO-120813	09/30/2011	REIMB		1 01-3010-0-4300-371-1110-1000-012-000 NN F			207.55	207.55
				TOTAL PAYMENT AMOUNT	207.55 *			207.55

81 CENTER UNIFIED SCHOOL DIST.
09302011

ACCOUNTS PAYABLE PRELIST
BATCH: 0020 9/30/2011
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount			
010442/00	BAR HEIN							
19	PO-120013	09/30/2011	367148	1	01-0000-0-4300-106-0000-8110-007-000	NN P	274.58	274.58
TOTAL PAYMENT AMOUNT				274.58	*			274.58
014056/00	BENDER, LINDA							
938	PO-120798	09/30/2011	REIMB	1	01-6520-0-5200-472-5770-1110-003-000	NN F	231.27	231.27
TOTAL PAYMENT AMOUNT				231.27	*			231.27
011838/00	BLICK ART MATERIALS							
823	PO-120702	09/30/2011	9829509	1	01-0000-0-4300-472-1208-1000-014-000	NN F	103.46	111.22
TOTAL PAYMENT AMOUNT				111.22	*			111.22
010340/00	CALIFORNIA STATE DEPARTMENT OF							
481	PO-120425	09/30/2011	866134	1	01-0000-0-5800-110-0000-7200-004-000	NN P	480.00	480.00
TOTAL PAYMENT AMOUNT				480.00	*			480.00
016082/00	CARMAZZI GLOBAL SOLUTIONS							
903	PO-120764	09/30/2011	11-6647	1	01-0000-0-5800-103-0000-7200-003-000	NN F	236.25	236.25
TOTAL PAYMENT AMOUNT				236.25	*			236.25
014824/00	CDE 0510-82217							
980	PO-120822	09/30/2011	C-045887	1	01-4036-0-8290-000-0000-0000-000-000	NN F	1,500.00	1,500.00
TOTAL PAYMENT AMOUNT				1,500.00	*			1,500.00
017639/00	CDT INC.							
479	PO-120423	09/30/2011	23758	1	01-0000-0-5800-110-0000-7200-004-000	NN P	162.00	162.00
TOTAL PAYMENT AMOUNT				162.00	*			162.00
020305/00	CDW GOVERNMENT INC.							
791	PO-120676	09/30/2011	ZNT 0784	1	01-0000-0-4400-472-9780-8110-014-000	NN F	4,310.00	4,310.00
TOTAL PAYMENT AMOUNT				4,310.00	*			4,310.00

81 CENTER UNIFIED SCHOOL DIST.
09302011

ACCOUNTS PAYABLE PRELIST
BATCH: 0020 9/30/2011
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				
011042/00	CENTER FOR MATHEMATICS AND						
431 PO-120377	09/30/2011	01647	1 01-6300-0-4300-371-1110-1000-012-000 NN F		518.28	515.16	
TOTAL PAYMENT AMOUNT			515.16 *			515.16	
014449/00	CENTER HIGH SCHOOL STUDENT						
789 PO-120837	09/30/2011	1009,1012	1 01-7220-0-5800-472-1110-1000-014-000 NN F		4,500.00	4,500.00	
TOTAL PAYMENT AMOUNT			4,500.00 *			4,500.00	
010407/00	CENTER UNIFIED REVOLVING FUND	0000000000					
922 PO-120779	09/30/2011	4030	1 01-6500-0-5200-102-5001-2700-003-000 NN F		159.00	159.00	
972 PO-120818	09/30/2011	4031	1 01-7230-0-4300-112-0000-3600-007-000 NN F		243.00	243.00	
TOTAL PAYMENT AMOUNT			402.00 *			402.00	
015699/00	CLARK SECURITY PRODUCTS						
29 PO-120159	09/30/2011	SA06401301	1 01-8150-0-4300-106-0000-8110-007-000 NN P		164.01	164.01	
29 PO-120159	09/30/2011	SA06494901	1 01-8150-0-4300-106-0000-8110-007-000 NN P		132.73	132.73	
997 PO-120845	09/30/2011	SA06401601	1 01-0054-0-4300-234-0000-8110-008-000 NN F		663.31	663.31	
TOTAL PAYMENT AMOUNT			960.05 *			960.05	
014557/00	COLLEGE OAK TOW & TRANSPORT						
124 PO-120082	09/30/2011	448899	1 01-7230-0-5600-112-0000-3600-007-000 NN P		168.00	168.00	
TOTAL PAYMENT AMOUNT			168.00 *			168.00	
017386/00	CORDOVA HIGH SCHOOL						
985 PO-120832	09/30/2011	CHS APR 2-5	1 01-0000-0-5800-472-1801-1000-014-000 NN F		300.00	300.00	
TOTAL PAYMENT AMOUNT			300.00 *			300.00	
015735/00	COUNTY OF SACRAMENTO						
31 PO-120023	09/30/2011	15817	2 01-0000-0-5800-106-0000-8110-007-000 NN P		25.00	25.00	
TOTAL PAYMENT AMOUNT			25.00 *			25.00	

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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				
016925/00	CREATIVE SPIRIT							
867 PO-120742	09/30/2011	EIN 86-0714320		1 01-9601-0-4200-601-1110-1000-017-000 NN F			481.00	463.00
TOTAL PAYMENT AMOUNT							463.00 *	463.00
021477/00	CUMMINGS, CATHY							
958 PO-120793	09/30/2011	REIMB		1 01-0000-0-3403-472-1110-1000-000-000 NN F			50.00	50.00
973 PO-120828	09/30/2011	REIMB		1 01-3550-0-5200-472-1110-1000-014-000 NN F			84.42	84.42
TOTAL PAYMENT AMOUNT							134.42 *	134.42
018079/00	DAUBENMIRE, TRACIE							
988 PO-120841	09/30/2011	REIMB		1 01-6500-0-4200-102-5001-3120-003-000 NN F			27.97	27.97
TOTAL PAYMENT AMOUNT							27.97 *	27.97
014087/00	DECKER EQUIPMENT							
775 PO-120662	09/30/2011	8230A		1 01-0000-0-4300-371-0000-2700-012-000 YN F			51.86	49.88
TOTAL PAYMENT AMOUNT							49.88 *	49.88
TOTAL USE TAX AMOUNT							3.87	
010583/00	DEL PASO PIPE & STEEL CO.							
996 PO-120844	09/30/2011	325350		1 01-0054-0-4300-234-0000-8110-008-000 NN F			712.38	712.38
TOTAL PAYMENT AMOUNT							712.38 *	712.38
018951/00	DELL							
812 PO-120684	09/30/2011	XFFN8KC85		1 01-0000-0-4400-115-0000-7700-007-000 NN F			1,371.66	1,353.61
TOTAL PAYMENT AMOUNT							1,353.61 *	1,353.61
016483/00	DEVELOPMENTAL STUDIES CENTER							
794 PO-120678	09/30/2011	67757		1 01-3010-0-4300-234-1110-1000-008-000 NN F			1,239.13	1,342.63
TOTAL PAYMENT AMOUNT							1,342.63 *	1,342.63

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Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
011290/00		DISCOUNT GLASS & SCREEN CO					
36 PO-120028	09/30/2011	744220	1 01-8150-0-4300-106-0000-8110-007-000 NN P			280.69	280.69
36 PO-120028	09/30/2011	744221	1 01-8150-0-4300-106-0000-8110-007-000 NN P			368.11	368.11
		TOTAL PAYMENT AMOUNT		648.80 *			648.80
017117/00		DISCOUNT TWO-WAY RADIO					
831 PO-120706	09/30/2011	S1 138740	1 01-0000-0-4300-371-0000-2700-012-000 NN F			646.50	643.50
		TOTAL PAYMENT AMOUNT		643.50 *			643.50
021610/00		EATON INTERPRETING SERVICES					
815 PO-120761	09/30/2011	111750	1 01-0000-0-5800-103-0000-7200-003-000 NN P			125.00	125.00
815 PO-120761	09/30/2011	111880	1 01-0000-0-5800-103-0000-7200-003-000 NN P			120.00	120.00
815 PO-120761	09/30/2011	111881	1 01-0000-0-5800-103-0000-7200-003-000 NN P			125.00	125.00
815 PO-120761	09/30/2011	113014	1 01-0000-0-5800-103-0000-7200-003-000 NN P			105.00	105.00
		TOTAL PAYMENT AMOUNT		475.00 *			475.00
010336/00		ECOTECH PEST MANAGEMENT INC					
37 PO-120160	09/30/2011	INV 504	1 01-0000-0-5500-106-0000-8110-007-000 NN P			712.00	712.00
		TOTAL PAYMENT AMOUNT		712.00 *			712.00
017938/00		EL DORADO GIRLS BASKETBALL					
984 PO-120831	09/30/2011	CHSGIRLS BASKETBALL TOURNAMENT	1 01-0000-0-5800-472-1801-1000-014-000 NN F			290.00	290.00
		TOTAL PAYMENT AMOUNT		290.00 *			290.00
020830/00		ELK GROVE HIGH SCHOOL					
965 PO-120825	09/30/2011	CHS 2012 VICTORY TOURN	1 01-0000-0-5800-472-1801-1000-014-000 NN F			425.00	425.00
		TOTAL PAYMENT AMOUNT		425.00 *			425.00
015342/00		GATEKEEPER SYSTEMS INC					
908 PO-120768	09/30/2011	123319	1 01-7230-0-4300-112-0000-3600-007-000 NN F			450.00	450.00
		TOTAL PAYMENT AMOUNT		450.00 *			450.00

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Req Reference	Date	Description		FD RESO P OBJE	SIT GOAL FUNC	RES DEP T9MP	Liq Amt	Net Amount

022347/00	GIVE SOMETHING BACK							
835 PO-120712	09/30/2011	1863015-0 c1863015		1 01-0000-0-4300-472-0000-2700-014-000	NN P		153.15	153.15
835 PO-120712	09/30/2011	1863291-0		1 01-0000-0-4300-472-0000-2700-014-000	NN F		23.12	63.97
891 PO-120757	09/30/2011	1864629-0		1 01-0000-0-4300-475-3200-2700-015-000	NN F		203.60	203.60
905 PO-120765	09/30/2011	1867342-0		1 01-0000-0-4300-472-0000-2700-014-000	NN F		89.42	89.42
921 PO-120778	09/30/2011	1867340-0		1 01-0000-0-4300-472-1275-1000-014-000	NN F		101.09	101.09
929 PO-120783	09/30/2011	1867337-0		1 01-6500-0-4300-102-5770-1110-003-014	NN F		79.71	79.71
950 PO-120805	09/30/2011	1868800		1 01-0000-0-4300-371-0000-2700-012-000	NN F		6.98	6.95
955 PO-120809	09/30/2011	1868795-0		1 01-0000-0-4300-472-1284-1000-014-000	NN F	1,006.19	1,009.42	1,009.42
959 PO-120811	09/30/2011	1868805		1 01-0000-0-4300-472-1263-4000-014-000	NN F	178.15	178.15	178.15
966 PO-120815	09/30/2011	1868798-0		1 01-0000-0-4300-102-0000-3140-003-000	NN F	57.09	56.82	56.82
				TOTAL PAYMENT AMOUNT		1,942.28 *		1,942.28
013988/00	HAJOCA CORPORATION							
24 PO-120018	09/30/2011	S006368497.001		1 01-8150-0-4300-106-0000-8110-007-000	NN P		115.14	115.14
24 PO-120018	09/30/2011	S006391558.001		1 01-8150-0-4300-106-0000-8110-007-000	NN P		113.14	113.14
299 PO-120276	09/30/2011	S006391543		1 01-0000-0-4300-111-0000-8200-007-000	NN F	152.40	88.93	88.93
				TOTAL PAYMENT AMOUNT		317.21 *		317.21
017002/00	HOME DEPOT CREDIT SERVICES							
52 PO-120163	09/30/2011	7017857		1 01-8150-0-4300-106-0000-8110-007-000	NN P		25.38	25.38
52 PO-120163	09/30/2011	5023443		1 01-8150-0-4300-106-0000-8110-007-000	NN P		169.71	169.71
52 PO-120163	09/30/2011	2023997		1 01-8150-0-4300-106-0000-8110-007-000	NN P		128.50	128.50
52 PO-120163	09/30/2011	9020692		1 01-8150-0-4300-106-0000-8110-007-000	NN P		20.91	20.91
52 PO-120163	09/30/2011	8011949		1 01-8150-0-4300-106-0000-8110-007-000	NN P		84.23	84.23
52 PO-120163	09/30/2011	6012358		1 01-8150-0-4300-106-0000-8110-007-000	NN P	176.20	176.20	176.20
				TOTAL PAYMENT AMOUNT		604.93 *		604.93
021775/00	HOME DEPOT SUPPLY							
643 PO-120547	09/30/2011	9110806530		1 01-8150-0-4300-106-0000-8110-007-000	NN P		90.05	90.05
				TOTAL PAYMENT AMOUNT		90.05 *		90.05
019433/00	HONEYWELL INTERNATIONAL ADI							
8 PO-120010	09/30/2011	FKCH3101		1 01-8150-0-4300-106-0000-8110-007-000	NN P		146.45	146.45
				TOTAL PAYMENT AMOUNT		146.45 *		146.45

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Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount		
021458/00	HUGHES HARDWOOD INC						
56 PO-120043	09/30/2011	201846	1 01-8150-0-4300-106-0000-8110-007-000 NN P	150.32	150.32		
TOTAL PAYMENT AMOUNT				150.32 *		150.32	
011341/00	HUNT & SONS INC						
139 PO-120092	09/30/2011	494672	1 01-7230-0-4308-112-0000-3600-007-000 NN P	26,189.66	26,189.66		
TOTAL PAYMENT AMOUNT				26,189.66 *		26,189.66	
018990/00	INTERSTATE BATTERY SYSTEM						
140 PO-120093	09/30/2011	990003721	1 01-7230-0-4300-112-0000-3600-007-000 NN P	269.27	269.27		
TOTAL PAYMENT AMOUNT				269.27 *		269.27	
018343/00	JBEILY, TAMI						
970 PO-120816	09/30/2011	REIMB	1 01-0000-0-4300-103-0000-2110-003-000 NN F	64.47	64.47		
TOTAL PAYMENT AMOUNT				64.47 *		64.47	
010728/00	JOHNSTONE SUPPLY OF SACRAMENTO						
58 PO-120045	09/30/2011	27-S1722367.001	1 01-8150-0-4300-106-0000-8110-007-000 NN P	44.37	44.37		
58 PO-120045	09/30/2011	27-S1721356.001	1 01-8150-0-4300-106-0000-8110-007-000 NN P	83.14	83.14		
TOTAL PAYMENT AMOUNT				127.51 *		127.51	
017451/00	KUEHNER, GERALD						
1011 PO-120857	09/30/2011	REIMB	1 01-6300-0-4300-475-3200-1000-015-000 NN F	287.91	287.91		
TOTAL PAYMENT AMOUNT				287.91 *		287.91	
015080/00	LILLY PROPERTIES INC						
952 PO-120807	09/30/2011	0916115 JUNE	1 01-0000-0-5800-106-0000-8200-007-000 NN P	65.14	65.14		
952 PO-120807	09/30/2011	0916115 JULY	1 01-0000-0-5800-106-0000-8200-007-000 NN P	2,264.79	2,264.79		
952 PO-120807	09/30/2011	0916115 AUG	1 01-0000-0-5800-106-0000-8200-007-000 NN P	1,733.98	1,733.98		
952 PO-120807	09/30/2011	0916115 SEPT	1 01-0000-0-5800-106-0000-8200-007-000 NN P	620.81	620.81		
TOTAL PAYMENT AMOUNT				4,684.72 *		4,684.72	

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Req Reference	Date			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
021914/00	LOY MATTISON ENTERPRISES							
906 PO-120766	09/30/2011	CENTER 070111083111		1 01-0000-0-5800-106-0000-8110-007-000 NY F			600.00	600.00
				TOTAL PAYMENT AMOUNT		600.00 *		600.00
018720/00	MAITA CHEVROLET							
162 PO-120110	09/30/2011	453252		2 01-7240-0-5600-112-5001-3600-007-000 NN P			96.00	96.00
				TOTAL PAYMENT AMOUNT		96.00 *		96.00
022172/00	MED TRANS MEDICAL/LEGAL							
795 PO-120679	09/30/2011	636		1 01-6500-0-5800-102-5750-1180-003-000 NN P			1,770.00	1,770.00
				TOTAL PAYMENT AMOUNT		1,770.00 *		1,770.00
019059/00	MILLENNIUM TERMITE & PEST							
61 PO-120165	09/30/2011	TR-72628		1 01-0000-0-5500-106-0000-8110-007-000 NN P			116.00	116.00
61 PO-120165	09/30/2011	TR-71099		1 01-0000-0-5500-106-0000-8110-007-000 NN P			91.00	91.00
				TOTAL PAYMENT AMOUNT		207.00 *		207.00
022444/00	MIRA LOMA HIGH SCHOOL							
968 PO-120826	09/30/2011	CHS DEC 1-3		1 01-0000-0-5800-472-1801-1000-014-000 NN F			600.00	600.00
				TOTAL PAYMENT AMOUNT		600.00 *		600.00
021058/00	MULDOON, CARRIE							
953 PO-120808	09/30/2011	REIMB		1 01-3010-0-4200-371-1110-1000-012-000 NN F			24.74	24.74
				TOTAL PAYMENT AMOUNT		24.74 *		24.74
010235/00	NASCO MODESTO							
822 PO-120701	09/30/2011	498405		1 01-0000-0-4300-472-1208-1000-014-000 NN P			12.85	12.85
822 PO-120701	09/30/2011	494791		1 01-0000-0-4300-472-1208-1000-014-000 NN F			199.60	169.09
				TOTAL PAYMENT AMOUNT		181.94 *		181.94

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Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MP	
						Liq Amt	Net Amount	

020836/00	NATIONAL GEOGRAPHIC BEE							
937 PO-120789	09/30/2011	SPINELLI	1	01-0000-0-5300-240-0000-2700-011-777	NN F	90.00		90.00
TOTAL PAYMENT AMOUNT						90.00 *		90.00
018967/00	NEXTEL COMMUNICATIONS INC							
108 PO-120186	09/30/2011	09/05/11	1	01-0000-0-5903-106-0000-8110-007-000	NN P	1,240.19		1,240.19
251 PO-120233	09/30/2011	09/5/11	1	01-0000-0-5903-103-0000-2110-003-000	NN P	622.89		622.89
393 PO-120351	09/30/2011	09/5/11	1	01-0000-0-5903-472-0000-2700-014-000	NN P	248.06		248.06
561 PO-120486	09/30/2011	9/5/11	1	01-0000-0-5903-101-0000-7150-002-000	NN P	372.27		372.27
526 PO-120584	09/30/2011	9/5/11	1	01-0000-0-5903-236-0000-2700-009-000	NN P	23.96		23.96
975 PO-120820	09/30/2011	9/5/11	1	01-7230-0-5903-112-0000-3600-007-000	NN P	57.10		57.10
994 PO-120835	09/30/2011	9/5/2011	1	01-0000-0-4300-475-3200-2700-015-000	NN P	11.98		11.98
TOTAL PAYMENT AMOUNT						2,576.45 *		2,576.45
017576/00	OFFICE DEPOT/BUS.SERVICES DIV							
392 PO-120350	09/30/2011	572697336001 579057816001	1	01-0000-0-4300-238-1110-1000-010-000	NN P	258.54		258.54
392 PO-120350	09/30/2011	572697346001	1	01-0000-0-4300-238-1110-1000-010-000	NN F	38.29		26.15
851 PO-120721	09/30/2011	578536585001	1	01-6500-0-4300-102-5770-1110-003-011	NN F	111.66		104.80
865 PO-120732	09/30/2011	578690761001	1	01-6500-0-4300-102-5770-1120-003-025	NN F	105.28		105.28
858 PO-120741	09/30/2011	57895486001	1	01-0000-0-4300-240-1110-1000-011-000	NN F	14.12		14.13
858 PO-120741	09/30/2011	578954087001	2	01-3010-0-4300-240-1110-1000-011-000	NN F	7.76		7.76
931 PO-120785	09/30/2011	580060630001	1	01-6500-0-4300-102-5770-1110-003-010	NN F	91.64		91.64
944 PO-120792	09/30/2011	580060024001	1	01-0000-0-4300-105-0000-7200-005-000	NN F	102.06		102.06
TOTAL PAYMENT AMOUNT						710.36 *		710.36
016989/00	ON COURSE INC.							
969 PO-120827	09/30/2011	CHS ROPES 9/14	1	01-7220-0-5800-472-1110-1000-014-000	NN F	2,475.00		2,475.00
TOTAL PAYMENT AMOUNT						2,475.00 *		2,475.00
021050/00	PACHECO, SHAWNA							
932 PO-120797	09/30/2011	REIMB	1	01-9520-0-5210-472-1110-1000-003-000	NN F	63.83		63.83
TOTAL PAYMENT AMOUNT						63.83 *		63.83

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Req Reference	Date			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
010852/00	PARTS EXPRESS							
841	PO-120715	09/30/2011	3270945	1 01-7220-0-4300-472-1110-1000-014-000 YN F			77.74	73.45
				TOTAL PAYMENT AMOUNT	73.45 *			73.45
				TOTAL USE TAX AMOUNT	5.69			
010426/00	PAULS SAFE & LOCK							
68	PO-120052	09/30/2011	14245	1 01-8150-0-4300-106-0000-8110-007-000 NY P			14.03	14.03
68	PO-120052	09/30/2011	14259	1 01-8150-0-4300-106-0000-8110-007-000 NY P			15.98	15.98
				TOTAL PAYMENT AMOUNT	30.01 *			30.01
019252/00	PEARSON							
753	PO-120645	09/30/2011	41-0850527	1 01-6500-0-4300-102-5001-3120-003-000 NN F			1,591.00	1,578.53
				TOTAL PAYMENT AMOUNT	1,578.53 *			1,578.53
016692/00	PERFORMANCE CHEVROLET							
148	PO-120195	09/30/2011	498731	1 01-7230-0-4300-112-0000-3600-007-000 NN P			97.56	97.56
				TOTAL PAYMENT AMOUNT	97.56 *			97.56
014069/00	PLATT ELECTRIC SUPPLY							
70	PO-120168	09/30/2011	198754	1 01-8150-0-4300-106-0000-8110-007-000 NN P			65.71	65.71
70	PO-120168	09/30/2011	204626	1 01-8150-0-4300-106-0000-8110-007-000 NN P			52.80	52.80
70	PO-120168	09/30/2011	198673	1 01-8150-0-4300-106-0000-8110-007-000 NN P			17.19	17.19
70	PO-120168	09/30/2011	200344	1 01-8150-0-4300-106-0000-8110-007-000 NN P			85.60	85.60
70	PO-120168	09/30/2011	157452	1 01-8150-0-4300-106-0000-8110-007-000 NN P			579.76	579.76
70	PO-120168	09/30/2011	158157	1 01-8150-0-4300-106-0000-8110-007-000 NN P			89.78	89.78
947	PO-120803	09/30/2011	0150427	1 01-0054-0-4300-234-0000-8110-008-000 NN F			412.76	412.76
				TOTAL PAYMENT AMOUNT	1,303.60 *			1,303.60
014745/00	POPKOV, ANDREY							
983	PO-120795	09/30/2011	REFUND	1 01-0000-0-4200-103-0000-2420-003-000 NN F			9.15	9.15
				TOTAL PAYMENT AMOUNT	9.15 *			9.15

81 CENTER UNIFIED SCHOOL DIST.
09302011

ACCOUNTS PAYABLE PRELIST
BATCH: 0020 9/30/2011
FUND : 01 GENERAL FUND

J77 APY500 H.02.05 09/29/11 PAGE 11
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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		
022525/00	POST-IT LLC						
483 PO-120427	09/30/2011	AUG 2011	1 01-0000-0-5800-110-0000-7200-004-000 NN P	280.00	280.00		
TOTAL PAYMENT AMOUNT				280.00 *		280.00	
017245/00	PRECISION DATA PRODUCTS INC.						
855 PO-120724	09/30/2011	26779	1 01-0000-0-4300-472-1230-1000-014-000 NN F	75.06	86.27		
TOTAL PAYMENT AMOUNT				86.27 *		86.27	
014023/00	PRO-ED						
853 PO-120722	09/30/2011	2019116	1 01-6500-0-4300-102-5001-3120-003-000 YN F	939.04	841.50		
TOTAL PAYMENT AMOUNT				841.50 *		841.50	
TOTAL USE TAX AMOUNT				65.22			
011238/00	RELIABLE TIRE						
149 PO-120196	09/30/2011	87871	1 01-7230-0-4300-112-0000-3600-007-000 NN P	1,011.24	1,011.24		
TOTAL PAYMENT AMOUNT				1,011.24 *		1,011.24	
017657/00	RENAISSANCE LEARNING INC.						
927 PO-120782	09/30/2011	3838741	1 01-3010-0-4300-240-1110-1000-011-000 NN F	90.00	90.00		
TOTAL PAYMENT AMOUNT				90.00 *		90.00	
010242/00	ROTO ROOTER / SACRAMENTO						
77 PO-120173	09/30/2011	310042891	1 01-8150-0-5600-106-0000-8110-007-000 NN P	200.00	200.00		
TOTAL PAYMENT AMOUNT				200.00 *		200.00	
010552/00	SAC VAL JANITORIAL						
238 PO-120220	09/30/2011	1955305	1 01-0000-0-9320-000-0000-0000-000 NN F	3,314.23	1,666.17		
239 PO-120221	09/30/2011	1955088	1 01-0000-0-4300-111-0000-8200-007-000 NN P	151.28	151.28		
239 PO-120221	09/30/2011	1954867	1 01-0000-0-4300-111-0000-8200-007-000 NN P	766.73	766.73		
TOTAL PAYMENT AMOUNT				2,584.18 *		2,584.18	

81 CENTER UNIFIED SCHOOL DIST.
09302011

ACCOUNTS PAYABLE PRELIST
BATCH: 0020 9/30/2011
FUND : 01 GENERAL FUND

J77 APY500 H.02.05 09/29/11 PAGE 12
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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	
021289/00	SACRAMENTO COUNTY OFF. OF ED.						
837 PO-120713	09/30/2011	120317	1 01-0000-0-5200-472-0000-2700-014-000	NN F	275.00	275.00	
TOTAL PAYMENT AMOUNT			275.00 *			275.00	
010266/00	SACRAMENTO COUNTY UTILITIES						
78 PO-120174	09/30/2011	50008418859	1 01-0000-0-5540-106-0000-8110-007-000	NN P	2,778.55	2,778.55	
TOTAL PAYMENT AMOUNT			2,778.55 *			2,778.55	
013973/00	SAMBA HOLDINGS INC						
154 PO-120102	09/30/2011	0151887-IN	1 01-7230-0-4300-112-0000-3600-007-000	NN P	39.95	39.95	
TOTAL PAYMENT AMOUNT			39.95 *			39.95	
020981/00	SAVE MART SUPERMARKETS						
559 PO-120484	09/30/2011	2582280	1 01-0000-0-4300-120-0000-7110-001-000	NN P	9.36	9.36	
TOTAL PAYMENT AMOUNT			9.36 *			9.36	
020127/00	SCHOOL INNOVATIONS & ADVOCACY						
258 PO-120234	09/30/2011	126767	1 01-0000-0-5800-105-0000-7200-005-000	NN P	2,500.00	2,500.00	
TOTAL PAYMENT AMOUNT			2,500.00 *			2,500.00	
010373/00	SCHOOLS INSURANCE AUTHORITY						
283 PO-120261	09/30/2011	20124ST-KAM.06	1 01-7230-0-5800-112-0000-3600-007-000	NN P	150.00	150.00	
TOTAL PAYMENT AMOUNT			150.00 *			150.00	
010879/00	SCIENCE KIT LLC						
769 PO-120657	09/30/2011	3884-955-00	1 01-6300-0-4300-371-1110-1000-012-000	NN F	117.71	132.02	
TOTAL PAYMENT AMOUNT			132.02 *			132.02	
014782/00	SCRIPPS NATIONAL SPELLING BEE						
951 PO-120806	09/30/2011	132456	1 01-0000-0-5800-371-1110-1000-012-000	NN F	116.50	116.50	
TOTAL PAYMENT AMOUNT			116.50 *			116.50	

81 CENTER UNIFIED SCHOOL DIST.
09302011

ACCOUNTS PAYABLE PRELIST
BATCH: 0020 9/30/2011
FUND : 01 GENERAL FUND

J77 APY500 H.02.05 09/29/11 PAGE 13
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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		

021684/00	SPINITAR						
857 PO-120740	09/30/2011	0305945IN	1 01-3010-0-4300-240-1110-1000-011-000 NN F	187.29	187.29		
TOTAL PAYMENT AMOUNT				187.29 *		187.29	
018370/00	STANLEY CONVERGENT SECURITY						
90 PO-120061	09/30/2011	7560119985	1 01-0000-0-5800-106-0000-8110-007-000 NN P	247.80	247.80		
90 PO-120061	09/30/2011	7560119985	1 01-0000-0-5800-106-0000-8110-007-000 NN P	194.97	194.97		
TOTAL PAYMENT AMOUNT				442.77 *		442.77	
020252/00	STAPLES BUSINESS ADVANTAGE						
659 PO-120566	09/30/2011	3160884120/3159407887	1 01-3010-0-4300-371-1110-1000-012-000 NN F	3,373.17	3,446.40		
824 PO-120703	09/30/2011	110172536	1 01-0000-0-4300-371-0000-2700-012-000 NN F	107.24	106.74		
861 PO-120728	09/30/2011	110211425	1 01-3010-0-4300-371-1110-1000-012-000 NN F	75.80	75.46		
TOTAL PAYMENT AMOUNT				3,628.60 *		3,628.60	
018066/00	SUPER DUPER INC.						
883 PO-120753	09/30/2011	1704872A	1 01-6500-0-4300-102-5770-1191-003-041 NN F	179.95	151.82		
TOTAL PAYMENT AMOUNT				151.82 *		151.82	
021813/00	SUREWEST						
92 PO-120182	09/30/2011	604800-0001	1 01-0000-0-5902-106-0000-8110-007-000 NN P	616.89	616.89		
TOTAL PAYMENT AMOUNT				616.89 *		616.89	
017253/00	TERKENSHA ASSOCIATES NORTH						
992 PO-120842	09/30/2011	8/2/11	1 01-6250-0-5800-601-0000-3110-017-000 NN P	350.00	350.00		
993 PO-120843	09/30/2011	8/3/11	1 01-6250-0-5800-601-0000-3110-017-238 NN P	480.00	480.00		
TOTAL PAYMENT AMOUNT				830.00 *		830.00	
010127/00	UNITED PARCEL SERVICE						
792 PO-120677	09/30/2011	YW013381	1 01-0000-0-5901-238-0000-2700-010-000 NN P	22.43	22.43		
TOTAL PAYMENT AMOUNT				22.43 *		22.43	

81 CENTER UNIFIED SCHOOL DIST.
09302011

ACCOUNTS PAYABLE PRELIST
BATCH: 0020 9/30/2011
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				

021143/00	US AIR CONDITIONING						
102 PO-120068	09/30/2011	7822591	1 01-8150-0-4300-106-0000-8110-007-000 NN P			117.48	117.48
102 PO-120068	09/30/2011	7827354	1 01-8150-0-4300-106-0000-8110-007-000 NN P			198.79	198.79
TOTAL PAYMENT AMOUNT			316.27 *				316.27
022179/00	US HEALTHWORKS						
480 PO-120424	09/30/2011	1954998-CA	1 01-0000-0-5800-110-0000-7200-004-000 NN P			40.00	40.00
480 PO-120424	09/30/2011	1956857-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	09/30/2011	02110129609092011	1 01-8150-0-4300-106-0000-8110-007-000 NN P			27.10	27.10
65 PO-120166	09/30/2011	021102113009132011	1 01-8150-0-4300-106-0000-8110-007-000 NN P			13.74	13.74
65 PO-120166	09/30/2011	021102208409202011	1 01-8150-0-4300-106-0000-8110-007-000 NN P			10.55	10.55
65 PO-120166	09/30/2011	021101394309202011	1 01-8150-0-4300-106-0000-8110-007-000 NN P			13.54	13.54
65 PO-120166	09/30/2011	021103039609202011	1 01-8150-0-4300-106-0000-8110-007-000 NN P			52.74	52.74
65 PO-120166	09/30/2011	021104504409192011	1 01-8150-0-4300-106-0000-8110-007-000 NN P			11.48	11.48
65 PO-120166	09/30/2011	02110393009132011	1 01-8150-0-4300-106-0000-8110-007-000 NN P			63.07	63.07
65 PO-120166	09/30/2011	021101307809142011	1 01-8150-0-4300-106-0000-8110-007-000 NN P			22.39	22.39
65 PO-120166	09/30/2011	021103854209082011	1 01-8150-0-4300-106-0000-8110-007-000 NN P			30.99	30.99
TOTAL PAYMENT AMOUNT			245.60 *				245.60
022348/00	WILSON, SHERRY						
161 PO-120109	09/30/2011	REIMB	1 01-7230-0-5800-112-0000-3600-007-000 NN P			8.56	8.56
161 PO-120109	09/30/2011	REIMB	1 01-7230-0-5800-112-0000-3600-007-000 NN P			5.98	5.98
TOTAL PAYMENT AMOUNT			14.54 *				14.54
014057/00	WINCKLER, DEBBIE						
978 PO-120829	09/30/2011	REIMB	1 01-0000-0-5210-110-0000-7200-004-000 NN F			17.42	17.42
TOTAL PAYMENT AMOUNT			17.42 *				17.42
017404/00	WOODCREEK HIGH SCHOOL						
981 PO-120830	09/30/2011	CHS MAR 30&31	1 01-0000-0-5800-472-1801-1000-014-000 NN F			400.00	400.00
TOTAL PAYMENT AMOUNT			400.00 *				400.00

81 CENTER UNIFIED SCHOOL DIST.
 09302011

ACCOUNTS PAYABLE PRELIST
 BATCH: 0020 9/30/2011
 FUND : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	FD RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MP	ABA num	Account num	Liq Amt	Net Amount
017313/00	XEROX CORPORATION																
1 PO-120001	09/30/2011	AUG														15.00	15.00
389 PO-120347	09/30/2011	300045398														39,642.89	39,642.89
389 PO-120347	09/30/2011	3000454400														509.10	509.10
TOTAL PAYMENT AMOUNT																40,166.99	40,166.99
TOTAL FUND PAYMENT																129,849.37	129,849.37
TOTAL USE TAX AMOUNT																87.46	

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0020 9/30/2011
FUND : 09 CHARTER SCHOOLS

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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				
014067/00		ACCREDITING COMMISSION FOR					
940 PO-120799	09/30/2011	4001019	1 09-0700-0-5800-503-0000-2700-018-000 NN F			756.00	756.00
TOTAL PAYMENT AMOUNT			756.00 *				756.00
011219/00		HILLYARD INC.					
886 PO-120762	09/30/2011	6917206	1 09-1100-0-4300-501-1110-1000-016-000 NN F			52.91	52.91
TOTAL PAYMENT AMOUNT			52.91 *				52.91
018967/00		NEXTEL COMMUNICATIONS INC					
1003 PO-120851	09/30/2011	09/5/11	1 09-1100-0-5903-501-0000-2700-016-000 NN P			58.92	58.92
TOTAL PAYMENT AMOUNT			58.92 *				58.92
010958/00		THE NORTH SAC NEWS					
907 PO-120767	09/30/2011	13084	1 09-0700-0-5800-503-0000-2700-018-000 NN F			730.00	730.00
TOTAL PAYMENT AMOUNT			730.00 *				730.00
TOTAL FUND PAYMENT			1,597.83 **				1,597.83

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0020 9/30/2011
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	Net Amount

010669/00	ALHAMBRA & SIERRA SPRINGS							
467 PO-120445	09/30/2011	7069912 090811	1	11-0030-0-4300-601-4130-1000-017-000	NN P		15.66	15.66
TOTAL PAYMENT AMOUNT				15.66 *				15.66
020981/00	SAVE MART SUPERMARKETS							
635 PO-120551	09/30/2011	2582218	1	11-0030-0-4300-601-4130-1000-017-000	NN P		72.02	72.02
TOTAL PAYMENT AMOUNT				72.02 *				72.02
TOTAL FUND PAYMENT				87.68 **				87.68

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0020 9/30/2011
FUND : 12 CHILD DEVELOPMEN 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			
018143/00		CHILD DEVELOPMENT CENTERS INC						
678 PO-120580	09/30/2011	5030-811			1 12-6105-0-5800-100-8500-1000-005-000 NN P		54,150.11	54,150.11
					TOTAL PAYMENT AMOUNT		54,150.11 *	54,150.11
					TOTAL FUND PAYMENT		54,150.11 **	54,150.11

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0020 9/30/2011
FUND : 13 CAFETERIA FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT	GOAL FUNC	RES DEP T9MP	Liq Amt	Net Amount	
021763/00	ALL STAR RENTS							
802 PO-120688	09/30/2011	261089	1	13-5310-0-4300-108-0000-3700-007-000	NN P	109.84	109.84	
TOTAL PAYMENT AMOUNT						109.84 *	109.84	
017730/00	HARRIS COMPUTER SYSTEMS							
924 PO-120780	09/30/2011	XT000001646	1	13-5310-0-5612-108-0000-3700-007-000	NN F	1,339.05	1,339.05	
TOTAL PAYMENT AMOUNT						1,339.05 *	1,339.05	
022364/00	HEARTLAND PAYMENT SYSTEMS							
281 PO-120259	09/30/2011	MSB 0000000369	1	13-5310-0-5300-108-0000-3700-007-000	NN P	317.25	317.25	
TOTAL PAYMENT AMOUNT						317.25 *	317.25	
018967/00	NEXTEL COMMUNICATIONS INC							
282 PO-120260	09/30/2011	09/5/11	1	13-5310-0-5903-108-0000-3700-007-000	NN P	12.18	12.18	
TOTAL PAYMENT AMOUNT						12.18 *	12.18	
014069/00	PLATT ELECTRIC SUPPLY							
338 PO-120304	09/30/2011	198754	1	13-5310-0-4300-108-0000-3700-007-000	NN P	45.25	45.25	
338 PO-120304	09/30/2011	199517	1	13-5310-0-4300-108-0000-3700-007-000	NN P	314.22	314.22	
TOTAL PAYMENT AMOUNT						359.47 *	359.47	
018495/00	POLAR KING INTERNATIONAL INC							
336 PO-120300	09/30/2011	SI115724	1	13-5310-0-6400-108-0000-8500-007-000	NN F	16,647.33	16,647.33	
TOTAL PAYMENT AMOUNT						16,647.33 *	16,647.33	
017334/00	SEVEN UP BOTTLING CO. OF S.F.							
290 PO-120268	09/30/2011	2190109123	1	13-5310-0-4700-108-0000-3700-007-000	NN P	3,916.80	3,916.80	
290 PO-120268	09/30/2011	2190109122	1	13-5310-0-4700-108-0000-3700-007-000	NN P	393.12	393.12	
TOTAL PAYMENT AMOUNT						4,309.92 *	4,309.92	

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0020 9/30/2011
FUND : 13 CAFETERIA FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				Liq Amt	Net Amount
016043/00	SHELTONS UNLIMITED MECHANICAL							
270 PO-120248	09/30/2011	11-10771	1 13-5310-0-5600-108-0000-3700-007-000	NY	P		240.22	240.22
270 PO-120248	09/30/2011	11-10764	1 13-5310-0-5600-108-0000-3700-007-000	NY	P		464.96	464.96
270 PO-120248	09/30/2011	11-10774	1 13-5310-0-5600-108-0000-3700-007-000	NY	P		354.35	354.35
TOTAL PAYMENT AMOUNT							1,059.53 *	1,059.53
019842/00	WFCB-OSH COMMERCIAL SERVICES	954214111						
578 PO-120522	09/30/2011	021101236909102011	1 13-5310-0-4300-108-0000-3700-007-000	NN	P		49.93	49.93
TOTAL PAYMENT AMOUNT							49.93 *	49.93
TOTAL FUND PAYMENT							24,204.50 **	24,204.50

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0020 9/30/2011
FUND : 14 DEFERRED MAINTENANCE FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MP	Net Amount

011374/00	CAPITOL MECHANICAL INC							
499 PO-120439	09/30/2011	10322	1	14-0024-0-5600-106-9605-8110-007-000	NN F		2,045.00	2,045.00
TOTAL PAYMENT AMOUNT				2,045.00 *				2,045.00
013988/00	HAJOCA CORPORATION							
787 PO-120672	09/30/2011	S006364345.001	1	14-0024-0-4300-106-9606-8110-007-000	NN F		469.06	469.06
856 PO-120725	09/30/2011	S006375773.001	1	14-0024-0-4300-106-9606-8110-007-000	NN F		469.06	416.70
910 PO-120770	09/30/2011	S006351827.001	1	14-0024-0-4300-106-9606-8110-007-000	NN F		415.14	415.14
TOTAL PAYMENT AMOUNT				1,300.90 *				1,300.90
TOTAL FUND PAYMENT				3,345.90 **				3,345.90

81 CENTER UNIFIED SCHOOL DIST.
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ACCOUNTS PAYABLE PRELIST
BATCH: 0020 9/30/2011
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				
015636/00		HASTIE'S SAND AND GRAVEL					
781 PO-120666	09/30/2011	105218	1 21-0000-0-4300-106-9631-8500-007-000 NN P			894.33	894.33
781 PO-120666	09/30/2011	105219	1 21-0000-0-4300-106-9631-8500-007-000 NN F			894.32	894.33
TOTAL PAYMENT AMOUNT						1,788.66 *	1,788.66
TOTAL FUND PAYMENT						1,788.66 **	1,788.66
TOTAL BATCH PAYMENT						215,024.05 ***	215,024.05
TOTAL USE TAX AMOUNT						87.46	
TOTAL DISTRICT PAYMENT						215,024.05 ****	215,024.05
TOTAL USE TAX AMOUNT						87.46	
TOTAL FOR ALL DISTRICTS:						215,024.05 ****	215,024.05
TOTAL USE TAX AMOUNT						87.46	

Number of warrants to be printed: 114, not counting voids due to stub overflows.

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept. /Site: Nutrition Services

Date: September 26, 2011

To: Board of Trustees

From: Laura Kasey

Action Item _____

Information Item XXXX

Attached Pages 2

Principal's Initials: LK

SUBJECT: Laura Kasey to attend 2011 Regional Leadership Conference, Stepping Up to the Challenge. Creating a Healthy School Environment, Training and Technical Assistance

Sponsored by California Department of Education, Nutrition Services Division

DATE: October 5th & 6th, 2011

COST: No charge for the conference.

RECOMMENDATION:

2011 October Regional Leadership Conference

Stepping Up to the Challenge: Creating a Healthy School Environment Training and Technical Assistance

Healthy School Environment Institute Two- Day Conference Agenda

DAY ONE

- 8:15 am Registration
- 8:30 am I. Welcome and Introductions – Host Ambassador
- 9:00 am II. *Stepping up to Create a Healthy School Environment* - Deborah Beall
- 9:15 am III. *Wellness for our Kids: connecting the classroom, cafeteria, and community –*
Ambassador Pilar Gray
- 10:00 am IV. Host Ambassador's Choice: Wake-up to More Fruits and Vegetables
- 10:15 am V. *Wellness for our Kids: connecting the classroom, cafeteria, and community –*
continued - Ambassador Pilar Gray
- 11:00 am VI. *Marketing your Healthy School Foods Program with a Focus on Change –*
Ambassador Scott Soiseth
- 12:45 pm VII. Host Ambassador's Cost-effective Seasonal, Regional Feature
- 1:15 pm VIII. *Promoting Creative, Flavorful School Foods Cost-effectively –*
Ambassador Rodney Taylor
- 2:45 pm IX. Host Ambassador's Healthy Foods Highlight
- 3:00 pm X. Insights and Inspirations, Questionnaires, TA Sessions, and Reimbursement -
Jacqueline Bergman and Deborah Beall
- 3:45 pm XI. Closing – Host Ambassador

DAY TWO

- 8:15 am Registration
- 8:30 am XII. *A Taste of California: from Apples and Beans to Grains and Zucchini –*
Ambassador Sandy Curwood
- 10:15 am XIII. Host Ambassador's After School Snack Feature
- 10:30 am XIV. *Farmers' Market Salad Bar Program: A Healthy Marketing Strategy –*
Ambassador Rodney Taylor
- 11:45 am XV. Insights and Inspirations, and Questions – Host Ambassador and Deborah Beall
- 12:15 pm Adjourn – *looking forward to meeting again at the TA Session*

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept. /Site: Nutrition Services

Date: October 10, 2011

To: Board of Trustees

From: Laura Kasey

Supervisor, Nutrition Services

Action Item _____

Information Item XXXX

Attached Pages 1

Principal's Initials: JK

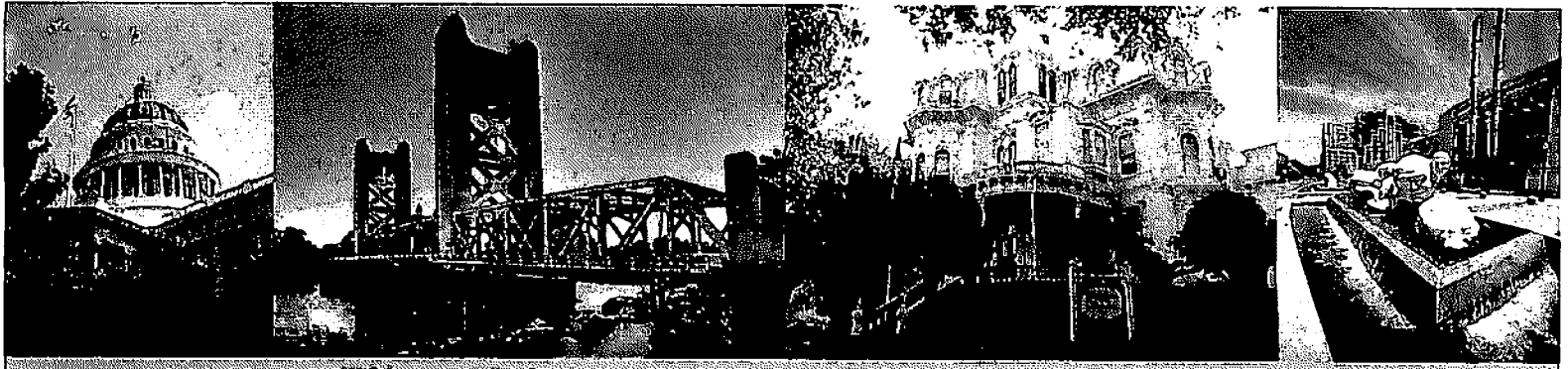
SUBJECT: Laura Kasey to attend the 59th Annual School Nutrition Conference 2011 at Sacramento Convention Center. The conference will include the latest state & federal regulations, USDA's new proposed rules for school breakfast and lunch.

Sponsored by California School Nutrition Association

DATE: November 10 – 13, 2011

COST: \$370.00.

RECOMMENDATION:



The 59th Annual Conference of the California School Nutrition Association



Your Invitation to Attend

November 10-13, 2011

Sacramento Convention Center
1400 J Street
Sacramento, CA 95814
916.808.5291

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Superintendent's Office

Action Item X

To: Board of Trustees

Information Item

Date: October 19, 2011

Attached Pages

From: Scott A. Loehr, Superintendent

Principal/Administrator Initials:

SUBJECT: Second Reading: Board Policies/Regulations/Exhibits

Replace	BP/AR	1113	District and School Web Sites
Replace	BP	2210	Administrative Discretion Regarding Board Policy
Replace	BP	3100	Budget
Replace	BP	3280	Sale or Lease of District-Owned Real Property
Replace	BP	3290	Gifts, Grants, and Bequests
Add	BP	4033	Lactation Accommodation
Replace	AR	4112.2	Certification
Replace	AR	4112.22	Staff Teaching English Language Learners
Replace	BP	5030	Student Wellness
Delete	BP	5142.1	Identification and Reporting of Missing Children
Replace	AR	5142.1	Identification and Reporting of Missing Children
Replace	BP	5145.11	Questioning and Apprehension by Law Enforcement
Delete	E	5145.11	Questioning and Apprehension by Law Enforcement
Replace	BP/AR	5148	Child Care and Development
Replace	BP	6111	School Calendar

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

DISTRICT AND SCHOOL WEB SITES

Note: The following **optional** policy is for use by districts that maintain their own web site(s) and may be revised to reflect district practice. District strategies for effective use of web sites may be incorporated into the district's comprehensive communications plan; see BP 1100 - Communication with the Public.

To enhance communication with students, parents/guardians, staff, and community members, the Governing Board encourages the Superintendent or designee to develop and maintain district and school web sites. The use of district and school web sites shall support the district's vision and goals and shall be coordinated with other district communications strategies.

(cf. 0000 - Vision)

(cf. 0440 - District Technology Plan)

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1114 - District-Sponsored Social Media)

(cf. 6020 - Parent Involvement)

Design Standards

The Superintendent or designee shall establish design standards for district and school web sites in order to maintain a consistent identity, professional appearance, and ease of use.

Note: Pursuant to Title II of the Americans with Disabilities Act (42 USC 12131-12134), the district must ensure that individuals with disabilities are not discriminated against or excluded from participation in public services, programs, or activities. A U.S. Department of Justice (USDOJ) technical assistance publication, Accessibility of State and Local Government Websites to People with Disabilities, affirms that this statute applies to district-sponsored web sites. Thus, the district should consider the needs of individuals with disabilities and identify features that would enable such persons to access all the site's information. For example, hearing-impaired individuals may not be able to access information in Internet videos or other multimedia presentations that do not have captions, and visually impaired individuals who use screen readers or other assistive technology may not be able to "read" images or photographs without corresponding text. Examples of technical standards for web site accessibility are available from the World Wide Web Consortium, the California Department of Education's standards for state web sites, and other sources.

The USDOJ's technical assistance publication states that an agency with an inaccessible web site may also meet its legal obligations by providing an alternative accessible way for individuals with disabilities to use the programs or services (e.g., a staffed telephone information line), but points out that these alternatives are unlikely to provide an equal degree of access in terms of hours of operation or range of options and programs available.

The district's design standards shall address the accessibility of district-sponsored web sites to individuals with disabilities, including compatibility with commonly used assistive technologies.

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

DISTRICT AND SCHOOL WEB SITES (continued)

Guidelines for Content

The Superintendent or designee shall develop content guidelines for district and school web sites and shall assign staff to review and approve content prior to posting.

Note: The district may determine whether or not to post advertising of a commercial nature on district and school web sites. The following optional paragraph provides that the district will apply the same policy it has established for advertising in school-sponsored publications (see BP 1325 - Advertising and Promotion) and may be revised to reflect district practice.

Board policy pertaining to advertising in district and school publications, as specified in BP 1325 - Advertising and Promotion, shall also apply to advertising on district and school web sites.

(cf. 1325 - Advertising and Promotion)

Privacy Rights

The Superintendent or designee shall ensure that the privacy rights of students, parents/guardians, staff, Board members, and other individuals are protected on district and school web sites.

(cf. 1340 - Access to District Records)

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

(cf. 5022 - Student and Family Privacy Rights)

(cf. 5125 - Student Records)

Note: The following optional paragraph may be revised to reflect district practice. The district should carefully consider whether to place personally identifiable information on district or school web sites since release of such information may put individuals, including students, at risk and also may violate Education Code 49073 which prohibits disclosure of student directory information to any private profit-making entity; see BP/AR/E 5125.1 - Release of Directory Information.

Telephone numbers and home and email addresses of students and/or their parents/guardians shall not be published on district or school web sites.

(cf. 5125.1 - Release of Directory Information)

Note: The following options address the use of students' photographs on district or school web sites. Option 1 is for use by districts that, pursuant to Education Code 49061 and 34 CFR 99.3, have included photographs in the definition of directory information as specified in AR 5125.1 - Release of Directory Information, and thus allow parents/guardians the opportunity to request that their child's photograph not be released without their prior written consent. Option 2 is for use by districts that do not wish to allow students' photographs to be published along with their names without specific consent.

DISTRICT AND SCHOOL WEB SITES (continued)

~~**OPTION 1:** Photographs of individual students may be published, together with their names, except when their parent/guardian has notified the district in writing to not release the student's photograph without prior written consent in accordance with BP/AR 5125.1 Release of Directory Information.~~

OPTION 2: Because of the wide accessibility of the Internet and potential risk to students, photographs of individual students shall not be published with their names or other personally identifiable information without the prior written consent of the student's parent/guardian.

Note: The remainder of this policy is for use by all districts.

Photographs of groups of students, such as at a school event, may be published provided that students' names are not included.

Staff members' home addresses or telephone numbers shall not be posted on district or school web sites.

The home address or telephone number of any elected or appointed official including, but not limited to, a Board member or public safety official, shall not be posted on district or school web sites without the prior written permission of that individual. (Government Code 3307.5, 6254.21, 6254.24)

No public safety official shall be required to consent to the posting on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or his/her family. (Government Code 3307.5)

(cf. 3515.3 - District Police/Security Department)

Legal Reference: (see next page)

DISTRICT AND SCHOOL WEB SITES (continued)

Legal Reference:

EDUCATION CODE

35182.5 Contracts for advertising
35258 Internet access to school accountability report cards
48907 Exercise of free expression; rules and regulations
48950 Speech and other communication
49061 Definitions, directory information
49073 Release of directory information
60048 Commercial brand names, contracts or logos

GOVERNMENT CODE

3307.5 Publishing identity of public safety officers
6254.21 Publishing addresses and telephone numbers of officials
6254.24 Definition of public safety official
11135 Nondiscrimination; accessibility to state web sites

PENAL CODE

14029.5 Prohibition against publishing personal information of person in witness protection program

UNITED STATES CODE, TITLE 17

101-1101 Federal copyright law

UNITED STATES CODE, TITLE 20

1232g Federal Family Educational Rights and Privacy Act

UNITED STATES CODE, TITLE 29

794 Section 503 of the Rehabilitation Act of 1973; accessibility to federal web sites

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

COURT DECISIONS

Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112

Management Resources:

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Accessibility of State and Local Government Websites to People with Disabilities, June 2003

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines, December 2008

WEB SITES

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

California Department of Education, Web Accessibility Standards:

<http://www.cde.ca.gov/re/di/ws/webaccessstds.asp>

California School Public Relations Association: <http://www.calspra.org>

U.S. Department of Justice, Americans with Disabilities Act: <http://www.ada.gov>

World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

Center Joint Unified School District Board Policy

District And School Web Sites

BP 1113

Community Relations

To enhance communication with students, parents/guardians, staff, and community members, the Governing Board encourages the development and ongoing maintenance of district and school web sites. Web sites shall be aligned with the district's plans for communications and media relations.

(cf. 0000 - Vision)

(cf. 0440 - District Technology Plan)

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1230 - School-Connected Organizations)

(cf. 1260 - Educational Foundation)

(cf. 4040 - Employee Use of Technology)

(cf. 6020 - Parent Involvement)

The Superintendent or designee may establish design standards for district and school web sites in order to maintain a consistent identity, professional appearance, and ease of use.

Content

The Superintendent or designee shall develop content guidelines for district and school web sites. These guidelines shall be consistent with law, Board policy, and administrative regulation.

Staff, students, or other persons may submit materials for web publication to the district or school webmaster who shall ensure that the content adheres to district guidelines and policies.

(cf. 6145.5 - Student Organization and Equal Access)

District and school web sites shall not include content that is obscene, libelous, or slanderous, or which creates a clear and present danger of inciting students to commit unlawful acts, violate school rules, or substantially disrupt the school's orderly operation.

(cf. 5145.2 - Freedom of Speech/Expression)

The Superintendent or designee should ensure that copyright laws are not violated in the

use of material on district or school web sites.

(cf. 4132/4232/4332 - Publication or Creation of Materials)

(cf. 6162.6 - Use of Copyrighted Materials)

Any links to external web sites shall support the educational mission and shall include a disclaimer that the district is not responsible for the content of external web sites.

Advertising on district or school web sites may be accepted under the same restrictions and conditions set forth in law, Board policy, and administrative regulations pertaining to advertising in district and school-sponsored publications.

(cf. 1325 - Advertising and Promotion)

(cf. 3312 - Contracts)

Privacy Rights

The Superintendent or designee shall ensure that web site content protects the privacy rights of students, parents/guardians, staff, Board members, and other individuals.

(cf. 1340 - Access to District Records)

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

(cf. 5022 - Student and Family Privacy Rights)

(cf. 5125 - Student Records)

Phone numbers, home addresses, and email addresses of students or their parents/guardians shall not be published on a district or school web page.

(cf. 5125.1 - Release of Directory Information)

Because of the wide accessibility of the Internet and potential risk to students, photograph(s) of a student shall not be published with his/her name or other personally identifiable information without the prior written consent of the student's parent/guardian. Photographs of groups of students, such as at a school event, may be published provided that students' names are not included.

Home addresses or telephone numbers of staff members shall not be posted.

No public safety official shall be required as a condition of employment to consent to the posting on the Internet of his/her photograph or identity as a public safety officer for any purpose if that officer reasonably believes that the disclosure may result in a threat, harassment, intimidation, or harm to the officer or his/her family. (Government Code 3307.5)

District and school web sites shall not post the home address or telephone number of any

elected or appointed official including, but not limited to, a Board member or public safety official, without the prior written permission of that individual. (Government Code 3307.5, 6254.21, 6254.24)

(cf. 3515.3 - District Police/Security Department)

Legal Reference:

EDUCATION CODE

35182.5 Contracts for advertising
35258 Internet access to school accountability report cards
48907 Exercise of free expression; rules and regulations
48950 Speech and other communication
49061 Definitions, directory information
49073 Release of directory information
60048 Commercial brand names, contracts or logos

GOVERNMENT CODE

3307.5 Publishing identity of public safety officers
6254.21 Publishing addresses and phone numbers of officials
6254.24 Definition of public safety official

UNITED STATES CODE, TITLE 17

101-1101 Federal copyright law

UNITED STATES CODE, TITLE 20

1232g Federal Family Educational Rights and Privacy Act (FERPA)

CODE OF FEDERAL REGULATIONS, TITLE 16

312.1-312.12 Children's Online Privacy

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy

COURT DECISIONS

Aaris v. Las Virgenes Unified School District, (1998) 64 Cal.App.4th 1112
Perry Education Association v. Perry Local Educators' Association, (1983) 460 U.S. 37
Board of Education, Island Trees Union Free School District, et.al. v. Pico, (1982) 457 U.S. 853

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Community Leadership, 1996

WEB SITES

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

California School Public Relations Association: <http://www.calspra.org>

National School Public Relations Association: <http://www.nspra.org>

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: October 17, 2007 Antelope, California

DISTRICT AND SCHOOL WEB SITES

Note: The following optional administrative regulation is for use by districts that maintain their own web site(s) and may be revised to reflect district practice.

Guidelines for Content

District and school web sites shall provide current information regarding district/school programs, activities, and operations. Such information shall be appropriate for both internal and external audiences and may include district mission and goals, district or school news, agendas and minutes of Governing Board meetings, School Accountability Report Cards, school calendars, and links to educational resources.

(cf. 0440 - District Technology Plan)
(cf. 0510 - School Accountability Report Card)
(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)
(cf. 6020 - Parent Involvement)

With approval of the principal, individual teachers may create web pages linked to the district or school web site to provide information pertaining to class assignments, expectations, and activities.

Note: In determining who will be allowed to provide content for district or school web sites, districts should consult with legal counsel on matters pertaining to protected speech and equal access. In the event of litigation on this issue, one approach a court might use would be to draw analogies with protections that currently exist for the print medium (see BP/AR 5145.2 - Freedom of Speech/Expression) and regulations regarding equal access (see BP/AR 6145.5 - Student Organizations and Equal Access).

Student work may be published on district or school web sites provided that both the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a school newspaper.

Note: Federal copyright law (17 USC 107) and the courts have generally provided that teachers, students, and schools are allowed to make "fair use" of published materials for instructional purposes in situations which are not likely to deprive a publisher or an author of income; see BP/AR 6162.6 - Use of Copyrighted Materials. Unless there is a clear statement that text, art, or photos are in the "public domain" and available for free use, such material should not be replicated on a web site without prior permission of the owner of the copyright.

~~The Superintendent or designee shall ensure that~~ All copyright laws are not violated adhered to in the use of materials on district and school web sites. If any copyrighted material is posted, a notice shall be included crediting the original producer of the material and noting how and when permission to reprint the material was granted.

(cf. 4132/4232/4332 - Publication or Creation of Materials)
(cf. 6162.6 - Use of Copyrighted Materials)

DISTRICT AND SCHOOL WEB SITES (continued)

Whenever a district or school web site includes links to external web sites, it shall include a disclaimer that the district is not responsible for the content of external web sites.

Roles and Responsibilities

Any employee assigned as a district or school webmaster shall be responsible for the uploading of material to the web site(s) upon approval of the Superintendent or designee. He/she shall ensure consistency of the material with district standards, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed.

The Superintendent or designee may assign additional staff members to conduct an editorial review of all materials submitted for publication on district or school web sites and to make corrections as needed in spelling, grammar, or accuracy of content.

The Superintendent or designee shall provide staff development opportunities related to district content guidelines, design standards, and accessibility laws and standards to district communications and technology staff, district and school webmasters, and/or other appropriate staff.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Security

The Superintendent or designee shall establish security procedures for the district's computer network to prevent unauthorized access and changes to district and school web sites. To the extent possible, the host computer(s) shall be in a lockable room with restricted access.

Center Joint Unified School District

Administrative Regulation

District And School Web Sites

AR 1113

Community Relations

Content

District and school web sites shall provide current and useful information regarding district programs, activities and operations. Such information shall be appropriate for both internal and external audiences.

The content of web sites may include, but not be limited to, district or school news, district mission and goals, agendas and minutes of Governing Board meetings, policy information, messages from the Board or administrators, information about curriculum and instruction, school calendars, student projects, school clubs and activities, lunch menus, transportation schedules, school map, school handbook, parent conferences, educational resources, links to other educational sites and contacts for further information.

The Superintendent or designee shall make the information contained in the School Accountability Report Card accessible on the Internet and shall ensure that such information is updated annually. (Education Code 35258)

(cf. 0510 - School Accountability Report Card)

Student work may be published on a web site provided that both the student and his/her parent/guardian provide written permission or the work is part of an existing publication such as a newspaper or school newsletter.

Students, staff or other individuals may not use district or school web sites to provide access to their personal web pages or online services.

If any copyrighted material is posted on a district or school web site, the web site shall include a notice crediting the original producer of the material and noting how and when permission to reprint the material was granted.

(cf. 6162.6 - Use of Copyrighted Materials)

Roles and Responsibilities

The district webmaster shall be responsible for the content and publication of the district web site upon approval of the Superintendent

or designee. He/she shall review all content before publication, upload content to the district web server, regularly check links for accuracy and appropriateness, keep the web server free of outdated or unused files, and provide technical assistance as needed to school webmasters.

The school webmaster shall perform similar duties related to the content and maintenance of the school's web site upon approval of the school principal. The principal or school webmaster shall notify the Superintendent or designee regarding the creating and updating of a school web site.

Security

The web site host computer shall have security procedures that prohibit unauthorized persons from accessing system-level controls or making changes to web site content. To the extent possible, the host computer shall be in a lockable room with restricted access.

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: August 2, 2000 Antelope, California

Change

Center Joint Unified School District Board Policy

Administrative Discretion Regarding Board Policy

BP 2210

Administration

Through Governing Board policy, the Board tries to anticipate critical policy issues that may affect district students and operations. However, the Board recognizes that questions may arise in the day-to-day operations of the schools that are not addressed in Board policy or administrative regulations. When resolution of such issues demands timely action, the Superintendent or designee shall have the authority to act on behalf of the district.

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 9000 - Role of the Board)

(cf. 9310 - Board Policies)

If the matter involves a policy decision that is likely to be controversial, or a matter that has a significant impact on student learning or safety, the Superintendent or designee shall notify the Board president as soon as practicable after its occurrence. The Board president shall then inform the Board as appropriate.

The Board president may schedule a review of the action at the next regular Board meeting.

If the action indicates the need for additions or revisions in Board policies, the Superintendent or designee shall make the necessary recommendations to the Board.

(cf. 9322 - Agenda/Meeting Materials)

Tier 3 Categorical Flexibility

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. In accordance with Education Code 42605, for the 2008-09 through ~~2012-13~~ 2014-15 fiscal years, the Superintendent may suspend statutory or regulatory program and funding requirements for Tier 3 categorical programs reflected in any of the district's Board policies, administrative regulations, bylaws, or exhibits to the extent that such suspension does not affect the terms of any existing district contract or bargaining agreement. He/she may also suspend any such language reflected in any district procedure, rule, plan, or employee or student handbook. As necessary, the Superintendent or designee shall consult with other staff, district legal counsel, and/or the chief business official regarding the district's exercise of this flexibility.

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.

(cf. 0420 - School Plans/Site Councils)
(cf. 0420.1 - School-Based Program Coordination)
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3110 - Transfer of Funds)
(cf. 3111 - Deferred Maintenance Funds)
(cf. 4111 - Recruitment and Selection)
(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)
(cf. 4113 - Assignment)
(cf. 4117.14/4317.14 - Postretirement Employment)
(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. 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. 6142.94 - History-Social Science 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. 7214 - General Obligation Bonds)
(cf. 9323.2 - Actions by the Board)

Legal Reference:

EDUCATION CODE

35010 Control of district, prescription and enforcement of rules
35035 Powers and duties of superintendent
35160 Authority of governing boards
35160.5 Annual review of school district policies
35163 Official actions, minutes and journal
42605 Tier 3 categorical flexibility

Management Resources:

CSBA PUBLICATIONS

Policy Implications of Categorical Program Flexibility, Policy Advisory, November 2009
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>

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: February 17, 2010 Antelope, California

BUDGET

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

(cf. 0000 - Vision)

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures and Purchases)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

Note: AB 114 (Ch. 43, Statutes of 2011) amended Education Code 42127 to provide that, for the 2011-12 fiscal year, the district budget must project the same level of state revenues that the district received in the 2010-11 fiscal year and must maintain staffing and program levels commensurate with that level. The Governor's signing message clarifies that this applies only to state funding received in the 2011-12 state budget and that districts may still need to reduce expenditures due to cost increases, loss of federal funds, enrollment declines, or other factors.

In addition, for the 2011-12 fiscal year, Education Code 42127, as amended, deletes a requirement that districts demonstrate the ability to meet their financial obligations for the subsequent two years. Thus, the County Superintendent of Schools cannot require the district to do so as a condition of approval of the district budget; see BP/AR 3460 - Financial Reports and Accountability.

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

Budget Development and Adoption Process

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

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

BUDGET (continued)

OPTION 1: (Single Budget Adoption Process)

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

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

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

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

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

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

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

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

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

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

BUDGET (continued)

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

Budget Advisory Committee

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

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

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

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

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

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

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

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

Budget Criteria and Standards

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

BUDGET (continued)

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

Note: 5 CCR 15450 establishes a minimum percentage or amount, based on the district's average daily attendance, which the district must maintain as a general fund reserve for economic uncertainty. However, SB 70 (Ch. 7, Statutes of 2011) amended Education Code 33128.3 to reduce the required reserve to one-third of that amount for the 2009-10, 2010-11, and 2011-12 fiscal years. In fiscal year 2012-13 the district is required to make progress toward restoring the full reserve, and by fiscal year 2013-14 the district must again comply with the reserve threshold specified in 5 CCR 15450. The following paragraph may be revised to reflect the specific percentage or amount applicable to the district.

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

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

(cf. 2210 - Administrative Discretion Regarding Board Policy)

(cf. 3110 - Transfer of Funds)

Fund Balance

Note: The following optional section should be revised to reflect district practice. Governmental Accounting Standards Board (GASB) Statement 54 makes changes in the way fund balances (i.e., the gross differences between assets and liabilities reflected on the balance sheet) in governmental funds must be reported in external financial reports, beginning in the fiscal year starting July 1, 2010. Fund balances must be classified as nonspendable, restricted, committed, assigned, and unassigned in accordance with GASB 54 definitions; also see AR 3460 - Financial Reports and Accountability. Pursuant to GASB 54, the Board has sole authority to specify purposes of funds classified as "committed" and also must express, or delegate the authority to express, intended purposes of resources that result in the "assigned" fund balance. The Board may modify the following section to reflect its fund balance policy or may adopt a formal resolution containing the required components.

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

BUDGET (continued)

1. *Nonspendable fund balance* includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. *Restricted fund balance* includes amounts constrained to specific purposes by their providers or by law.
3. *Committed fund balance* includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period of June 30, although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. *Assigned fund balance* includes amounts which the Board or its designee intends to use for a specific purpose.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent or designee and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements.

5. *Unassigned fund balance* includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the unassigned fund balance, and lastly from the unassigned fund balance.

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

The CDE's New Requirements for Reporting Fund Balance in Governmental Funds suggests that a district's fund balance policy should not be limited to the reserve for economic uncertainty and that many districts find it prudent to maintain reserves above the minimum level recommended by 5 CCR 15450. The following **optional** paragraph is based on sample language for non-basic aid districts provided on the CDE's web site and should be revised to reflect district practice. Basic aid districts may choose to adopt the CDE's

BUDGET (continued)

recommendation that basic aid districts maintain a minimum unassigned fund balance of not less than 15 percent of budgeted general fund expenditures and other financing uses as a reserve for economic uncertainties.

~~To protect the district against unforeseen circumstances such as revenue shortfalls and unanticipated expenditures, the Board intends to maintain a minimum unassigned fund balance which includes a reserve for economic uncertainties equal to at least two months of general fund operating expenditures, or 17 percent of general fund expenditures and other financing uses.~~

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

~~If the unassigned fund balance falls below this level due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.~~

Long-Term Financial Obligations

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

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

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

(cf. 7210 - Facilities Financing)

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

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

BUDGET (continued)

determined by the Board. For example, the district may contribute a set amount or percentage of the actuarially determined "annual required contributions" to an irrevocable trust or designated fund each year.

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

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

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

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

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

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

Budget Amendments

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

BUDGET (continued)

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

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

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

Management Resources: (see next page)

BUDGET (continued)

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Budget Planning and Adoption, 2006

Maximizing School Board Governance: Understanding District Budgets, 2006

School Finance CD-ROM, 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

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

GOVERNMENT FINANCE OFFICERS ASSOCIATION

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

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

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

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

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

WEB SITES

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

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

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

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

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

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

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

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

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

Center Joint Unified School District Board Policy

Budget

BP 3100

Business and Noninstructional Operations

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

(cf. 0000 - Vision)

(cf. 3000 - Concepts and Roles)

(cf. 3300 - Expenditures and Purchases)

(cf. 3460 - Financial Reports and Accountability)

(cf. 9000 - Role of the Board)

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

Budget Development and Adoption Process

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

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

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

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

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)
(cf. 9323 - Meeting Conduct)

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

Budget Advisory Committee

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

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

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

Budget Criteria and Standards

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

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

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

(cf. 2210 - Administrative Discretion Regarding Board Policy)
(cf. 3110 - Transfer of Funds)

Fund Balance

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

1. Establish specific steps for committing funds that cannot be used for any other purpose unless the Board takes action to remove or change the constraint
2. Express the authority of the Board and/or delegate authority to other person(s) to identify intended uses of assigned funds
3. Establish the order in which fund balances will be spent when multiple fund balance types are available for an expenditure
4. Address the minimum fund balance in the general fund by establishing an appropriate level of unrestricted fund balance that will be maintained in the general fund, the circumstances under which the unrestricted fund balance can be spent down, and the procedure for replenishing deficiencies

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

Long-Term Financial Obligations

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

(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 4154/4254/4354 - Health and Welfare Benefits)
(cf. 7210 - Facilities Financing)
(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

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

and maintains flexibility to adjust for changing budgetary considerations.

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

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

Budget Amendments

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

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

Legal Reference:

EDUCATION CODE

1240 Duties of county superintendent of schools

33127-33131 Standards and criteria for local budgets and expenditures

35035 Powers and duties of superintendent

35161 Powers and duties, generally, of governing boards

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

42122-42129 Budget requirements

42130-42134 Financial certifications

42140-42141 Disclosure of fiscal obligations

42602 Use of unbudgeted funds
42605 Tier 3 categorical flexibility
42610 Appropriation of excess funds and limitation thereon
44518-44519.2 Chief business officer training program
45253 Annual budget of personnel commission
45254 First year budget of personnel commission
GOVERNMENT CODE
7900-7914 Appropriations limit
CODE OF REGULATIONS, TITLE 5
15060 Standardized account code structure
15440-15451 Criteria and standards for school district budgets

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Budget Planning and Adoption, 2006

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School Finance CD-ROM, 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

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

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

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

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: October 20, 2010 Antelope, California

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY

Note: The following **optional** policy and accompanying administrative regulation detail the procedures that govern the district's sale or lease of surplus real property.

When district properties are not being utilized for school purposes after specific time periods, Education Code 17219-17224 authorize the State Allocation Board (SAB) to charge an "unused site fee." The Office of Public School Construction has developed a guide, the Unused Site Program Handbook, to assist districts with non-use payments.

The Governing Board believes that the district should utilize its facilities and resources in the most economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all district facilities to ensure the efficient utilization of space and the effective delivery of instruction.

(cf. 1330 - Use of School Facilities)

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7160 - Charter School Facilities)

Note: Education Code 17455 authorizes the lease, for up to 99 years, or sale of any surplus district real property and personal property located upon that real property. When the district is selling any property or leasing it with an option to purchase, Education Code 17464 and Government Code 54222 list the public entities that have priority and the types of notice that the district must provide such entities before disposing of the property. Under certain circumstances, districts may also need to comply with Education Code 17485-17500 (the Naylor Act), which require the granting of priority to public agencies when disposing of any district property that includes a playground, playing field, or land with an outdoor recreational purpose. Pursuant to Education Code 17458, the district may, under certain conditions, grant priority to licensed child care providers or, pursuant to Education Code 17230, for less than fair market value to public entities for recreational purposes.

When proposing the sale or lease of surplus property, the district must also comply with the California Environmental Quality Act, Public Resources Code 21000-21177.

Upon determination that district property is no longer needed or may not be needed until some future time, the Board shall offer to sell or lease district-owned real property in accordance with priorities and procedures specified in law, including, but not limited to, Education Code 17230, 17464, 17485-17500, and Government Code 54222.

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

Note: Prior to the sale or lease of property, Education Code 17388 requires the Governing Board to appoint a district advisory committee to advise the Board regarding the disposition of the property. See the accompanying administrative regulation for details about the membership and duties of this committee. Pursuant to Education Code 17387, this committee is not required for leases or rentals of a district facility to a private school for the purpose of offering summer school. Districts that wish to establish the committee to allow greater opportunity for community input before the Board's decision to sell or lease property has been made should modify the following paragraph accordingly.

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

Prior to the sale or lease of any surplus real property, the Board shall appoint a district advisory committee to advise the Board regarding the use or disposition of schools or school building space which is not needed for school purposes. (Education Code 17388)

(cf. 1220 - Citizen Advisory Committees)

Resolution of Intention to Sell or Lease

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regular, open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

(cf. 9323.2 - Actions by the Board)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a newspaper exists. (Education Code 17469)

The Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it in accordance with Education Code 17470.

Acceptance/Rejection of Bids

At the public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting any written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477. (Education Code 17476, 17477)

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17475-17478)

(cf. 1431 - Waivers)

(cf. 9320 - Meetings and Notices)

Use of Proceeds

Note: Education Code 17462 requires the district to use the proceeds derived from the sale or lease of property for capital outlay or maintenance. However, proceeds from the sale or lease with an option to purchase may be deposited in the district's general fund when the Board and SAB determine that the district has no anticipated need for additional sites or building construction for the next 10 years and no major deferred maintenance requirements. Thus, districts may not apply to the state for new construction or modernization funding during that time period unless certain conditions specified in Education Code 17462 are satisfied.

In addition, Education Code 17462 requires that proceeds be used for one-time expenditures and prohibits the use for ongoing expenditures. 2 CCR 1700 defines "ongoing expenditures" as costs paid by a district's general or special fund in support of salaries. However, 2 CCR 1700 creates an exception and authorizes the use of such proceeds, if approved by the SAB, for one-time funding to reduce a district's unfunded liability for other postemployment benefits (OPEBs) (i.e., medical, dental, vision, hearing, life insurance, long-term care, long-term disability, and other nonpension benefits for retired employees). For information about prefunding OPEBs and reporting the district's liability for OPEBs, see BP 3100 - Budget and AR 3460 - Financial Reports and Accountability.

The Superintendent or designee shall ensure that proceeds from the sale or lease with an option to purchase of district surplus property are used in accordance with law. (Education Code 17462; 2 CCR 1700)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

Note: As amended by SB 70 (Ch. 7, Statutes of 2011), Education Code 17463.7 authorizes districts, until January 1, 2014, to use the proceeds from the sale of surplus real property, along with the proceeds from any personal property located on that real property, for any one-time general fund purpose. Districts that choose to exercise the authority will be ineligible for hardship funding from the SAB for five years after the proceeds are deposited.

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

Prior to exercising this authority, Education Code 17463.7 requires the Board to adopt a plan for expending the resources and to make specific certifications to the SAB, as specified below. Education Code 17463.7 contains additional requirements applicable to the sale of property purchased with proceeds from a local general obligation bond or revenue from developer fees.

Pursuant to the authorization in Education Code 17463.7, the district may expend proceeds from the sale of surplus real property, along with the proceeds from any personal property located on that real property, for any one-time general fund purpose(s). Prior to exercising this authority, the Board shall certify to the State Allocation Board that: (Education Code 17463.7)

1. The district has no major deferred maintenance requirements not covered by existing capital outlay resources.

(cf. 3111 - Deferred Maintenance Funds)

2. The sale of real property pursuant to Education Code 17463.7 does not violate the provisions of a local bond act.

(cf. 7214 - General Obligation Bonds)

3. The real property is not suitable to meet projected school construction needs for the next 10 years.

Prior to exercising this authority, the Superintendent or designee shall present to the Board, at a regularly scheduled meeting, a plan for expending these one-time resources. The plan shall identify the source and use of the funds and shall describe the reasons that the expenditure shall not result in ongoing fiscal obligations for the district. (Education Code 17463.7)

Legal Reference: (see next page)

SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (continued)

Legal Reference:

EDUCATION CODE

17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230-17234 Surplus property

17385 Conveyances to and from school districts

17387-17391 Advisory committees for use of excess school facilities

17400-17429 Leasing property

17430-17447 Leasing facilities

17453 Lease of surplus district property

17455-17484 Sale or lease of real property, especially:

17463.7 Proceeds for general fund purposes

17485-17500 Surplus school playground (Naylor Act)

17515-17526 Joint occupancy

17527-17535 Joint use of district facilities

33050 Request for waiver

38130-38139 Civic Center Act

GOVERNMENT CODE

54220-54232 Surplus land, especially:

54222 Offer to sell or lease property

54950-54963 Brown Act, especially:

54952 Legislative body, definition

PUBLIC RESOURCES CODE

21000-21177 California Environmental Quality Act

CODE OF REGULATIONS, TITLE 2

1700 Definitions related to surplus property

COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District, (2006) 139 Cal.App. 4th 1356

Management Resources:

CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, Policy Brief, September 2009

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Closing a School Best Practices Guide

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

Unused Site Program Handbook, May 2008

WEB SITES

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

California Department of Education, School Facilities Planning Division: <http://www.cde.ca.gov/lr/fa>

Coalition for Adequate School Housing: <http://www.cashnet.org>

Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Center Joint Unified School District Board Policy

Sale Or Lease Of District-Owned Real Property

BP 3280

Business and Noninstructional Operations

The Governing Board believes that the district should utilize its facilities and resources in the most economical and practical manner. The Superintendent or designee shall periodically study the current and projected use of all district facilities to ensure the efficient utilization of space and the effective delivery of instruction.

(cf. 1330 - Use of School Facilities)
(cf. 7110 - Facilities Master Plan)
(cf. 7111 - Evaluating Existing Buildings)
(cf. 7160 - Charter School Facilities)

Upon determination that district property is no longer needed or may not be needed until some future time, the Board shall offer to sell or lease district-owned real property in accordance with priorities and procedures specified in law, including, but not limited to, Education Code 17230, 17464, 17485-17500, and Government Code 54222.

(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)

When required by law, the Board shall appoint a district advisory committee to advise the Board in the development of policies and procedures governing the use or disposition of schools or school building space which is not needed for school purposes. (Education Code 17388)

(cf. 1220 - Citizen Advisory Committees)

Resolution of Intention to Sell or Lease

Before ordering the sale or lease of any real property, the Board shall adopt a resolution by a two-thirds vote of all of its members at a regular, open meeting. The resolution shall describe the property proposed to be sold or leased in such a manner as to identify it, specify the minimum price or rent, describe the terms upon which it will be sold or leased, and specify the commission or rate, if any, which the Board will pay to a licensed real estate broker out of the minimum price or rent. The resolution shall fix a time, not less than three weeks thereafter, for a public meeting, held at the Board's regular meeting place, at which sealed proposals to purchase or lease will be received and considered. (Education Code 17466)

(cf. 9323.2 - Actions by the Board)

The Superintendent or designee shall provide notice of the adoption of the resolution and of the time and place of the meeting that will be held to consider bids by posting copies of the resolution, signed by the Board, in three public places not less than 15 days before the date of the meeting. In addition, the notice shall be published at least once a week for three successive weeks before the meeting, in a newspaper of general circulation published in the county in which the district is located, if such a paper exists. (Education Code 17469)

The Superintendent or designee shall take reasonable steps to provide notification to the former owners of the property of the district's intent to sell it in accordance with Education Code 17470.

Acceptance/Rejection of Bids

At the public meeting specified in the resolution of intention to sell or lease property, the Board shall open, examine, and declare all sealed bids. Before accepting any written proposal, the Board shall call for oral bids in accordance with law. (Education Code 17472, 17473)

The Board may reject any and all bids, either written or oral, and withdraw the properties from sale when the Board determines that rejection is in the best public interest. If no proposals are submitted or the submitted proposals do not conform to all the terms and conditions specified in the resolution of intention to lease, the Board may lease the property in accordance with Education Code 17477. (Education Code 17476, 17477)

Of the proposals submitted by responsible bidders which conform to all terms and conditions specified in the resolution of intention to sell or lease, the Board shall finally accept the highest bid after deducting the commission, if any, to be paid to a licensed real estate broker, unless the Board accepts a higher oral bid or rejects all bids. (Education Code 17472)

The final acceptance of the bid may be made either at the same meeting specified in the resolution or at any adjourned/continued meeting held within 10 days. Upon acceptance of the bid, the Board may adopt a resolution of acceptance that directs the Board president, or any other Board member, to execute the deed or lease and to deliver the document upon performance and compliance by the successful bidder of all of the terms and conditions of the contract. (Education Code 17475-17478)

(cf. 1431 - Waivers)

(cf. 9320 - Meetings and Notices)

Use of Proceeds

The Superintendent or designee shall ensure that proceeds from the sale or lease with an option to purchase of district surplus property are used in accordance with law. (Education Code 17462; 2 CCR 1700)

(cf. 3100 - Budget)
(cf. 3460 - Financial Reports and Accountability)

Until January 1, 2012, the district may expend proceeds from the sale of surplus real property, along with the proceeds from any personal property located on that real property, for any one-time general fund purpose(s). Prior to exercising this authority, the Board shall certify to the State Allocation Board that: (Education Code 17463.7)

1. The district has no major deferred maintenance requirements not covered by existing capital outlay resources.

(cf. 3111 - Deferred Maintenance Funds)

2. The sale of real property pursuant to Education Code 17463.7 does not violate the provisions of a local bond act.

(cf. 7214 - General Obligation Bonds)

3. The real property is not suitable to meet projected school construction needs for the next 10 years.

Prior to exercising this authority, the Superintendent or designee shall present to the Board, at a regularly scheduled meeting, a plan for expending these one-time resources. The plan shall identify the source and use of the funds and shall describe the reasons that the expenditure shall not result in ongoing fiscal obligations for the district. (Education Code 17463.7)

Legal Reference:

EDUCATION CODE

17219-17224 Acquisition of property not utilized as school site; nonuse payments; exemptions

17230-17234 Surplus property

17385 Conveyances to and from school districts

17387-17391 Advisory committees for use of excess school facilities

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17430-17447 Leasing facilities

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Coalition for Adequate School Housing: <http://www.cashnet.org>

Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: February 17, 2010 Antelope, California

GIFTS, GRANTS AND BEQUESTS

Note: Education Code 41032 authorizes the Governing Board to accept gifts on behalf of the district and to prescribe conditions for their acceptance. Criteria listed in this optional policy may be revised to reflect district practice.

The Governing Board may accept any gift, grant, or bequest of money, property, or service to the district from any individual, private agency or organization, or other public agency that desires to support the district's educational program. While greatly appreciating suitable donations, the Board shall reject any gift which may directly or indirectly impair its authority to make decisions in the best interest of district students or its ability or commitment to provide equitable educational opportunities.

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

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

(cf. 1260 - Educational Foundation)

Note: A donor may impose restrictions and conditions on the use of a gift. Unless the conditions are illegal, the district will be subject to those conditions if it accepts the gift.

Before accepting any gift, grant, or bequest, the Board shall carefully consider any conditions or restrictions imposed by the donor to ensure their consistency with the district's vision, philosophy, and operations. If the Board believes the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

(cf. 0000 - Vision)

In addition, the Board shall ensure that acceptance of the gift, grant, or bequest does not:

1. Involve creation of a program which the Board would be unable to sustain when the donation is exhausted
2. Entail undesirable or excessive costs
3. Promote the use of violence, drugs, tobacco, or alcohol or the violation of any law or district policy

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

4. Imply endorsement of any business or product or unduly commercialize or politicize the school environment

(cf. 1325 - Advertising and Promotion)

GIFTS, GRANTS AND BEQUESTS (continued)

Any gift of books and instructional materials shall be accepted only if they meet regular district criteria for selection of instructional materials.

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

All gifts, grants, and bequests shall become district property. ~~Donors are encouraged to donate all gifts to the district rather than to a particular school.~~ At the Superintendent or designee's discretion, a gift may be used at a particular school.

Note: Education Code 41030 allows districts to invest monies gifted to them when not immediately needed. Education Code 41031 requires that such funds be placed in a district special fund in the county treasury and designated as the Foundation Fund. Funds donated for specific purposes must be placed in a separate account in that fund. Boards that place money in a foundation fund pursuant to these laws must adopt related rules and regulations and appoint an advisory committee to advise the Board about investments to be made. (Education Code 41035-41038)

When any gift of money received by the district is not immediately used, it shall be placed in the county treasury in accordance with law. (Education Code 41030-41031)

The Superintendent or designee shall annually provide a report to the Board indicating the gifts, grants, and/or bequests received on behalf of the district in the preceding fiscal year. The report shall include a statement of account and expenditure of all gifts of money and an inventory of all gifts of physical assets.

(cf. 3440 - Inventories)

(cf. 3460 - Financial Reports and Accountability)

Appreciation

The Board may show appreciation for any donation to the district in any manner it deems appropriate. Such appreciation may take the form of letters of recognition or Board resolutions; plaques, commendations, or awards; planting of commemorative trees or gardens; or naming or renaming of buildings, grounds, or facilities. Conferment of any such honor shall be in accordance with applicable Board policy.

(cf. 1150 - Commendations and Awards)

(cf. 7310 - Naming of Facility)

Corporate Sponsorship

Note: Pursuant to Education Code 35160, the Board is authorized to enter into an agreement with an outside entity including for-profit and nonprofit corporations. In exchange for funds, products, and services provided by such entities, the Board may allow them to advertise and/or promote their products and services within district buildings or facilities. The Board may set guidelines for entering into such agreements to ensure that they are limited to appropriate matters. Standards related to advertising and promotions are addressed in BP 1325 - Advertising and Promotion. The Board may revise the following optional section to ensure consistency with those standards.

GIFTS, GRANTS AND BEQUESTS (continued)

The Board may enter into an agreement or arrangement with an outside entity for the sponsorship of an educational, athletic, or other program or activity. When appropriate, the agreement may allow the outside entity to advertise or promote its business, product, or service in district publications or on district property or web sites.

(cf. 1113 - District and School Web Sites)

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

(cf. 3312 - Contracts)

Every sponsorship agreement shall be in writing and shall be approved by the Board. The Board shall ensure that the district's relationship and arrangement with the sponsor are consistent with the district's mission, values, and goals. Any advertising or promotional message, image, or other depiction to be used by the sponsor shall meet the standards set for commercial advertising on district property and in district-sponsored publications. No message, image, or other depiction that promotes the use of obscene language, pornography, alcohol, tobacco, or prohibited drugs or that advocates unlawful discrimination, use of violence, or the violation of law or district policy shall be allowed.

Each sponsorship agreement shall contain statements including, but not limited to:

1. The purpose of the relationship with the sponsor, details of the benefits to the district, and how the benefits will be distributed.
2. The duration of the agreement and the roles, expectations, rights, and responsibilities of the district and the sponsor, including whether and to what extent the sponsor is allowed to advertise or promote its products and/or services.
3. The authority of the Board to retain exclusive right over the use of the district's name, logo, and other proprietary information. The sponsor's use of such information shall require prior approval of the Board.
4. The authority of the Board to terminate the agreement without any penalty or sanction to the district if the sponsor's message, business, or product becomes inconsistent with district vision, mission, or goals or the sponsor engages in any prohibited activity.
5. The prohibition against the collection of students' personal information except as allowed by law.

(cf. 5022 - Student and Family Privacy Rights)

(cf. 5125 - Student Records)

Legal Reference: (see next page)

GIFTS, GRANTS AND BEQUESTS (continued)

Legal Reference:

EDUCATION CODE

1834 Acquisition of materials and apparatus

35160 Powers and duties

35162 Power to sue, be sued, hold and convey property

41030 School district may invest surplus monies from bequest or gifts

41031 Special fund or account in county treasury

41032 Authority of school board to accept gift or bequest; investments; gift of land requirements

41035 Advisory committee

41036 Function of advisory committee

41037 Rules and regulations

41038 Applicability of other provisions of chapter

Management Resources:

WEB SITES

California Consortium of Education Foundations: <http://www.cceflink.org>

Center Joint Unified School District

Board Policy

Gifts, Grants And Bequests

BP 3290

Business and Noninstructional Operations

The Governing Board may accept any bequest or gift of money or property on behalf of the district. While greatly appreciating suitable donations, the Board discourages any gifts which may directly or indirectly impair its commitment to providing equal educational opportunities for all district students.

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

Before accepting a gift, the Board shall consider whether the gift:

1. Has a purpose consistent with the district's vision and philosophy
2. Begins a program which the Board would be unable to continue when the donated funds are exhausted
3. Entails undesirable or excessive costs
4. Implies endorsement of any business or product

(cf. 1325 - Advertising and Promotion)

The Board shall carefully evaluate any conditions or restrictions imposed by the donor in light of district philosophy and operations. If the Board feels the district will be unable to fully satisfy the donor's conditions, the gift shall not be accepted.

Gift books and instructional materials shall be accepted only if they meet regular district criteria.

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

All gifts, grants and bequests shall become district property. Donors are encouraged to donate all gifts to the district rather than to a particular school. At the Superintendent or designee's discretion, a gift may be used at a particular school.

Legal Reference:

EDUCATION CODE

1834 Acquisition of materials and apparatus

- 35162 Power to sue, be sued, hold and convey property
- 41030 School district may invest surplus monies from bequest or gifts
- 41031 Special fund or account in county treasury
- 41032 Authority of school board to accept gift or bequest; investments; gift of land requirements
- 41035 Advisory committee
- 41036 Function of advisory committee
- 41037 Rules and regulations

Policy CENTER UNIFIED SCHOOL DISTRICT
adopted: June 19, 1996 Antelope, 1996

Add

All Personnel

BP 4033(a)

LACTATION ACCOMMODATION

Note: The following optional policy may be revised to reflect district practice. Both federal and state law require that employees be provided reasonable break time and an appropriate location to accommodate their desire to express milk for their infant children. The Patient Protection and Affordable Care Act (P.L. 111-148, 2010) amended 29 USC 207 of the Fair Labor Standards Act (FLSA) to require employers to provide reasonable break time for nursing mothers, but applies only to employees who are not exempt from the overtime pay requirements of the FLSA (i.e., classified employees). State law (Labor Code 1030-1033) applies to all district employees. Where provisions of the two laws conflict, the statute providing greater protections for employees supersedes. The district should consult legal counsel if questions arise about the application of these laws to a particular employee.

The Fair Employment and Housing Commission has determined that, because breastfeeding is an activity intrinsic to females, termination of an employee because she was still breastfeeding after returning to work from pregnancy disability leave was sexual discrimination in violation of Government Code 12940 and 12945 (Chavez v. Acosta Tacos). Furthermore, pursuant to Labor Code 1033, violation of Labor Code 1030-1033 may result in a citation from the Labor Commissioner and/or a civil penalty.

The district should ensure consistency of this policy with provisions in the district's collective bargaining agreement, if any, related to break times or other employment issues.

The Governing Board recognizes the immediate and long-term health advantages of breastfeeding for infants and mothers and desires to provide a supportive environment for any district employee to express milk for her infant child upon her return to work following the birth of the child. The Board prohibits discrimination, harassment, and/or retaliation against any district employee who chooses to express breast milk for her infant child while at work.

(cf. 4030 - *Nondiscrimination in Employment*)

(cf. 4031 - *Complaints Concerning Discrimination in Employment*)

Note: Although 29 USC 207 limits the length of time that a classified employee is entitled to lactation accommodation to one year after the birth of the child, Labor Code 1030-1033 does not set a specific limit on the infant child's age and therefore provides greater benefits to employees.

The district shall provide a reasonable amount of break time to accommodate an employee each time she has a need to express breast milk for her infant child. (Labor Code 1030)

Note: Labor Code 1030 and 29 USC 207 do not require the district to compensate non-exempt employees for breaks taken for the purpose of expressing milk. However, an employee who uses break time already provided by the district as paid time must be compensated for that break time in the same manner as any other employee. Any additional time beyond the authorized paid break time could be uncompensated, provided the employee is completely relieved from duty during that time. If the district chooses to provide compensation during extended break time, it should modify the following paragraph accordingly. The district also may provide flexible scheduling for those employees who choose to make up for any unpaid break time.

LACTATION ACCOMMODATION (continued)

To the extent possible, such break time shall run concurrently with the break time already provided to the employee. Any additional break time used by a non-exempt employee for this purpose shall be unpaid. (Labor Code 1030; 29 USC 207)

Note: Labor Code 1031 requires the district to make reasonable efforts to provide an employee with the use of a private room or other location, except a toilet stall, in close proximity to the employee's work area, which may include the place where the employee normally works if the location otherwise meets legal requirements. 29 USC 207, applicable to classified employees, specifies that the location must be shielded from view and free from intrusion from coworkers and the public. A fact sheet issued by the U.S. Department of Labor's (DOL) Wage and Hour Division, Break Time for Nursing Mothers under the FLSA, clarifies that the location provided by the district could be a space temporarily created or converted into a space for expressing milk as long as it is functional and meets all requirements of law.

The DOL has preliminarily interpreted an employee's right to express milk for her infant child to include the ability to safely store the milk (75 Fed. Reg. 244, page 80076). According to the DOL, this might include providing access to a refrigerator or ice chest or allowing the employee to bring an insulated food container to work.

A fact sheet issued by the California Department of Public Health, Minimum Requirements of the California Lactation Accommodation Law, recommends that the location should have the following items: a comfortable chair, small table, electrical outlet, a sink with a safe water source, disinfectant dish soap, and paper towels.

The employee shall be provided a private location, other than a restroom, which is in close proximity to her work area and meets the requirements of Labor Code 1031 and 29 USC 207, as applicable.

Employees are encouraged to notify their supervisor or other appropriate personnel in advance of their intent to make use of the accommodations offered for employees who are nursing mothers. As needed, the supervisor shall work with the employee to address arrangements and scheduling in order to ensure that the employees' essential job duties are covered during the break time.

Note: Labor Code 1032 provides exceptions to the requirement for lactation accommodation when providing such accommodation would "seriously disrupt" district operations. "Serious disruption" is not defined in the law. 29 USC 207 provides exceptions when lactation accommodation would result in "undue hardship" based on significant difficulty or expense in relation to the size, financial resources, nature, or structure of the district. In this case, the exception is limited to districts with fewer than 50 employees and applies to classified employees only.

Regardless of the size of the district, the determination of serious disruption or undue hardship should be made on a case-by-case basis and only in limited, stringent circumstances. The burden of demonstrating why accommodation could not be made, even if on a temporary basis or for less time than requested, would likely fall to the district.

Lactation accommodations may be denied only in limited circumstances in accordance with law. (Labor Code 1032; 29 USC 207)

LACTATION ACCOMMODATION (continued)

Before an employee's supervisor makes a determination to deny lactation accommodations, he/she shall consult the Superintendent or designee. In any case in which lactation accommodations are denied, the Superintendent or designee shall document the options that were considered and the reasons for denying the accommodations.

Legal Reference: (see next page)

LACTATION ACCOMMODATION (continued)*Legal Reference:*EDUCATION CODE*200-262.4 Prohibition of discrimination on the basis of sex*CIVIL CODE*43.3 Right of mothers to breastfeed in any public or private location*GOVERNMENT CODE*12940 Discriminatory employment practices**12945 Discrimination based on pregnancy, childbirth, or related medical conditions*LABOR CODE*1030-1033 Lactation accommodation*CODE OF REGULATIONS, TITLE 2*7291.2-7291.16 Sex discrimination; pregnancy and related medical conditions*UNITED STATES CODE, TITLE 29*207 Fair Labor Standards Act; lactation accommodation*FAIR EMPLOYMENT AND HOUSING COMMISSION DECISIONS*Department of Fair Employment and Housing v. Acosta Tacos (Chavez), FEHC Precedential Decision 09-03P, 2009**Management Resources:*CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS*Rest Periods/Lactation Accommodation, Frequently Asked Questions*CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS*Minimum Requirements of the California Lactation Accommodation Law*CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS*Lactation Support Program Toolkit*FEDERAL REGISTER*Reasonable Break Time for Nursing Mothers, December 21, 2010, Vol. 75, No. 244, pages 80073-80079*OFFICE OF THE SURGEON GENERAL PUBLICATIONS*The Surgeon General's Call to Action to Support Breastfeeding, 2011*HEALTH RESOURCES AND SERVICES ADMINISTRATION PUBLICATIONS*The Business Case for Breastfeeding: Steps for Creating a Breastfeeding Friendly Worksite, Toolkit, 2008*U.S. DEPARTMENT OF LABOR, WAGE AND HOUR DIVISION, PUBLICATIONS*Fact Sheet #3: Break Time for Nursing Mothers under the FLSA, rev. December 2010*WEB SITES*California Department of Industrial Relations, Division of Labor and Standards Enforcement:**<http://www.dir.ca.gov/dlse>**California Department of Public Health: <http://www.cdph.ca.gov>**California Women, Infants and Children: <http://www.wicworks.ca.gov>**Centers for Disease Control and Prevention: <http://www.cdc.gov>**Health Resources and Services Administration: <http://www.hrsa.gov>**Office of the Surgeon General: <http://www.surgeongeneral.gov>**U.S. Department of Labor, Wage and Hour Division, Break Time for Nursing Mothers:**<http://www.dol.gov/whd/nursingmothers>*

CERTIFICATION

Verification of Credentials

Note: The following **optional** section may be revised to reflect district practice. Education Code 44857 requires each person employed by the district in a position requiring certification qualifications to register a valid credential with the county office of education or with the district (if the district has an average daily attendance over 10,000), not later than 60 days after beginning employment in the district or not later than 60 days after renewing a credential.

The Commission on Teacher Credentialing (CTC) no longer provides credentials in a paper format. 5 CCR 80001 provides that the official record of a credential is information obtained from the CTC web site. If an applicant has indicated a county of employment on his/her application, the county office of education will receive a download of credential information for that applicant. For all other certificated staff, the district must obtain verification of their employees' certification through the CTC's online service and may print the displayed information.

The Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid credential or permit issued by the Commission on Teacher Credentialing (CTC). Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential. (Education Code 44857)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching English Language Learners)

(cf. 4112.23 - Special Education Staff)

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

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 5148 - Child Care and Development)

(cf. 6178 - Career Technical Education)

(cf. 6178.2 - Regional Occupational Center/Program)

(cf. 6200 - Adult Education)

The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

(cf. 3580 - District Records)

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

Basic Skills Proficiency

Note: Education Code 44830 provides that a district cannot employ an individual in a position requiring certification unless that person has met the basic skills proficiency requirement or is exempted from the requirement by law. Pursuant to Education Code 44252, persons who have been granted a credential by the CTC generally have met the requirement as a condition of obtaining the credential. According to CTC leaflet CL-667, Basic Skills Requirement, the basic skills proficiency requirement also may be met by passage of the California Basic Educational Skills Test, California Subject Examinations for Teachers: Multiple Subjects Plus Writing Skills Examination, California State University Early Assessment Program, California State University Placement Examinations, or a basic skills examination from another state.

Education Code 44252 and 44830 describe circumstances under which certificated employees may be exempted from the basic skills proficiency requirement.

CERTIFICATION (continued)

The district shall not initially hire, on a permanent, temporary, or substitute basis, a certificated person seeking employment in the capacity designated in his/her credential unless that person has demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252.6, 44830)

The district may hire a certificated teacher who has not taken a test of basic skills proficiency if he/she has not yet been afforded the opportunity to take the test. The employee shall take the test at the earliest opportunity and may remain employed by the district pending the receipt of his/her test results. (Education Code 44830)

An out-of-state prepared teacher shall meet the basic skills requirement within one year of being issued a California preliminary credential by the CTC unless he/she has completed a basic skills proficiency test in another state or is otherwise exempted by law. An out-of-state prepared teacher applying to the CTC for a one-year nonrenewable credential pending completion of the basic skills requirement shall pass the district's basic skills proficiency test which is at least equivalent to the district test required for high school graduation. (Education Code 44252, 44274.2; 5 CCR 80071.4, 80413.3)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.2 - Certificate of Proficiency)

(cf. 6162.5 - High School Exit Examination)

Note: Pursuant to Education Code 44252 and 44830, persons holding or applying for a designated subjects special subjects credential must be assessed with a district basic skills proficiency test, unless their credential requires possession of a bachelor's degree in which case they are required to meet the basic skills requirement. When such persons are employed by a consortium of districts or a joint powers agreement, the test may instead be established by the boards of those entities.

Any person holding or applying for a designated subjects special subjects credential which does not require possession of a bachelor's degree shall pass the district proficiency test in lieu of meeting the state basic skills requirement. (Education Code 44252, 44830)

Note: The following optional paragraph is for use by districts that choose to charge a fee for the locally developed test as allowed by Education Code 44252 and 44830.

The district shall charge a fee to cover the costs of developing, administering, and grading the district proficiency test.

Short-Term Staff Permit

Note: 5 CCR 80021 establishes the short-term staff permit (STSP) to immediately fill teacher vacancies based on unforeseen circumstances. Pursuant to 5 CCR 80021, the CTC will issue the STSP to an individual only once and for no more than one year, expiring at the end of the district's school year.

CERTIFICATION (continued)

The district may request that the CTC issue a short-term staff permit (STSP) to an applicant who meets the qualifications specified in 5 CCR 80021 whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to: (5 CCR 80021)

1. Enrollment adjustments requiring the addition of another teacher
2. Inability of the teacher of record to finish the school year due to approved leave or illness
3. The applicant's need for additional time to complete preservice requirements for enrollment into an approved internship program
4. Inability of the applicant to enroll in an approved internship program due to timelines or lack of space in the program
5. Unavailability of a third-year extension of an internship program or the applicant's withdrawal from an internship program

When requesting issuance of an STSP, the district shall submit to the CTC: (5 CCR 80021)

1. Verification that it has conducted a local recruitment for the permit being requested
2. Verification that it has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit

(cf. 4131 - Staff Development)

3. Written justification for the permit signed by the Superintendent or designee

<p>Note: 5 CCR 80021 provides that a holder of the STSP is authorized to provide the same service as a holder of the preliminary or clear credential of the same type (multiple subject, single subject, education specialist). As amended by Register 2010, No. 43, 5 CCR 80021 provides that all STSPs will also include an English learner authorization allowing the holder to provide services in English language development (ELD) or specially designed instruction in English (SDAIE); see AR 4112.22 - Staff Teaching English Language Learners. Upon request by the district and verification of the applicant's target-language proficiency, the STSP may instead include a bilingual authorization allowing the holder to provide instruction for primary language development or content instruction delivered in the primary language.</p>

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021)

CERTIFICATION (continued)**Provisional Internship Permit**

Note: 5 CCR 80021.1 establishes the provisional internship permit (PIP) to staff classrooms when appropriately credentialed teachers cannot be found after a diligent search. 5 CCR 80021.1 provides that the PIP will be issued in one-year increments for no more than two years and may not be renewed for a second year unless the permit holder has taken all of the subject-matter examinations listed on the permit.

The district may request that the CTC issue a provisional internship permit (PIP) to an applicant who meets the qualifications specified in 5 CCR 80021.1 whenever a suitable credentialed teacher cannot be found after a diligent search. The district shall verify all of the following: (5 CCR 80021.1, 80026.5)

1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.

The search shall include, but not be limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media.

(cf. 4111/4211/4311 - Recruitment and Selection)

2. Orientation, guidance, and assistance shall be provided to the permit holder as specified in 5 CCR 80026.5.

The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The Superintendent or designee shall assign an experienced educator to guide and assist the permit holder.

3. The district shall assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.
4. The district shall assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.
5. A notice of intent to employ the applicant in the identified position has been made public.

CERTIFICATION (continued)

The district shall submit a copy of the agenda item presented at a public Governing Board meeting which shall state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that he/she will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.

6. The candidate has been apprised of steps to earn a credential and enroll in an internship program.

Note: 5 CCR 80021.1 provides that a holder of the PIP is authorized to provide the same service as a holder of the preliminary or clear credential of the same type (multiple subject, single subject, education specialist). As amended by Register 2010, No. 43, 5 CCR 80021.1 provides that all PIPs will also include an English learner authorization allowing the holder to provide services in ELD or SDAIE; see AR 4112.22 - Staff Teaching English Language Learners. Upon request by the district and verification of the applicant's target-language proficiency, the PIP may instead include a bilingual authorization allowing the holder to provide instruction for primary language development or content instruction delivered in the primary language.

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021.1)

Visiting Faculty Permits

Note: The following section is **optional**. Pursuant to Education Code 44300.1, the CTC may issue visiting faculty permits authorizing instruction in K-12 departmentalized classes to individuals who possess specified qualifications; verification of basic skills proficiency is not a requirement for this permit. Issuance of such a permit requires the employing district to provide the CTC with justification for the permit as provided below.

The district may request that the CTC issue a visiting faculty permit authorizing an individual to teach in departmentalized classes if he/she has at least three years full-time teaching experience at an accredited postsecondary institution, possesses a master's degree in a subject area closely related to the subject he/she proposes to teach, and meets other qualifications specified in law. In such cases, the district shall provide the CTC with both of the following: (Education Code 44300.1)

1. Annual documentation that the district has implemented a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, and participating in job fairs in California, but has been unable to recruit a sufficient number of certificated teachers to teach the subject matter that the visiting faculty member proposes to teach

CERTIFICATION (continued)

Note: Pursuant to Education Code 44300.1, the district must submit a declaration of need as provided in item #2 below. According to CTC Coded Correspondence 07-23, the district should use the CTC form for Declaration of Need for Fully Qualified Educators. The Board's approval of the declaration must not be on the consent agenda and the motion must be entered in the minutes of the meeting; see the accompanying Board policy.

2. The Board-adopted Declaration of Need for Fully Qualified Educators based on the documentation set forth in item #1

Credential Waiver/Long-Term Emergency Permits

Note: Pursuant to Education Code 44225.7, the district may apply to the CTC for an emergency permit pursuant to Education Code 44300 or a credential waiver pursuant to Education Code 44225(m) when a "fully prepared teacher," defined as a teacher who has completed a teacher preparation program, is unavailable to the district. Emergency permits for multiple subject, single subject, and education specialist candidates were replaced with the STSP and PIP. However, CTC continues to offer the Emergency Resource Specialist Permit (5 CCR 80024.3.1), Emergency Teacher Librarian Services Permit (5 CCR 80024.6), Emergency Crosscultural, Language and Academic Development (CLAD) Permit (5 CCR 80024.8), and Emergency Bilingual Authorization Permit (formerly the Emergency Bilingual, Crosscultural, Language and Academic Development (BCLAD) Permit) (5 CCR 80024.7, as amended by Register 2010, No. 43).

In order to qualify for this waiver or permit, the district must first demonstrate that it has made reasonable efforts to recruit candidates who are enrolled in an internship program or are scheduled to complete preliminary credential requirements within six months.

If a teacher who has completed a teacher preparation program is unavailable for an assignment, the district shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

1. A candidate who is qualified to participate in and enrolls in an approved internship program in the region of the district
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who is provided orientation, guidance, and assistance by the district

If an individual who meets the criteria specified in item #1 or 2 above is not available to the district, the district may, as a last resort, request from the CTC a credential waiver or an emergency permit for the assignment of an individual who does not meet those criteria. (Education Code 44225.7; 5 CCR 80023-80023.2, 80026)

The district may request an emergency permit authorizing resource specialist, Crosscultural, Language and Academic Development (CLAD), bilingual, or teacher librarian services.

CERTIFICATION (continued)

Note: As a condition of receiving a credential waiver or emergency permit, Education Code 44225.7 and 5 CCR 80023.2 and 80026 require the Board to annually certify that it has made reasonable efforts to recruit a fully prepared teacher. Pursuant to 5 CCR 80026, in the case of emergency permits, the Declaration of Need for Fully Qualified Educators must be approved by the Board at a regularly scheduled public Board meeting and cannot be on the consent agenda; see the accompanying Board policy.

In order to request an emergency permit, the district shall annually submit a Board-approved Declaration of Need for Fully Qualified Educators on a form provided by the CTC. The declaration shall include certification that the district has made reasonable efforts to recruit a fully prepared teacher for the assignment. (Education Code 44225.7; 5 CCR 80023.2, 80026)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation to teaching which, to the extent reasonably feasible, shall occur before he/she begins a teaching assignment. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026.5)

(cf. 4117.14/4317.14 - Postretirement Employment)

Emergency Substitute Teaching Permits

Note: The CTC issues emergency substitute permits that authorize service as a day-to-day substitute, including the (1) emergency 30-day substitute permit, (2) emergency career substitute teaching permit, (3) emergency substitute permit for prospective teachers, and (4) emergency substitute permit for career technical education. 5 CCR 80025-80025.5 specify restrictions pertaining to the number of days that each type of permit holder may substitute for any one teacher during the school year, as noted in items #1-4 below.

The district may employ for day-to-day substitute teaching, at any grade level, a person with an emergency substitute permit issued by the CTC with the following restrictions:

1. A person holding an emergency 30-day substitute permit, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the CBEST, shall not serve as a substitute for more than 30 days for any one teacher during the school year. He/she shall not serve as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. (5 CCR 80025, 80025.3, 80025.4)
2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025.1)

CERTIFICATION (continued)

3. A person with an emergency substitute permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. (5 CCR 80025.2)
4. A person with an emergency substitute permit for career technical education shall teach only in a program of technical, trade, or vocational education and not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025.5)

Note: 5 CCR 80025 and 80025.5 require the district to have a Statement of Need on file before employing a person with an emergency substitute permit pursuant to item #1 or 4 above. The CTC form for the Statement of Need may be found online at the Commission's Information Guide, which may be accessed only by employers.

Before employing a person with an emergency substitute permit pursuant to item #1 or 4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)

Center Joint Unified School District

Administrative Regulation

Certification

AR 4112.2
Personnel

Registration

Each person employed by the district for a position requiring certification qualifications shall, within 60 days after beginning employment, register with the district a valid credential issued by the Commission on Teacher Credentialing (CTC) authorizing the person to work in that position. Certificated employees also shall register renewed credentials within 60 days after the renewal. (Education Code 42647, 44332.5, 44857)

Basic Skills Proficiency Test

The district shall not initially hire on a permanent, temporary, or substitute basis a certificated person seeking employment in the capacity designated in his/her credential unless that person has passed the California Basic Educational Skills Test (CBEST) in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252.6, 44830)

(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)
(cf. 4112.23 - Special Education Staff)
(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
(cf. 4121 - Temporary/Substitute Personnel)
(cf. 5148 - Child Care and Development)
(cf. 6178 - Career Technical Education)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)

The district may hire a certificated teacher who has not taken the CBEST if he/she has not yet been afforded the opportunity to take the test. The employee shall take the test at the earliest opportunity and may remain employed by the district pending the receipt of his/her test results. (Education Code 44830)

An out-of-state prepared teacher shall complete the CBEST requirement within one year of being issued a California preliminary credential by the CTC unless he/she has completed a basic skills proficiency test in another state or is otherwise exempted by law. An out-of-state prepared teacher applying to the CTC for a one-year nonrenewable credential pending completion of the CBEST requirement shall pass the district's basic skills proficiency test which is at least equivalent to the district test required for high school graduation. (Education Code 44252, 44274.2)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.2 - Certificate of Proficiency)

(cf. 6162.5 - High School Exit Examination)

A person holding or applying for a designated subjects special subjects credential which does not require possession of a bachelor's degree shall pass the district proficiency test in lieu of the CBEST. (Education Code 44252, 44830)

The district shall charge a fee to cover the costs of developing, administering, and grading the district proficiency test.

Short-Term Staff Permit

The district may request that the CTC issue a short-term staff permit (STSP) to an applicant who meets the qualifications specified in 5 CCR 80021 whenever there is a need to immediately fill a classroom based on an acute staffing need, including, but not limited to, the following circumstances: (5 CCR 80021)

1. Enrollment adjustments require the addition of another teacher.
2. The teacher of record is unable to finish the school year due to approved leave or illness.
3. The applicant needs additional time to complete preservice requirements for enrollment into an approved internship program.

(cf. 4112.21 - Interns)

4. The applicant is unable to enroll in an approved internship program due to timelines or lack of space in the program.
5. A third-year extension of an internship program is unavailable or the applicant has withdrawn from an internship program.

When requesting issuance of an STSP, the district shall submit to the CTC: (5 CCR 80021)

1. Verification that it has conducted a local recruitment for the permit being requested
2. Verification that it has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit

(cf. 4131 - Staff Development)

3. Written justification for the permit signed by the Superintendent or designee

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021)

Provisional Internship Permit

The district may request that the CTC issue a provisional internship permit (PIP) to an applicant who meets the qualifications specified in 5 CCR 80021.1 whenever a suitable credentialed teacher cannot be found after a diligent search. The district shall verify all of the following: (5 CCR 80021.1, 80026.5)

1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.

The search shall include, but not be limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media.

(cf. 4111/4211/4311 - Recruitment and Selection)

2. Orientation, guidance, and assistance shall be provided to the permit holder as specified in 5 CCR 80026.5.

The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The Superintendent or designee shall assign an experienced educator to guide and assist each permit holder.

3. The district shall assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.
4. The district shall assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.
5. A notice of intent to employ the applicant in the identified position has been made public.

The district shall submit a copy of the agenda item presented at a public Governing Board meeting which shall state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that he/she will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the

agenda item was acted upon favorably.

6. The candidate has been apprised of steps to earn a credential and enroll in an internship program.

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021.1)

Visiting Faculty Permits

The district may request that the CTC issue a visiting faculty permit authorizing an individual to teach in departmentalized classes if he/she has at least three years full-time teaching experience at an accredited postsecondary institution, possesses a master's degree in a subject area closely related to the subject he/she proposes to teach, and meets other qualifications specified in law. In such cases, the district shall provide the CTC with both of the following: (Education Code 44300.1)

1. Annual documentation that the district has implemented a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, and participating in job fairs in California, but has been unable to recruit a sufficient number of certificated teachers to teach the subject matter that the visiting faculty member proposes to teach
2. The Board-adopted Declaration of Need for Fully Qualified Educators based on the documentation set forth in item #1

Credential Waiver/"Long-Term Substitute" Emergency Permits

If the district is unable to place at a school site a teacher who has completed a teacher preparation program, the district shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

1. A candidate who is qualified to participate in and enrolls in an approved internship program in the region of the district
2. A candidate who is scheduled to complete preliminary credential requirements within six months and who is provided orientation, guidance, and assistance by the district

If an individual who meets the criteria specified in item #1 or 2 above is not available to the district, the district may, as a last resort, request from the CTC a credential waiver or an emergency permit for the assignment of an individual who does not meet those criteria. (Education Code 44225.7; 5 CCR 80023, 80026)

The district may request an emergency permit authorizing resource specialist, Crosscultural, Language and Academic Development (CLAD), Bilingual, Crosscultural, Language and Academic Development (BCLAD), or library media services.

In order to request an emergency permit, the district shall annually submit the Board-approved Declaration of Need for Fully Qualified Educators on a form provided by the CTC, including certification that the district has made reasonable efforts to recruit a fully prepared teacher for the assignment. (Education Code 44225.7; 5 CCR 80023, 80026)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation to teaching which shall, to the extent reasonably feasible, occur before he/she begins a teaching assignment. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026.5)

(cf. 4117.14/4317.14 - Postretirement Employment)

Emergency Substitute Teaching Permits

The district may employ for day-to-day substitute teaching, at any grade level, a person with an emergency substitute permit issued by the CTC with the following restrictions:

1. A person holding an emergency 30-day substitute permit, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the CBEST, shall not serve as a substitute for more than 30 days for any one teacher during the school year. He/she shall not serve as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. (5 CCR 80025, 80025.3, 80025.4)
2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025.1)
3. A person with an emergency substitute permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. (5 CCR 80025.2)
4. A person with an emergency substitute permit for career technical education shall teach only in a program of technical, trade, or vocational education and not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025.5)

Before employing a person with an emergency substitute permit pursuant to item #1 or 4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)

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

STAFF TEACHING ENGLISH LANGUAGE LEARNERS

Note: A teacher who is assigned to provide English language development (ELD), specially designed academic instruction in English (SDAIE), and/or primary language instruction, as defined below, must hold an appropriate authorization from the Commission on Teacher Credentialing (CTC).

Education Code 44258.9 requires the County Superintendent of Schools to monitor district teacher assignments and vacancies and to investigate district efforts to ensure that a teacher in an assignment requiring authorization to teach English learners completes the necessary requirements. If a school is ranked in deciles 1-3 on the statewide Academic Performance Index, the County Superintendent must annually report on the appropriate English learner certification held by teachers in any class with at least 20 percent English learners. See BP 4113 - Assignment.

Definitions

English learner means a student who does not speak English or whose native language is not English and who is not currently able to perform ordinary classroom work in English. (Education Code 306)

Instruction for English language development (ELD) means instruction designed specifically for English learners to develop their listening, speaking, reading, and writing skills in English. (Education Code 44253.2)

Specially designed academic instruction in English (SDAIE) means instruction in a subject area, delivered in English, that is specially designed to meet the needs of English learners. (Education Code 44253.2)

Primary language instruction includes both *primary language development* designed to develop English learners' listening, speaking, reading, and writing skills in their primary language and *content instruction delivered in the primary language* in any subject area. (Education Code 44253.2)

(cf. 6174 - Education for English Language Learners)

Teacher Qualifications

Note: Education Code 44253.1-44253.11, related Title 5 regulations, and CTC leaflet CL-622, Serving English Learners, describe requirements pertaining to the qualifications of teachers of English learners.

It is the authorization listed on a document issued by the CTC, not the title of the document, which determines if and how an individual is authorized to serve English learners. Teacher preparation programs for multiple subject, single subject, and education specialist candidates now include embedded coursework that allows them to earn an English learner authorization (authorizing ELD and SDAIE instruction) or a bilingual authorization (authorizing ELD, SDAIE, and primary language instruction) directly on their

STAFF TEACHING ENGLISH LANGUAGE LEARNERS (continued)

teaching credential. A teacher also may qualify to provide ELD and SDAIE instruction by completing coursework and/or passing CTC-approved examinations leading to a Crosscultural, Language and Academic Development (CLAD) certificate. The CTC is no longer issuing new Bilingual, Crosscultural, Language and Academic Development (BCLAD) certificates, but current holders of valid BCLAD certificates may continue to provide ELD, SDAIE, and primary language instruction.

5 CCR 80021 and 80021.1, as amended by Register 2010, No. 43, provide that all Short-Term Staff Permits and Provisional Internship Permits will be issued with an English learner authorization, unless the district requests the bilingual authorization and the applicant verifies target-language proficiency. The CTC also may issue emergency CLAD and bilingual authorization permits pursuant to 5 CCR 80024.7-80024.8, as amended by Register 2010, No. 43. See AR 4112.2 - Certification.

The CTC's "Frequently Asked Questions Concerning Appropriate Assignment and Authorizations to Serve English Learners in California" clarifies that any teacher with one or more K-12 English learner students in his/her class is required to have an authorization for ELD and/or SDAIE, as appropriate. State law does not specify any exemption based on the number of English learners in a class, the type of class (e.g., elective), or type of setting (e.g., special education or career technical education).

The Superintendent or designee shall ensure that any teacher with one or more English learners in his/her class possesses an English learner authorization issued by the Commission on Teacher Credentialing (CTC) authorizing ELD and/or SDAIE, as appropriate. A teacher possessing a bilingual authorization may be assigned to provide ELD, SDAIE, and/or primary language instruction.

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

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

(cf. 4113 - Assignment)

(cf. 4222 - Teacher Aides/Paraprofessionals)

A teacher with a designated subjects teaching credential or a service credential with a special class authorization may enroll in a CTC-approved staff development program and, upon successful completion, may apply to the CTC for a Certificate of Completion of Staff Development authorizing instruction in SDAIE. (Education Code 44253.11)

(cf. 4131 - Staff Development)

~~The Governing Board may, for the purpose of providing primary language instruction, hire bilingual teachers who are employed in public or private schools of a foreign country, state, territory, or possession, provided such teachers speak English fluently and hold the necessary sojourn credential issued by the CTC. After the initial two-year sojourn credential expires, the teacher may annually apply to the CTC for an extension for a total period of not more than five years. Any application for renewal shall include verification by the Superintendent or designee that termination of the employment would adversely affect an existing bilingual program and that attempts to secure the employment of a qualified certificated California teacher have been unsuccessful. (Education Code 44856)~~

STAFF TEACHING ENGLISH LANGUAGE LEARNERS (continued)*Legal Reference:*EDUCATION CODE

306 Definition, English learner

44253.1-44253.11 Certification for bilingual-crosscultural competence

44258.9 County superintendent review of teacher assignments

44259.5 Standards for teachers of all students, including English language learners

44380-44386 Alternative certification

44856 Employment of teachers from foreign countries

52160-52178 Bilingual-Bicultural Act of 1976

52180-52186 Bilingual teacher training assistance program

62001-62005. 5 Evaluation and sunseting of programs

99230-99242 Mathematics and Reading Professional Development Program

CODE OF REGULATIONS, TITLE 5

6100-6125 Teacher qualifications, No Child Left Behind Act

80015 Requirements for the CLAD certification or English learner authorization

80015.1-80015.4 Requirements for CLAD, English learner authorization or bilingual authorization

80021 Short-Term Staff Permit

80021.1 Provisional Internship Program

80024.7-80024.8 Emergency CLAD and bilingual permits

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

6601-6651 Training and recruiting high-quality teachers

6801-7014 Language instruction for English learners and immigrant students

7801 Definitions, highly qualified teacher

CODE OF FEDERAL REGULATIONS, TITLE 34

200.55-200.57 Highly qualified teachers

COURT DECISIONSTeresa P. et al v. Berkeley Unified School District et al (1989) 724 F.Supp. 698*Management Resources:*COMMISSION ON TEACHER CREDENTIALING PUBLICATIONSCL-622 Serving English Learners, December 2010CL-626B Bilingual Authorizations, November 2010CL-626C Crosscultural, Language and Academic Development (CLAD) Certificate, November 2010CL-568 The Sojourn Certificated Employee Credential, August 2009WEB SITESCSBA: <http://www.csba.org>California Association for Bilingual Education: <http://www.bilingualeducation.org>California Department of Education, English Learners: <http://www.cde.ca.gov/sp/el>California Teachers of English to Speakers of Other Languages: <http://www.catesol.org>Commission on Teacher Credentialing: <http://www.ctc.ca.gov>U.S. Department of Education: <http://www.ed.gov>

Center Joint Unified School District

Administrative Regulation

Staff Teaching Students Of Limited English Proficiency

AR 4112.22 4212.22

Personnel

Definitions

Instruction for English language development (ELD) means instruction designed specifically for limited-English-proficient students to develop their listening, speaking, reading, and writing skills in English. (Education Code 44253.2)

Specially designed academic instruction in English (SDAIE) means instruction in a subject area, delivered in English, that is specially designed to meet the needs of limited-English-proficient students. (Education Code 44253.2)

Content instruction delivered in the primary language means instruction in a subject area delivered in the primary language of the student. (Education Code 44253.2)

Teacher Qualifications

The Superintendent or designee shall ensure that a teacher providing instruction for ELD, SDAIE, and/or content instruction in any student's primary language possesses the appropriate authorization issued by the Commission on Teacher Credentialing (CTC).

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 4112.2 - Certification)

(cf. 4112.21 - Interns)

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

(cf. 4113 - Assignment)

(cf. 4222 - Teacher Aides/Paraprofessionals)

(cf. 6174 - Education for English Language Learners)

The Governing Board shall make reasonable efforts to assign teachers with appropriate ELD authorizations to those students who need ELD instruction. However, a teacher awarded a Certificate of Completion of Staff Development for SDAIE pursuant to Education Code 44253.11 shall be considered certified and competent to provide ELD instruction. (Education Code 44253.11)

(cf. 4131 - Staff Development)

A teacher may be provisionally assigned to provide instruction for ELD or SDAIE during the period that he/she is pursuing training to complete a Certificate of Completion of

Staff Development pursuant to Education Code 44253.10 or 44253.11.

Legal Reference:

EDUCATION CODE

44253.1-44253.11 Certification for bilingual-crosscultural competence
44258.9 County superintendent review of teacher assignment
44259.5 Standards for teachers of all students, including English language learners
44380-44386 Alternative certification
52052 Adequate yearly progress
52160-52178 Bilingual-Bicultural Act of 1976
52180-52186 Bilingual teacher training assistance program
62001-62005. 5 Evaluation and sunseting of programs
99230-99242 Mathematics and Reading Professional Development Program

CODE OF REGULATIONS, TITLE 5

6100-6125 Teacher qualifications, No Child Left Behind Act
80016 Certificate of completion of staff development to teach English learners
UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers
6601-6651 Training and recruiting high-quality teachers
6801-7014 Language instruction for English learners and immigrant students
7801 Definitions, highly qualified teacher
CODE OF FEDERAL REGULATIONS, TITLE 34
200.55-200.57 Highly qualified teachers

COURT DECISIONS

Teresa P. et al v. Berkeley Unified School District et al (1989) 724 F.Supp. 698

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Languages Other than English Single Subject Matter Standards for the Single Subject Teaching Credential, May 2004

CL-622 Serving English Learners, April 2006

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

06-0020 Implementation of Senate Bill 1292 regarding options to earn an English learner authorization, December 13, 2006

04-0001 Clarification of authorizations to teach English learners, January 12, 2004

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Improving Teacher Quality State Grants Title II, Part A Non-Regulatory Draft Guidance, rev. January 16, 2004

WEB SITES

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

California Association for Bilingual Education: <http://www.bilingualeducation.org>

California Department of Education, English Learners: <http://www.cde.ca.gov/sp/el>

California Teachers of English to Speakers of Other Languages: <http://www.catesol.org>

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

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

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: June 20, 2007 Antelope, California

STUDENT WELLNESS

Note: The Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296) repealed 42 USC 1751 Note and added 42 USC 1758b which **mandates** each district participating in the National School Lunch Program (42 USC 1751-1769) or any program in the Child Nutrition Act of 1966 (42 USC 1771-1791), including the School Breakfast Program, to adopt a districtwide school wellness policy. The following policy fulfills this mandate and should be revised to reflect district practice. Other policies in the district's policy manual will likely contain additional provisions supporting this wellness policy, such as BP 3312 - Contracts, BP/AR 3550 - Food Service/Child Nutrition Program, BP/AR 3553 - Free and Reduced Price Meals, BP/AR 3554 - Other Food Sales, BP/AR 6142.7 - Physical Education and Activity, and BP/AR 6142.8 - Comprehensive Health Education.

Although the district has discretion under 42 USC 1758b to determine specific policies appropriate for its schools, the U.S. Department of Agriculture (USDA) is required to develop regulations that provide a framework and guidelines to assist districts in establishing their student wellness policies and to provide technical assistance through the Centers for Disease Control and Prevention (CDC). Currently the USDA and CDC provide resources and implementation tools on their web sites. In addition, CSBA's Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide summarizes research on the relationship between nutrition and physical activity and student achievement, provides worksheets for policy development, and contains other resources that may be useful in the development of the wellness policy.

The following paragraph links student wellness with the components of a coordinated school health approach recommended in the California Department of Education's (CDE) Health Framework for California Public Schools and may be revised to reflect district practice.

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall build a coordinated school health system that supports and reinforces health literacy through health education, physical education and activity, health services, nutrition services, psychological and counseling services, health promotion for staff, a safe and healthy school environment, and parent/guardian and community involvement.

- (cf. 3513.3 - Tobacco-Free Schools)*
- (cf. 3514 - Environmental Safety)*
- (cf. 3555 - Nutrition Program Compliance)*
- (cf. 5131.6 - Alcohol and Other Drugs)*
- (cf. 5131.61 - Drug Testing)*
- (cf. 5131.62 - Tobacco)*
- (cf. 5131.63 - Steroids)*
- (cf. 5141 - Health Care and Emergencies)*
- (cf. 5141.22 - Infectious Diseases)*
- (cf. 5141.3 - Health Examinations)*
- (cf. 5141.31 - Immunizations)*
- (cf. 5141.32 - Health Screening for School Entry)*
- (cf. 5141.6 - School Health Services)*
- (cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)*
- (cf. 6164.2 - Guidance/Counseling Services)*

STUDENT WELLNESS (continued)

To encourage consistent health messages between the home and school environment, the Superintendent or designee may disseminate health information and/or the district's student wellness policy to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, district and school web sites, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

(cf. 1100 - Communication with the Public)

(cf. 1112 - Media Relations)

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

(cf. 6020 - Parent Involvement)

School Health Council/Committee

Note: 42 USC 1758b, as added by P.L. 111-296, requires that specified stakeholders be permitted to participate not only in the development of the district's wellness policy, but also in its implementation and periodic review and update. The list of stakeholders has been expanded to include physical education teachers and school health professionals.

One method to achieve continuing involvement of those groups and other key stakeholders could be through the creation of a school health council, as recommended in the CDE's Health Framework for California Public Schools. Pursuant to Government Code 54952, committees created by formal action of the Board are subject to open meeting laws (the Brown Act); see AR 1220 - Citizen Advisory Committees.

The Superintendent or designee shall permit parents/guardians, students, food service employees, physical education teachers, school health professionals, Board members, school administrators, and members of the public to participate in the development, implementation, and periodic review and update of the district's student wellness policy. (42 USC 1758b)

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

To fulfill this requirement, the Superintendent or designee may appoint a school health council or other district committee whose membership shall include representatives of these groups. He/she also may invite participation of other groups or individuals, such as health educators, curriculum directors, counselors, before- and after-school program staff, health practitioners, and/or others interested in school health issues.

(cf. 1220 - Citizen Advisory Committees)

(cf. 9140 - Board Representatives)

The school health council/committee shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the duties of the council/committee may also include the planning, implementation, and evaluation of activities to promote health within the school or community.

STUDENT WELLNESS (continued)

Nutrition and Physical Activity Goals

Note: 42 USC 1758b, as added by P.L. 111-296, mandates that the district's wellness policy include goals for nutrition education and physical activity, as specified below.

The Board shall adopt goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. (42 USC 1758b)

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

Note: The remainder of this section provides policy language to address this mandated topic and should be revised to reflect district practice.

The district's nutrition education and physical education programs shall be based on research, consistent with the expectations established in the state's curriculum frameworks and content standards, and designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

Nutrition education shall be provided as part of the health education program and, as appropriate, shall be integrated into other academic subjects in the regular educational program. Nutrition education also may be offered through before- and after-school programs.

(cf. 5148.2 - Before/After School Programs)

(cf. 6142.8 - Comprehensive Health Education)

~~The Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, free give-aways, or other means.~~

(cf. 1325 - Advertising and Promotion)

All students shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education and recess and may also be provided through school athletic programs, extracurricular programs, before- and after-school programs, programs encouraging students to walk or bicycle to and from school, in-class physical activity breaks, and other structured and unstructured activities.

(cf. 5142.2 - Safe Routes to School Program)

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145 - Extracurricular and Cocurricular Activities)

STUDENT WELLNESS (continued)

(cf. 6145.2 - Athletic Competition)

The Board may enter into a joint use agreement to make district facilities or grounds available for recreational or sports activities outside the school day and/or to use community facilities to expand students' access to opportunity for physical activity.

(cf. 1330.1 - Joint Use Agreements)

The Superintendent or designee shall encourage staff to serve as positive role models for healthy eating and physical fitness. He/she shall promote work-site wellness and may provide opportunities for regular physical activity among employees. Professional development may include instructional strategies that assess health knowledge and skills and promote healthy behaviors.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Nutritional Guidelines for Foods Available at School

Note: 42 USC 1758b, as added by P.L. 111-296, mandates that the district's wellness policy include nutritional guidelines, as specified below. P.L. 111-296 repealed the separate requirement that mandated the district's policy to include guidelines for federally reimbursable meals, but now requires that the guidelines for all foods available at school must be consistent with 42 USC 1773 and 1779. Nutritional standards are described in AR 3550 - Food Service/Child Nutrition Program and AR 3554 - Other Food Sales.

For all foods available on each campus during the school day, the district shall adopt nutritional guidelines which are consistent with 42 USC 1773 and 1779 and support the objectives of promoting student health and reducing childhood obesity. (42 USC 1758b)

Note: The remainder of this section provides policy language to address this mandated topic and should be revised to reflect district practice.

The Board believes that foods and beverages available to students at district schools should support the health curriculum and promote optimal health, taking into consideration the needs of students with special dietary needs. Nutritional standards adopted by the district for all foods and beverages sold to students, including foods and beverages provided through the district's food service program, student stores, vending machines, or other venues, shall meet or exceed state and federal nutritional standards.

(cf. 3312 - Contracts)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3554 - Other Food Sales)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

STUDENT WELLNESS (continued)

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs and after-school snack programs, to the extent possible. When approved by the California Department of Education, the district may sponsor a summer meal program.

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

(cf. 1230 - School-Connected Organizations)

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties. Class parties or celebrations shall be held after the lunch period when possible.

Program Implementation and Evaluation

The Superintendent shall designate one or more district or school employees, as appropriate, to ensure that each school site complies with this policy. (42 USC 1758b)

(cf. 0500 - Accountability)

(cf. 3555 - Nutrition Program Compliance)

Note: 42 USC 1758b, as added by P.L. 111-296, requires that the district periodically provide an assessment of the implementation of the wellness policy, including comparison of the district's policy with model wellness policies. 42 USC 1758b requires the USDA to provide model policies and best practices recommended by federal and state agencies and nongovernmental organizations; see the USDA's web site.

The Superintendent or designee shall inform and update the public, including parents/guardians, students, and others in the community, about the contents and implementation of this policy. He/she shall periodically measure and make available to the public an assessment of the extent to which district schools are in compliance with this policy, the extent to which this policy compares to model wellness policies available from the U.S. Department of Agriculture, and a description of the progress made in attaining the goals of the wellness policy. (42 USC 1758b)

Note: Items #1-9 below are **optional** and should be revised to reflect district practice. CSBA's publication [Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide](#) provides additional suggestions for fulfilling the Board's monitoring responsibility, including possible data sources.

STUDENT WELLNESS (continued)

To determine whether the policy is being effectively implemented districtwide and at each district school, the following indicators shall be used:

1. Descriptions of the district's nutrition education, physical education, and health education curricula by grade level
2. Number of minutes of physical education instruction offered at each grade span
3. Number and type of exemptions granted from physical education
4. Results of the state's physical fitness test
5. An analysis of the nutritional content of meals served based on a sample of menus
6. Student participation rates in school meal programs, compared to percentage of students eligible for free and reduced-price meals
7. Number of sales of non-nutritious foods and beverages in fundraisers or other venues outside of the district's meal programs
8. Feedback from food service personnel, school administrators, the school health council, parents/guardians, students, teachers, before- and after-school program staff, and/or other appropriate persons
9. Any other indicators recommended by the Superintendent and approved by the Board

Posting Requirements

Each school shall post the district's policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas. (Education Code 49432)

Note: Education Code 49432 authorizes, but does not require, schools to post a summary of nutrition and physical activity laws and regulations. The following paragraph is **optional**.

Each school shall also post a summary of nutrition and physical activity laws and regulations prepared by the California Department of Education.

Legal Reference: (see next page)

STUDENT WELLNESS (continued)

Legal Reference:

EDUCATION CODE

33350-33354 CDE responsibilities re: physical education
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
49540-49546 Child care food program
49547-49548.3 Comprehensive nutrition services
49550-49561 Meals for needy students
49565-49565.8 California Fresh Start pilot program
49570 National School Lunch Act
51210 Course of study, grades 1-6
51220 Course of study, grades 7-12
51222 Physical education
51223 Physical education, elementary schools
51795-51796.5 School instructional gardens
51880-51921 Comprehensive health education

CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organizations
15510 Mandatory meals for needy students
15530-15535 Nutrition education
15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769 National School Lunch Program, especially:
1758b Local wellness policy
1771-1791 Child Nutrition Act, including:
1773 School Breakfast Program
1779 Rules and regulations, Child Nutrition Act

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program
220.1-220.21 National School Breakfast Program

COURT DECISIONS

Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

Management Resources:

CSBA PUBLICATIONS

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

Safe Routes to School: Program and Policy Strategies for School Districts, Policy Brief, 2009

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

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007

Physical Education and California Schools, Policy Brief, rev. October 2007

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

School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006

Management Resources continued: (see next page)

STUDENT WELLNESS (continued)*Management Resources: (continued)***CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS***Physical Education Framework for California Public Schools, Kindergarten Through Grade Twelve, 2009**Healthy Children Ready to Learn: A White Paper on Health, Nutrition, and Physical Education, January 2005**Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003***CALIFORNIA PROJECT LEAN PUBLICATIONS***Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006***CENTER FOR COLLABORATIVE SOLUTIONS***Changing Lives, Saving Lives: A Step-by-Step Guide to Developing Exemplary Practices in Healthy Eating, Physical Activity and Food Security in Afterschool Programs, March 2010***CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS***School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide, 2005***NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS***Fit, Healthy and Ready to Learn, 2000***U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS***Dietary Guidelines for Americans, 2005**Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000***WEB SITES**CSBA: <http://www.csba.org>Action for Healthy Kids: <http://www.actionforhealthykids.org>California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>California Department of Public Health: <http://www.cdph.ca.gov>California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>California School Nutrition Association: <http://www.calsna.org>Center for Collaborative Solutions: <http://www.ccscenter.org>Centers for Disease Control and Prevention: <http://www.cdc.gov>Dairy Council of California: <http://www.dairycouncilofca.org>National Alliance for Nutrition and Activity: <http://www.cspinet.org/nutritionpolicy/nana.html>National Association of State Boards of Education: <http://www.nasbe.org>National School Boards Association: <http://www.nsba.org>School Nutrition Association: <http://www.schoolnutrition.org>Society for Nutrition Education: <http://www.sne.org>

U.S. Department of Agriculture, Food Nutrition Service, wellness policy:

<http://www.fns.usda.gov/in/Healthy/wellnesspolicy.html>

Center Joint Unified School District

Board Policy

Student Wellness

BP 5030
Students

The Governing Board recognizes the link between student health and learning and desires to provide a comprehensive program promoting healthy eating and physical activity for district students. The Superintendent or designee shall build a coordinated school health system that supports and reinforces health literacy through health education, physical education, health services, nutrition services, psychological and counseling services, health promotion for staff, a safe and healthy school environment, and parent/guardian and community involvement.

(cf. 3513.3 - Tobacco-Free Schools)
(cf. 3514 - Environmental Safety)
(cf. 5131.6 - Alcohol and Other Drugs)
(cf. 5131.61 - Drug Testing)
(cf. 5131.62 - Tobacco)
(cf. 5131.63 - Steroids)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.6 - Student Health and Social Services)
(cf. 5142 - Safety)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Education)
(cf. 6164.2 - Guidance/Counseling Services)

To encourage consistent health messages between the home and school environment, the Superintendent or designee may disseminate health information to parents/guardians through district or school newsletters, handouts, parent/guardian meetings, the district or school web site, and other communications. Outreach to parents/guardians shall emphasize the relationship between student health and academic performance.

(cf. 1113 - District and School Web Sites)
(cf. 6020 - Parent Involvement)

School Health Council/Committee

The Superintendent or designee may appoint a school health council or other committee consisting of parents/guardians, students, food service employees, district and school site administrators, Board representatives, health professionals, school nurses, health educators, physical education teachers, counselors, members of the public, and/or others interested in school health issues.

(cf. 1220 - Citizen Advisory Committees)
(cf. 9140 - Board Representatives)

The school health council or committee shall advise the district on health-related issues, activities, policies, and programs. At the discretion of the Superintendent or designee, the council's charge(s) may include the planning and implementation of activities to promote health within the school or community.

Nutrition Education and Physical Activity Goals

The Board shall adopt goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the district determines appropriate. (42 USC 1751 Note)

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)

The district's nutrition education and physical education programs shall be based on research, consistent with the expectations established in the state's curriculum frameworks and content standards, and designed to build the skills and knowledge that all students need to maintain a healthy lifestyle.

(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)

Nutrition education shall be provided as part of the health education program in grades K-12 and, as appropriate, shall be integrated into other academic subjects in the regular educational program. Nutrition education also may be offered through before- and after-school programs.

(cf. 5148.2 - Before/After School Programs)
(cf. 6142.8 - Comprehensive Health Education)

All students in grades K-12 shall be provided opportunities to be physically active on a regular basis. Opportunities for moderate to vigorous physical activity shall be provided through physical education, recess, school athletic programs, extracurricular programs, before- and/or after-school programs, and other structured and unstructured activities.

(cf. 6142.7 - Physical Education)
(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall encourage staff to serve as positive role models. He/she shall promote and may provide opportunities for regular physical activity among employees. Professional development may include instructional strategies that assess health knowledge and skills and promote healthy behaviors.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Board prohibits the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisements in school publications, coupon or incentive programs, or other means.

(cf. 1325 - Advertising and Promotion)

Nutritional Guidelines for Foods Available at School

The Board shall adopt nutritional guidelines for all foods available on each campus during the school day, with the objectives of promoting student health and reducing childhood obesity. (42 USC 1751 Note)

The Board believes that foods and beverages available to students at district schools should support the health curriculum and promote optimal health. Nutritional standards adopted by the district for all foods and beverages sold to students, including foods and beverages provided through the district's food service program, student stores, vending machines, fundraisers, or other venues, shall meet or exceed state and federal nutritional standards.

(cf. 3312 - Contracts)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3554 - Other Food Sales)

(cf. 5148 - Child Care and Development)

(cf. 6300 - Preschool/Early Childhood Education)

The Superintendent or designee shall encourage school organizations to use healthy food items or non-food items for fundraising purposes. He/she also shall encourage school staff to avoid the use of non-nutritious foods as a reward for students' academic performance, accomplishments, or classroom behavior.

(cf. 1230 - School-Connected Organizations)

School staff shall encourage parents/guardians or other volunteers to support the district's nutrition education program by considering nutritional quality when selecting any snacks which they may donate for occasional class parties and by limiting foods or beverages

that do not meet nutritional standards to no more than one such food or beverage per party. Class parties or celebrations shall be held after the lunch period when possible.

Guidelines for Reimbursable Meals

Foods and beverages provided through federally reimbursable school meal programs shall meet or exceed federal regulations and guidance issued pursuant to 42 USC 1758(f)(1), 1766(a), and 1779(a) and (b), as they apply to schools. (42 USC 1751 Note)

In order to maximize the district's ability to provide nutritious meals and snacks, all district schools shall participate in available federal school nutrition programs, including the National School Lunch and School Breakfast Programs, to the extent possible.

(cf. 3553 - Free and Reduced Price Meals)

Program Implementation and Evaluation

The Board shall establish a plan for measuring implementation of this policy. The Superintendent shall designate at least one person within the district and at each school who is charged with operational responsibility for ensuring that each school site implements this policy. (42 USC 1751 Note)

(cf. 0500 - Accountability)

To determine whether the policy is being effectively implemented districtwide and at each district school, the following indicators shall be used:

1. Descriptions of the district's nutrition education, physical education, and health education curricula
2. Number of minutes of physical education instruction offered at each grade span
3. Number and type of exemptions granted from physical education
4. Results of the state's physical fitness test
5. An analysis of the nutritional content of meals served based on a sample of menus
6. Student participation rates in school meal programs
7. Any sales of non-nutritious foods and beverages in fundraisers or other venues outside of the district's meal programs
8. Feedback from food service personnel, school administrators, the school health council, parents/guardians, students, and other appropriate persons

9. Any other indicators recommended by the Superintendent and approved by the Board

The Superintendent or designee shall report to the Board at least every two years on the implementation of this policy and any other Board policies related to nutrition and physical activity.

Posting Requirements

Each school shall post the district's policies and regulations on nutrition and physical activity in public view within all school cafeterias or in other central eating areas.
(Education Code 49432)

Each school shall also post a summary of nutrition and physical activity laws and regulations prepared by the California Department of Education.

Legal Reference:

EDUCATION CODE

33350-33354 CDE responsibilities re: physical education
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
49540-49546 Child care food program
49547-49548.3 Comprehensive nutrition services
49550-49561 Meals for needy students
49565-49565.8 California Fresh Start pilot program
49570 National School Lunch Act
51210 Course of study, grades 1-6
51220 Course of study, grades 7-12
51222 Physical education
51223 Physical education, elementary schools
51795-51796.5 School instructional gardens
51880-51921 Comprehensive health education

CODE OF REGULATIONS, TITLE 5

15500-15501 Food sales by student organizations
15510 Mandatory meals for needy students
15530-15535 Nutrition education
15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769 National School Lunch Program, especially:
1751 Note Local wellness policy
1771-1791 Child Nutrition Act, including:
1773 School Breakfast Program

1779 Rules and regulations, Child Nutrition Act
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.31 National School Lunch Program
220.1-220.21 National School Breakfast Program
COURT DECISIONS
Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

Management Resources:

CSBA PUBLICATIONS

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007

Food Safety Requirements, Fact Sheet, October 2007

Physical Education and California Schools, Policy Brief, rev. October 2007

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

Promoting Oral Health for California's Students: New Roles, New Opportunities for Schools, Policy Brief, March 2007

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

School-Based Marketing of Foods and Beverages: Policy Implications for School Boards, Policy Brief, March 2006

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Healthy Children Ready to Learn, January 2005

Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003

Physical Education Framework for California Public Schools, Kindergarten Through Grade 12, 1994

CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

School Health Index for Physical Activity and Healthy Eating: A Self-Assessment and Planning Guide for Elementary and Middle/High Schools, 2004

Making It Happen: School Nutrition Success Stories, 2005

NATIONAL ASSOCIATION OF STATE BOARDS OF EDUCATION PUBLICATIONS

Fit, Healthy and Ready to Learn, 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Dietary Guidelines for Americans, 2005

Team Nutrition, Food and Nutrition Services, Changing the Scene, Improving the School Nutrition Environment: A Guide to Local Action, 2000

WEB SITES

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

Action for Healthy Kids: <http://www.actionforhealthykids.org>

California Department of Education, Nutrition Services Division:
<http://www.cde.ca.gov/ls/nu>

California Department of Public Health: <http://www.cdph.ca.gov>
California Healthy Kids Resource Center: <http://www.californiahealthykids.org>
California Project LEAN (Leaders Encouraging Activity and Nutrition):
<http://www.californiaprojectlean.org>
California School Nutrition Association: <http://www.calsna.org>
Centers for Disease Control and Prevention: <http://www.cdc.gov>
Dairy Council of California: <http://www.dairycouncilofca.org>
National Alliance for Nutrition and Activity:
<http://www.cspinet.org/nutritionpolicy/nana.html>
National Association of State Boards of Education: <http://www.nasbe.org>
National School Boards Association: <http://www.nsba.org>
School Nutrition Association: <http://www.schoolnutrition.org>
Society for Nutrition Education: <http://www.sne.org>
U.S. Department of Agriculture, Food Nutrition Service, wellness policy:
http://www.fns.usda.gov/tn/Healthy/wellnesspolicy_steps.html

Policy CENTER UNIFIED SCHOOL DISTRICT
adopted: February 20, 2008 Antelope, California

Delete

Center Joint Unified School District Board Policy

Safety

BP 5142.1

Students

District personnel, including but not limited to teachers, administrators, school aides, school playground workers and school bus drivers, are encouraged to report missing children to a law enforcement agency in a timely manner in order to provide those children a necessary level of protection.

Legal Reference:

EDUCATION CODE

38139 Posting of information about missing children

48980 Parental notification of district programs, rights and responsibilities

49068.5-49068.6 Missing children; transfers

49370 Legislative intent re: reporting of missing children

Management Resources:

WEB SITES

Department of Justice/Attorney General's Office: <http://www.caag.state.ca.us/app>

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: December 6, 2000 Antelope, California

IDENTIFICATION AND REPORTING OF MISSING CHILDREN**Notices of Missing Children**

Note: Pursuant to Education Code 38139, schools are required to post a poster issued each month by the Department of Justice (DOJ) which contains photographs and information on up to six children reported missing. The poster is available on the DOJ's web site.

Every school shall post in an appropriate area the monthly poster on missing children provided by the Department of Justice (DOJ). For elementary schools, the poster shall be posted in an area restricted to adults. (Education Code 38139; Penal Code 14208)

Note: The following paragraph is **optional**. Education Code 49068.5 encourages, but does not require, elementary school principals to review a quarterly missing person bulletin produced by the DOJ whenever a new student enrolls or transfers into the district. The bulletin is available on the DOJ's web site.

Whenever a new student enrolls or transfers into an elementary school in the district, the principal or designee is encouraged to review the missing person bulletins provided by the DOJ to determine if the student resembles a child listed as missing. (Education Code 49068.5)

(cf. 5111 - Admission)

Note: The following paragraph is **optional**. The "Amber Alert" system uses radio, television, the Internet, and highway information signs to provide the public with information needed to locate abducted children. Cell phone users also may sign up to receive Amber Alert notifications via text messages. Further information is available on the web site of the California Highway Patrol.

School staff are also encouraged to monitor "Amber Alerts" issued by law enforcement agencies in serious, time-critical child abduction cases.

Note: Education Code 49068.6 requires the law enforcement agency responsible for the investigation of a missing child to inform the school in which the child is enrolled. The notice must be in writing, include a photograph if available, and be given within 10 days of the child's disappearance. Upon being so notified, the school must take the actions specified in the following paragraph.

If a law enforcement agency notifies the district that a child enrolled in the district has been reported missing, the principal or designee of the school in which the child is enrolled shall place a notice on the front of the child's school record indicating that he/she has been reported missing. If a school receives a record inquiry or request from any person or entity regarding a missing child about whom the school has been notified, the principal or designee shall immediately notify the law enforcement agency that informed the school of the missing child's status. (Education Code 49068.6)

(cf. 5125 - Student Records)

IDENTIFICATION AND REPORTING OF MISSING CHILDREN (continued)

Reporting Missing Children

Any district employee who recognizes a child who has been reported missing through a DOJ notice, an Amber Alert, or other means shall immediately notify law enforcement using the hotline telephone number listed.

In the event that a district employee witnesses a child abduction, he/she shall immediately contact law enforcement and provide the agency with information on the location of the abduction and a description of the victim, the suspect, and any vehicle involved. He/she shall also notify the Superintendent or designee who shall implement steps, as needed, to ensure the safety of other students.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 5142 - Safety)

Fingerprinting Program

Note: The following optional section is for use by districts that elect, pursuant to Education Code 32390, to offer a voluntary fingerprinting program for those students enrolled in kindergarten and newly enrolled in the district.

The district may offer a voluntary fingerprinting program for all entering kindergarten students and for all students newly enrolled in the district. The district may contract with any public or private agency, including any appropriate civic or community organization, and/or may seek to obtain private funding and volunteer assistance to perform the fingerprinting. (Education Code 32390; 5 CCR 640)

(cf. 1240 - Volunteer Assistance)
(cf. 3312 - Contracts)

Students shall not be fingerprinted without parent/guardian consent. At the time of students' enrollment in the district, the Superintendent or designee shall notify the parents/guardians of the availability of the voluntary fingerprinting program and ask them to declare, in writing, whether or not they want their child to participate. At the same time, the Superintendent or designee shall notify parents/guardians in writing that they may reverse their declaration on fingerprinting in writing at any time. (Education Code 32390)

(cf. 5145.6 - Parental Notifications)

Parents/guardians of students who consent to the fingerprinting shall be charged a fee calculated to reimburse the district only for actual costs associated with the program. (Education Code 32390)

(cf. 3260 - Fees and Charges)

IDENTIFICATION AND REPORTING OF MISSING CHILDREN (continued)

Note: Standards for fingerprinting services are detailed in 5 CCR 641. These standards include, but are not limited to, the use of Department of Justice fingerprint forms, fingerprint equipment, and training in the taking of the fingerprints.

Fingerprint services shall be provided in accordance with the standards specified in 5 CCR 641.

Any report or document containing a student's fingerprints shall be given to the parents/guardians. It may be given with the child's report card or any other document routinely mailed to parents/guardians, or may be given in person at any parent-teacher conference. No report or document containing a student's fingerprints shall be kept by the district or given to any other private or public entity. (Education Code 32390)

(cf. 5022 - Student and Family Privacy Rights)

Legal Reference:

EDUCATION CODE

32390 Voluntary program for fingerprinting students

38139 Posting of information about missing children

48980 Parental notification of district programs, rights and responsibilities

49068.5-49068.6 Missing children; transfers

49370 Legislative intent re: reporting of missing children

PENAL CODE

14200-14213 Violent crime information center

CODE OF REGULATIONS, TITLE 5

640-641 Student fingerprinting program

Management Resources:

WEB SITES

California Department of Justice, Missing Persons: <http://oag.ca.gov/missing>

California Highway Patrol, Amber Alert: <http://www.chp.ca.gov/amber>

National Center for Missing and Exploited Children: <http://www.missingkids.com>

Center Joint Unified School District

Administrative Regulation

Identification And Reporting Of Missing Children

AR 5142.1
Students

Notices About Missing Children

Every school shall post in an appropriate area information provided by the Department of Justice on missing children. For elementary schools, such information shall be posted in an area restricted to adults. (Education Code 38139)

Elementary school principals are urged to review missing children's pictures whenever a new student enrolls or transfers into the school. (Education Code 49068.5)

(cf. 5111 - Admission)
(cf. 5118 - Transfers)

If a school receives notice from a law enforcement agency that a child enrolled in that school has been reported missing, the principal or designee shall place a notice that the child has been reported missing on the front of the child's school record. If a school receives a record inquiry or request from any person or entity regarding a missing child about whom the school has been notified, the principal or designee shall immediately notify the law enforcement authorities who informed the school of the missing child's status. (Education Code 49068.6)

(cf. 5125 - Student Records)

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: December 6, 2000 Antelope, California

QUESTIONING AND APPREHENSION BY LAW ENFORCEMENT

Note: The following policy is **optional** and should be modified to reflect district practice. The policy applies only to questioning of students by law enforcement and does not apply to questioning by school resource officers or district personnel in connection with school discipline issues. In addition, this policy does not apply to the interviewing of suspected child abuse victims by a child protective agency representative not accompanied by law enforcement; see AR 5141.4 - Child Abuse Prevention and Reporting. For searches of students and/or their belongings, see BP/AR 5145.12 - Search and Seizure.

California Attorney General opinions have long recognized law enforcement's authority to question students (a "seizure") at school without parental consent and required school officials to avoid interfering with law enforcement investigations. However, the courts have yet to provide clear guidance on this issue. In 2009, the 9th Circuit Court of Appeals had ruled in Greene v. Camreta that, absent exigent circumstances, a social worker and sheriff could not question a student in school without obtaining a warrant, court order, or parent/guardian consent. That ruling was vacated by the U.S. Supreme Court on appeal. Because of this lack of clear guidance, districts should proceed with caution and consult with legal counsel as necessary.

The Governing Board believes that the safety of district students and staff is essential to achieving the goal of student learning. In accordance with standards specified in law, law enforcement officers may interview and question students on school premises and may remove them when appropriate.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 3515.3 - District Police/Security Department)
(cf. 4158/4258/4358 - Employee Security)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.12 - Search and Seizure)

The Superintendent or designee shall collaborate with local law enforcement agencies to establish procedures which enable law enforcement officers to carry out their duties on school campus, including, when necessary, the questioning and/or apprehension of students.

Note: The following paragraph is **optional**. Though required to cooperate with law enforcement officers when they come on campus to interview students, to avoid liability school officials must exercise caution to ascertain the identity of any such law enforcement officer, his/her official capacity, and the authority under which he/she acts.

When any law enforcement officer requests an interview with a student, the principal or designee shall request the officer's identity, his/her official capacity, and the legal authority under which the interview is to be conducted. The principal or designee shall maintain a record of all documentation relative to law enforcement interviews of students.

The principal or designee shall accommodate the interview in a way that causes the least possible disruption for the student and school and provides the student appropriate privacy.

At the law enforcement officer's discretion and with the student's approval, the principal or designee may be present during the interview.

QUESTIONING AND APPREHENSION BY LAW ENFORCEMENT (continued)

Except in cases of child abuse or neglect, the principal or designee shall attempt to notify the student's parent/guardian as soon as practicable after the law enforcement officer has interviewed the student on school premises.

If a minor student is removed from school into the custody of law enforcement, the principal or designee shall immediately notify the parent/guardian or responsible relative regarding the student's release and the place to which he/she is reportedly being taken, except when the minor has been taken into custody as a victim of suspected child abuse. (Education Code 48906)

Subpoenas

<p>Note: Penal Code 1328 requires that the serving of a subpoena on a minor in a criminal action must be made by delivering a copy of the subpoena to the minor's parent/guardian, conservator, or similar fiduciary. If one of those individuals cannot be located with reasonable diligence, the subpoena may be served on a minor age 12 or older.</p>

Although subpoenas may legally be served at school on students age 12 or older, the Board believes that serving officials should be strongly urged to serve subpoenas at the home of the student whenever possible. When served at school, the principal or designee shall take reasonable steps to protect the student's privacy rights and to minimize loss of class time for the student.

Legal Reference: (see next page)

QUESTIONING AND APPREHENSION BY LAW ENFORCEMENT (continued)

Legal Reference:

EDUCATION CODE

44807 *Duty concerning conduct of pupils*

48264 *Arrest of truants*

48265 *Delivery of truant*

48902 *Notice to law enforcement authorities*

48906 *Release of minor pupil to peace officers; notice to parent, guardian*

48909 *Narcotics and other hallucinogenic drugs (re arrest)*

CODE OF CIVIL PROCEDURE

416.60 *Service of summons or complaint to a minor*

PENAL CODE

830-832.17 *Peace officers*

1328 *Service of subpoena*

WELFARE AND INSTITUTIONS CODE

627 *Custody of minor*

CODE OF REGULATIONS, TITLE 5

303 *Duty to remain at school*

COURT DECISIONS

Camreta v. Greene, (2011) 131 S.Ct. 2020

People v. Lessie, (2010) 47 Cal. 4th 1152

In re William V., (2003) 111 Cal.App.4th 1464

ATTORNEY GENERAL OPINIONS

54 *Ops.Cal.Atty.Gen.* 96 (1971)

34 *Ops.Cal.Atty.Gen.* 93 (1959)

Management Resources:

WEB SITES

California Department of Justice, Office of the Attorney General: <http://oag.ca.gov>

Center Joint Unified School District Board Policy

Questioning And Apprehension By Law Enforcement

BP 5145.11

Students

The Governing Board is committed to providing a safe learning environment and cooperating with law enforcement officials and peace officers as necessary to help ensure the safety of students, staff, and the community and in carrying out their official duties.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515.3 - District Police/Security Department)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5145.12 - Search and Seizure)

In accordance with standards specified in law and court decisions, law enforcement officers may interview and question students on school premises. The Superintendent or designee shall collaborate with local law enforcement agencies to develop parameters under which law enforcement officers will interview students at school.

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

When any law enforcement official requests an interview with a student, the principal or designee shall request that the official provide verification of his/her identity and official capacity and certify the legal authority under which the interview is being conducted. If the officer refuses to provide certification of the legal authority for the interview, the principal or designee shall document such refusal and should consult with district legal counsel, as appropriate, before allowing the interview to proceed. The principal or designee shall maintain a record of all documentation relative to law enforcement interviews of students.

If the officer needs to interview or question the student immediately, the principal or designee shall accommodate the process in a way that causes the least possible disruption for the student and school, gives the student appropriate privacy, and models exemplary cooperation with law enforcement authorities.

Except in cases of child abuse or neglect, the principal or designee shall attempt to notify the student's parent/guardian as soon as practicable after law enforcement has interviewed the student on school premises.

At law enforcement's discretion and with the student's approval, the principal or designee may be present during the interview.

If a minor student is removed from school into the custody of law enforcement, the principal or designee shall immediately notify the parent/guardian or responsible relative regarding the student's release and the place to which he/she is reportedly being taken, except when the minor has been taken into custody as a victim of suspected child abuse. (Education Code 48906)

Subpoenas

Although subpoenas may legally be served at school on students age 12 or older, the Board believes that serving officials should be strongly urged to serve subpoenas at the home of the student whenever possible. When served at school, the principal or designee shall take all reasonable steps to ensure a minimum of embarrassment or loss of class time for the student.

Legal Reference:

EDUCATION CODE

44807 Duty concerning conduct of pupils

48264 Arrest of truants

48265 Delivery of truant

48902 Notice to law enforcement authorities

48906 Release of minor pupil to peace officers; notice to parent, guardian

48909 Narcotics and other hallucinogenic drugs (re arrest)

CODE OF CIVIL PROCEDURE

416.60 Service of summons or complaint to a minor

PENAL CODE

830-832.17 Peace officers

1328 Service of subpoena

WELFARE AND INSTITUTIONS CODE

627 Custody of minor

CODE OF REGULATIONS, TITLE 5

303 Duty to remain at school

COURT DECISIONS

People v. Lessie, (2010) 47 Cal. 4th 1152

Greene v. Camreta, (2009, 9th Cir.) 588 F.3d 1011

In re William V., (2003) 111 Cal.App.4th 1464

ATTORNEY GENERAL OPINIONS

54 Ops.Cal.Atty.Gen. 96 (1971)

34 Ops.Cal. Atty.Gen. 93 (1959)

Management Resources:

WEB SITES

California Department of Justice, Office of the Attorney General: <http://caag.state.ca.us>

Policy CENTER UNIFIED SCHOOL DISTRICT
adopted: June 16, 2010 Antelope, California

Delete

Center Joint Unified School District Exhibit

Questioning And Apprehension By Law Enforcement

E 5145.11

Students

QUESTIONING OF STUDENTS BY LAW ENFORCEMENT

Instructions to law enforcement: In response to the decision of the 9th Circuit Court of Appeals in *Greene v. Camreta*, the Center Joint Unified School District requests that law enforcement officials provide the information below prior to interviewing a district student on school grounds as part of an investigation. Failure to provide this information or satisfy the criteria below may result in the principal or designee's refusal to allow the interview to proceed. Your cooperation is appreciated.

Please indicate, by checking the box below, the authority upon which this student interview is based:

- ☐ Parent/guardian consent
- ☐ Court order or warrant
- ☐ Exigent circumstances

Name of Interviewer and Badge Number

Student's Name

Interviewer Signature Date of Interview

Name of Agency

Name of School Official Receiving Form

ExhibitCENTER UNIFIED SCHOOL DISTRICT
version: June 16, 2010 Antelope, California

CHILD CARE AND DEVELOPMENT

Note: The following policy is for use by districts that operate child care and development services through a contract with the California Department of Education (CDE). The Child Care and Development Services Act (Education Code 8200-8499.10) establishes a variety of child care programs that may be offered by districts or other local providers. These include, but are not limited to, general child care and development programs, resource and referral programs, alternative payment programs, and child care and development services for migrant children and children with special needs. The district may revise the following policy to reflect the program(s) offered by the district and to ensure its compliance with the terms of its contract(s) with the CDE.

For requirements pertaining to before- and after-school programs, including the After-School Education and Safety program (Education Code 8482-8484.6) and 21st Century Community Learning Centers (Education Code 8484.7-8484.8), see BP/AR 5148.2 - Before/After School Programs. The California State Preschool Program (Education Code 8235-8239) for children ages 3-4 is addressed in BP/AR 5148.3 - Preschool/Early Childhood Education. In addition, the California School Age Families Education (Cal-SAFE) program for pregnant and parenting students (Education Code 54740-54749) requires participating districts to make child care and development services available to the children of teen parents enrolled in the program; see AR 5148.1 - Child Care Services for Parenting Students.

The Governing Board desires to provide child care and development services which meet the developmental needs of children and offer a convenient child care alternative for parents/guardians in the community.

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

(cf. 5148.1 - Child Care Services for Parenting Students)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

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

(cf. 6175 - Migrant Education Program)

Note: The following optional paragraph may be revised to reflect district practice. Education Code 8499.3 establishes county-level child care and development planning councils, with members selected by the County Board of Supervisors and County Superintendent of Schools, to identify local priorities for child care and to develop policy to meet identified needs.

The Superintendent or designee shall work cooperatively with the local child care and development planning council, public and private agencies, parents/guardians, and other community members to assess child care needs in the community, establish program priorities, obtain ongoing feedback on program quality, and inform parents/guardians about child care options.

(cf. 1020 - Youth Services)

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

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

The Board shall enter into a contract with the California Department of Education (CDE) for the provision of child care and development services by the district.

(cf. 3312 - Contracts)

CHILD CARE AND DEVELOPMENT (continued)

Note: Pursuant to 5 CCR 18271, the district must have a written philosophical statement, goals, and objectives, approved by the Governing Board, which address each program component specified in 5 CCR 18272-18281. See the accompanying administrative regulation for required program components.

The Board shall approve a written philosophical statement, goals, and objectives for the district's child care and development program that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and administrative regulation. (5 CCR 18271)

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

As needed, the Superintendent or designee may identify district facilities that have capacity to provide child care and development services and/or may recommend that the Board enter into an agreement with a public agency or community organization to use community facilities for the purpose of providing such services.

(cf. 1330.1 - Joint Use Agreements)

(cf. 7110 - Facilities Master Plan)

Note: 5 CCR 18105 mandates that the district develop written admissions policies and procedures that conform to requirements of 22 CCR 101218, as provided in the following paragraph. See the accompanying administrative regulation for additional language that fulfills this mandate.

SB 70 (Ch. 7, Statutes of 2011) had amended Education Code 8208 and 8263.4 to lower the age of children eligible to be served by state-funded child care and development programs to age 10 years or younger, with specified exceptions. However, AB 114 (Ch. 43, Statutes of 2011) subsequently amended these laws to revert to the previous age limit of age 12 years or younger, except that students with disabilities may be served through age 21.

Admissions policies and procedures shall be in writing and available to the public. Such policies and procedures shall include criteria designating those children whose needs can be met by the child care center's program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and a medical assessment requirement. (5 CCR 18105; 22 CCR 101218)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

Note: Education Code 8263 and 5 CCR 18106 establish eligibility criteria and priorities for subsidized child care and development services, as provided below and in the accompanying administrative regulation.

CHILD CARE AND DEVELOPMENT (continued)

The Superintendent or designee shall ensure that subsidized child care is provided to eligible families to the extent that state and/or federal funding is available and shall establish enrollment priorities in accordance with Education Code 8263 and 5 CCR 18106.

Note: The following paragraph is **optional** and may be revised to reflect any district-established priorities for nonsubsidized services.

When all families eligible for subsidized services have been served, priority for admissions shall be given to district students and children of district employees.

(cf. 5111.1 - District Residency)

Note: The Commission on Teacher Credentialing issues permits for child development program directors, site supervisors, master teachers, teachers, associate teachers, and assistants pursuant to criteria established in Education Code 8360-8370 and 5 CCR 80105-80125.

The Superintendent or designee shall ensure that individuals working in child care and development programs have the necessary qualifications and have satisfied all legal requirements.

(cf. 1240 - Volunteer Assistance)

(cf. 4112.2 - Certification)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4112.5/4312.5 - Criminal Record Check)

(cf. 4131 - Staff Development)

(cf. 4212.5 - Criminal Record Check)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Note: 5 CCR 18279-18281 require child care and development programs to be evaluated through the CDE's standardized "Desired Results for Children and Families" system. The system requires a program self-evaluation that includes, but is not limited to, a staff assessment, a parent survey, and an environment rating scale using instruments selected by the CDE; see the accompanying administrative regulation. The annual report submitted to the CDE also must include an action plan presented on the appropriate CDE form.

The Superintendent or designee shall annually conduct an evaluation of the district's child care and development services in accordance with state requirements. The evaluation report shall be submitted to the Board and the CDE along with an action plan which establishes program goals and objectives for the coming year and addresses any areas identified as needing improvement. (5 CCR 18279-18281)

(cf. 0500 - Accountability)

Legal Reference: (see next page)

CHILD CARE AND DEVELOPMENT (continued)

Legal Reference:

EDUCATION CODE

8200-8499.10 *Child Care and Development Services Act, especially:*
8200-8209 *General provisions for child care and development services*
8210-8216 *Resource and referral program*
8220-8226 *Alternative payment program*
8230-8233 *Migrant child care and development program*
8235-8239 *California state preschool program*
8240-8244 *General child care programs*
8250-8252 *Programs for children with special needs*
8263 *Eligibility and priorities for subsidized child development services*
8278.3 *Child Care Facilities Revolving Fund*
8360-8370 *Personnel qualifications*
8400-8409 *Contracts*
8482-8484.6 *After-school education and safety program*
8484.7-8484.8 *21st Century community learning centers*
8493-8498 *Facilities*
8499-8499.7 *Local planning councils*
17609-17610 *Integrated pest management, applicability to child care facilities*
49540-49546 *Child care food program*
49570 *National School Lunch program*
54740-54749.5 *Cal-SAFE program for pregnant/parenting students and their children*
56244 *Staff development funding*

HEALTH AND SAFETY CODE

1596.70-1596.895 *California Child Day Care Act*
1596.90-1597.21 *Day care centers*
120325-120380 *Immunization requirements*

CODE OF REGULATIONS, TITLE 5

18000-18434 *Child care and development programs, especially:*
18012-18122 *General requirements*
18180-18192 *Federal and state migrant programs*
18210-18213 *Severely handicapped program*
18220-18231 *Alternative payment program*
18240-18248 *Resource and referral program*
18270-18281 *Program quality, accountability*
18290-18292 *Staffing ratios*
18295 *Waiver of qualifications for site supervisor*
18300-18308 *Appeals and dispute resolution*
80105-80125 *Commission on Teacher Credentialing, child care and development permits*

CODE OF REGULATIONS, TITLE 22

101151-101239.2 *General requirements, licensed child care centers, especially:*
101151-101163 *Licensing and application procedures*
101212-101231 *Continuing requirements*
101237-101239.2 *Facilities and equipment*

UNITED STATES CODE, TITLE 42

1751-1769 *School lunch programs*
9831-9852 *Head Start programs*
9858-9858q *Child care and development block grant*

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 *National School Lunch program*

Legal Reference continued: (see next page)

CHILD CARE AND DEVELOPMENT (continued)

Legal Reference: (continued)

CODE OF FEDERAL REGULATIONS, TITLE 45

98.2-98.93 Child care and development fund

COURT DECISIONS

CBS Inc. v. The Superior Court of Los Angeles County, State Department of Social Services, (2001)

91 Cal.App.4th 892

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Keeping Children Healthy in California's Child Care Environments: Recommendations to Improve Nutrition and Increase Physical Activity, 2010

Infant/Toddler Learning and Development Program Guidelines, 2006

Program Quality Standards and Standards Based on Exemplary Practice for Center-Based Programs and Family Child Care Home Networks, October 2004

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

01-06 The Desired Results for Children and Families System, May 31, 2001

WEB SITES

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

California Association for the Education of Young Children: <http://www.caeyc.org>

California Child Development Administrators Association: <http://www.ccdaa.org>

California Department of Education, Child Development: <http://www.cde.ca.gov/sp/cd>

California Department of Social Services, Licensing Information: <http://cclcd.ca.gov/PG492.htm>

California Head Start Association: <http://caheadstart.org>

California School-Age Consortium: <http://calsac.org>

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

National Association for the Education of Young Children: <http://www.naeyc.org>

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

Center Joint Unified School District Board Policy

Child Care And Development

BP 5148

Students

The Governing Board desires to provide child care and development services which meet the developmental needs of children, provide an opportunity for parenting students to receive assistance while continuing their education, and offer a convenient child care alternative for parents/guardians in the community.

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

(cf. 5148.1 - Child Care Services for Parenting Students)

(cf. 5148.2 - Before/After School Programs)

(cf. 5148.3 - Preschool/Early Childhood Education)

The Superintendent or designee shall work cooperatively with the local child care and development planning council, public and private agencies, parents/guardians, and other community members to assess child care needs in the community, establish program priorities, obtain ongoing feedback on program quality, and inform parents/guardians about child care options.

(cf. 1020 - Youth Services)

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

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

The Board shall approve a written philosophical statement, goals, and objectives for the district's child care and development program that reflect the cultural and linguistic characteristics of the families to be served and address the program components specified in 5 CCR 18272-18281 and administrative regulation. (5 CCR 18271)

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

Admissions policies and procedures shall include criteria designating those children whose needs can be met by the center's program and services, the ages of children who will be accepted, program activities, any supplementary services provided, any field trip provisions, any transportation arrangements, food service provisions, and a medical assessment requirement. (5 CCR 18105; 22 CCR 101218)

To the extent possible, child care and development services may be made available during the noninstructional school day, before and after normal school hours, during

school vacations and intersessions, and on weekends to meet community needs for extended service.

(cf. 6111 - School Calendar)

(cf. 6112 - School Day)

These services shall be available to infants and children up to age 13.

The Superintendent or designee shall ensure that subsidized child care is provided to eligible families to the extent that state and/or federal funding is available and shall establish enrollment priorities in accordance with Education Code 8263 and 5 CCR 18106.

In addition to priorities for subsidized services, priority for admissions shall be given to district students and children of district employees.

(cf. 5111.1 - District Residency)

The Superintendent or designee shall ensure that individuals working in child care and development programs have the necessary qualifications and have satisfied all legal requirements.

(cf. 1240 - Volunteer Assistance)

(cf. 4112.2 - Certification)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4112.5/4312.5 - Criminal Record Check)

(cf. 4131 - Staff Development)

(cf. 4212.5 - Criminal Record Check)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall develop and implement an annual plan for evaluation of the district's child care services which conforms to state requirements. Based on the results of the evaluation, the program shall be modified as necessary to address any areas identified as needing improvement. (5 CCR 18279)

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

8200-8499.10 Child Care and Development Services Act, including:

8200-8209 General provisions for child care and development services

8210-8216 Resource and referral program

8220-8226 Alternative payment program

8230-8233 Migrant child care and development program
8235-8239 California state preschool program
8240-8244 General child care programs
8250-8252 Programs for children with special needs
8263 Eligibility and priorities for subsidized child development services
8360-8370 Personnel qualifications
8400-8409 Contracts
8482-8484.6 After-school education and safety program
8484.7-8484.8 21st Century community learning centers
8485-8488 Child supervision programs
8493-8498 Facilities
8499-8499.7 Local planning councils
17609-17610 Integrated pest management, applicability to child care facilities
49540-49546 Child care food program
49570 National School Lunch program
54740-54749.5 Cal-SAFE program for pregnant/parenting students and their children
56244 Staff development funding
HEALTH AND SAFETY CODE
1596.70-1596.895 California Child Day Care Act
1596.90-1597.21 Day care centers
120325-120380 Immunization requirements
CODE OF REGULATIONS, TITLE 5
18000-18434 Child care and development programs, especially:
18012-18122 General requirements
18180-18192 Federal and state migrant programs
18200-18207 School-age community child care services program
18210-18213 Severely handicapped program
18220-18231 Alternative payment program
18240-18248 Resource and referral program
18270-18281 Program quality, accountability
18290-18292 Staffing ratios
18295 Waiver of qualifications for site supervisor
18300-18308 Appeals and dispute resolution
CODE OF REGULATIONS, TITLE 22
101151-101239.2 General requirements, licensed child care centers, including:
101151-101163 Licensing and application procedures
101212-101231 Continuing requirements
101237-101239.2 Facilities and equipment
UNITED STATES CODE, TITLE 42
1751-1769 School lunch programs
9831-9852 Head Start programs
9858-9858q Child care and development block grant
CODE OF FEDERAL REGULATIONS, TITLE 7
210.1-210.31 National School Lunch program
CODE OF FEDERAL REGULATIONS, TITLE 45
98.2-98.93 Child care and development fund

COURT DECISIONS

CBS Inc. v. The Superior Court of Los Angeles County, State Department of Social Services, (2001) 91 Cal.App.4th 892

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Infant/Toddler Learning and Development Program Guidelines, 2006

Program Quality Standards and Standards Based on Exemplary Practice for Center-Based Programs and Family Child Care Home Networks, October 2004

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

01-06 The Desired Results for Children and Families System, May 31, 2001

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Child Development Permit Professional Growth Manual, July 2008

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Good Start, Grow Smart, April 2002

America's Families, September 2000

WEB SITES

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

California Association for the Education of Young Children: <http://www.caeyc.org>

California Department of Education, Child Development: <http://www.cde.ca.gov/sp/cd>

California Department of Social Services: <http://www.cdss.ca.gov>

California Head Start Association: <http://caheadstart.org>

California School-Age Consortium: <http://calsac.org>

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

National Association for the Education of Young Children: <http://www.naeyc.org>

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

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: June 3, 2009 Antelope, California

CHILD CARE AND DEVELOPMENT

Note: The following administrative regulation is for use by districts that operate child care and development services through a contract with the California Department of Education (CDE) and reflects provisions generally applicable to programs under the Child Care and Development Services Act (Education Code 8200-8499.7). The district may revise this regulation to reflect specific requirements for the program(s) it offers. Also see AR 5148.1 - Child Care Services for Parenting Students for child care requirements pertaining to the California School Age Families Education (Cal-SAFE) program for pregnant and parenting students (Education Code 54740-54749); BP/AR 5148.2 - Before/After School Programs for requirements pertaining to the After-School Education and Safety program (Education Code 8482-8484.6) and 21st Century Community Learning Centers (Education Code 8484.7-8484.8); and BP/AR 5148.3 - Preschool/Early Childhood Education for requirements pertaining to the California State Preschool Program (Education Code 8235-8239).

The following administrative regulation does not reflect all policy language mandated for each specific program. The district should be careful to reflect the mandates, if any, applicable to the program(s) it offers. For example, 5 CCR 18221 mandates a written policy statement for alternative payment programs that includes specified components, including, but not limited to, program purpose, enrollment priorities, reimbursement of providers, and parent fee collection. For resource and referral programs, 5 CCR 18244 mandates written referral policies and written complaint procedures.

In addition to the program requirements described below, child care and development programs may be subject to other policies in the district's policy manual. For example, see AR 3514.2 - Integrated Pest Management, BP/AR 1240 - Volunteer Assistance, and food safety standards and nutrition requirements in BP/AR 3550 - Food Service/Child Nutrition Program. Districts should consult legal counsel if they have questions regarding the applicability of other laws to the district's programs.

Licensing

Note: Pursuant to 22 CCR 101156, all child care centers must be licensed by the California Department of Social Services unless exempted by law. Health and Safety Code 1596.792 and 22 CCR 101158 list exemptions from licensure requirements which include, but are not limited to, exemptions for any program that (1) is a "public recreation program" that meets specified criteria; (2) is operated before and/or after school by qualified teachers employed by the district; (3) is a school parenting program or adult education child care program; (4) operates only one day per week for no more than four hours on that day; (5) offers temporary child care services to parents/guardians who are on the same premises as the child care site; or (6) provides activities that are of an instructional nature in a classroom-like setting when K-12 students are normally not in session and the sessions do not exceed a total of 30 days when only school-age children are enrolled or 15 days when younger children are enrolled. If the district offers only programs that are exempted from licensure, it should modify the following regulation accordingly.

All district child care and development services shall be licensed by the California Department of Social Services, unless exempted pursuant to Health and Safety Code 1596.792 or 22 CCR 101158.

The license shall be posted in a prominent, publicly accessible location in the facility. (Health and Safety Code 1596.8555)

CHILD CARE AND DEVELOPMENT (continued)

Licensed child care centers shall be subject to the requirements of Health and Safety Code 1596.70-1597.21, 22 CCR 101151-101239.2, and, when applicable, 22 CCR 101451-101539.

Program Components

Note: Items #1-8 below list components of child care and development programs required for all providers pursuant to 5 CCR 18272-18281. 5 CCR 18271 requires the Governing Board to approve goals and objectives addressing each of these program components; see the accompanying Board policy. The district may add specific components of other programs offered by the district.

The district's child care and development program shall include the following components:

1. A developmental profile recording each child's physical, cognitive, social, and emotional development which shall be used to plan and conduct developmentally and age-appropriate activities (Education Code 8203.5; 5 CCR 18272)

Note: In completing the developmental profile, program staff is required to use the CDE's "Desired Results Developmental Profile" form that is appropriate to the age of the children being served.

Program staff shall complete the "Desired Results Developmental Profile," available from the California Department of Education (CDE), for each child who is enrolled in the program for at least 10 hours per week and for any child with disabilities regardless of the number of hours enrolled. The profile shall be completed within 60 days of enrollment and at least once every six months thereafter for children of all ages. (Education Code 8203.5; 5 CCR 18270.5, 18272)

2. An educational program which complies with 5 CCR 18273, including the provision of services that are developmentally, linguistically, and culturally appropriate and inclusive of children with special needs

(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6159 - Individualized Education Program)
(cf. 6164.4 - Identification of Individuals for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)
(cf. 6174 - Education for English Language Learners)

3. A staff development program which complies with 5 CCR 18274

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

4. Parent/guardian involvement and education which comply with 5 CCR 18275 and involve parents/guardians through an orientation, at least two individual conferences

CHILD CARE AND DEVELOPMENT (continued)

per year, meetings with program staff, an advisory committee, participation in daily activities, and information regarding their child's progress

(cf. 6020 - Parent Involvement)

5. A health and social services component which complies with 5 CCR 18276 and includes referrals to appropriate community agencies as needed

(cf. 1020 - Youth Services)

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

(cf. 5141 - Health Care and Emergencies)

(cf. 5141.23 - Asthma Management)

(cf. 5141.6 - School Health Services)

6. A community involvement component which complies with 5 CCR 18277

Note: Health and Safety Code 1596.808, as added by AB 2084 (Ch. 593, Statutes of 2010), establishes beverage standards for licensed child care centers effective January 1, 2012. These standards require that children age 2 or older, with specified exceptions, be served only low-fat or nonfat milk, no more than one serving per day of 100 percent juice, and no beverage with added sweetener, and that clean and safe drinking water be readily available and accessible throughout the day. In addition, centers that receive funding through the Child and Adult Care Food Program (42 USC 1766, as amended by P.L. 111-296) must meet federal guidelines for meals, snacks, fluid milk or nutritionally equivalent milk substitutes, and drinking water.

7. A nutrition component which ensures that children in the program have nutritious meals, beverages, and snacks that meet state and federal standards (Health and Safety Code 1596.808; 42 USC 1766; 5 CCR 18278)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5030 - Student Wellness)

Note: 5 CCR 18279-18281 require an annual evaluation using the standardized "Desired Results for Children and Families" system developed by the CDE. The system requires a program self-evaluation that includes, but is not limited to, a staff assessment, a parent survey, and an environment rating scale using forms selected by the CDE. Each contractor is required to submit a summary of the self-evaluation findings to the CDE by June 1 of each year. In addition, every three years, the CDE conducts a Categorical Program Monitoring/Contract Monitoring Review (CPM/CMR) process with each contract agency which reviews compliance with program requirements. The CPM/CMR instrument is available on the CDE's web site.

8. An annual plan for program evaluation which conforms with the state's "Desired Results for Children and Families" system and includes, but is not limited to, a self-evaluation, parent survey, and environment rating scale using forms provided by the CDE (5 CCR 18270.5, 18279, 18280)

(cf. 0500 - Accountability)

CHILD CARE AND DEVELOPMENT (continued)

Staffing Ratios

The district's child care and development program shall maintain at least the minimum adult-child and teacher-child ratios specified in 5 CCR 18290-18292 based on the ages of the children served.

Enrollment

Note: CDE contracts provide funding only for services to families who meet the criteria for subsidized services as specified in Education Code 8250 and 8263 (i.e., families with a need for services who are current aid recipients, are income eligible as defined in Education Code 8263.1, are homeless, or have children who have been identified as being, or at risk of being, abused, neglected, or exploited). The district may also provide services to nonsubsidized families provided the district uses other funding sources or the families pay the full cost of services.

5 CCR 18105 mandates that the district develop written admissions policies and procedures that conform to requirements of 22 CCR 101218, including criteria designating those children whose needs can be met by the child care center's program and services and the ages of children who will be accepted.

SB 70 (Ch. 7, Statutes of 2011) had amended Education Code 8208 and 8263.4 to lower the age of children eligible to be served by state-funded child care and development programs to age 10 years or younger, with specified exceptions. However, AB 114 (Ch. 43, Statutes of 2011) subsequently amended these laws to revert to the previous age limit of age 12 years or younger, except that individuals with disabilities may be served through age 21.

The following section may be revised to reflect the district's contract(s) with the CDE.

The district's child care and development services shall be available to infants and children through age 12 years. Individuals with disabilities may be served through age 21 years in accordance with their individualized education program and Education Code 8208. (Education Code 8208, 8263.4)

Children who meet the criteria specified in Education Code 8250 and 8263 shall be eligible for subsidized child care and development services.

Children ages 11-12, except for children with disabilities, shall be eligible for subsidized child care and development services only for the portion of care needed that is not available in a before- or after-school program. Subsidized child care and development services may be provided to a child age 11 or 12 when the parent/guardian certifies, on a form provided by the CDE, that a before- or after-school program is not available. A program may be considered unavailable if: (Education Code 8263.4)

1. The program does not provide services during the hours or days that the child needs services.

CHILD CARE AND DEVELOPMENT (continued)

2. The program is too geographically distant from the child's school or the parent/guardian's residence.
3. Use of the program would create substantial transportation obstacles for the family.
4. Use of the program is otherwise inappropriate for the child or burdensome on the family.

First priority for enrollment shall be given to neglected or abused children who are recipients of child protective services, or children who are at risk of being neglected or abused, upon written referral from a legal, medical, or social services agency. If unable to enroll a child in this category, the district shall refer the child's parent/guardian to local resource and referral services so that services for the child can be located. (Education Code 8263)

Note: Education Code 8263 gives second priority for enrollment to families who are income eligible, as defined in Education Code 8263.1. SB 70 (Ch. 7, Statutes of 2011) amended Education Code 8263.1 to change the definition of "income eligible" to apply to families whose adjusted monthly income is at or below 70 percent of the state's median income.

Second priority for enrollment shall be given equally to families who are income eligible, as defined in Education Code 8263.1. Families with the lowest gross monthly income in relation to family size shall be admitted first. If two or more families are in the same priority in relation to income, the family that has a child with disabilities shall be admitted first or, if there is no child with disabilities, the family that has been on the waiting list for the longest time shall be admitted first. (Education Code 8263, 8263.1)

The district's decision to approve or deny services shall be communicated to the family through a written notice mailed or delivered within 30 days from the date the application is signed by the parent/guardian. If services are approved, the notice shall contain the basis of eligibility, daily/hourly fee, if applicable, duration of the eligibility, names of children approved to receive services, and the hours of service approved for each day. If services are denied, the notice shall contain the basis of denial and instructions on how the parents/guardians may request a hearing in accordance with the procedures specified in 5 CCR 18120 and 18121 if they do not agree with the district's decision. (5 CCR 18094, 18118)

Note: The following **optional** paragraph may be revised to reflect additional enrollment priorities or criteria established by the district, such as priority for district students or children of district employees; see the accompanying Board policy.

After all children eligible for subsidized services have been enrolled, the district may enroll children in accordance with any other priorities established by the Governing Board.

CHILD CARE AND DEVELOPMENT (continued)

Note: Unless state funding is allocated to support the "centralized eligibility list" established in each county pursuant to Education Code 8499.5, such lists will be maintained only if locally funded. In situations where there is no locally funded centralized eligibility list or the district elects not to participate in the local list, the district must establish its own waiting list in accordance with admission priorities pursuant to 5 CCR 18106.

The Superintendent or designee shall maintain a waiting list in accordance with admission priorities and shall contact applicants in order of priority from the waiting list as vacancies occur. (5 CCR 18106)

The Superintendent or designee shall establish and maintain a basic data file for each family receiving child care and development services containing the completed and signed application for services and records used to determine the child's eligibility and need. (5 CCR 18081)

Fees

Note: Education Code 8250 and 5 CCR 18110 prohibit districts from assessing fees for children enrolled in a program for severely disabled children or a federally based migrant program. Districts may revise the following paragraph to reflect any such program(s) offered by the district. Districts that offer only programs prohibited from charging fees may delete the following section. In addition, Education Code 8447 prohibits charging a fee to a family receiving CalWORKs cash aid.

Except when prohibited by law, the Superintendent or designee may charge fees for services according to the fee schedule established by the Superintendent of Public Instruction, the actual cost of services, or the maximum daily/hourly rate specified in the contract, whichever is least. (Education Code 8250, 8263, 8447; 5 CCR 18108, 18109, 18110)

Note: Families who are eligible for subsidized child care and development services may still be required to pay a portion of the costs as determined by income eligibility in the CDE's fee schedule, except as noted below.

Families receiving services on the basis of having a child at risk of abuse, neglect, or exploitation may be exempt from these fees for up to three months. Families receiving services on the basis of having a child receiving child protective services, or having a certification by a county child welfare agency that child care services continue to be necessary, may be exempt from these fees for up to 12 months. The cumulative period of exemption from these fees for these families shall not exceed 12 months. (Education Code 8263)

Note: 5 CCR 18114 mandates that child care providers adopt a policy for the collection of fees in advance of providing services, as provided below. 5 CCR 18114 contains an alternative definition of delinquency for alternative payment programs offered pursuant to Education Code 8220-8224.

CHILD CARE AND DEVELOPMENT (continued)

Fees shall be collected prior to providing services and shall be considered delinquent after seven days from the date that fees are due. Parents/guardians shall be notified in the event that fees are delinquent. If a reasonable plan for payment of the delinquent fees has not been provided by the parents/guardians, services shall be terminated if all delinquent fees are not paid within two weeks of such notification. Parents/guardians shall receive a copy of the district's regulations regarding fee collection at the time of initial enrollment into the program. (5 CCR 18114, 18115)

Note: The following paragraph is for use by districts that wish to require parents/guardians to provide diapers and/or to pay the costs of field trips (unless the program is exempt from fees) and may be modified to delete diapers as appropriate for the age of the children served. Education Code 8263 mandates that such districts have a written policy which includes parents in the decision-making process.

The Superintendent or designee shall establish a process which includes parents/guardians in determining whether and how much to charge parents/guardians for field trip expenses. This process also shall be used to determine whether to require parents/guardians to provide diapers. (Education Code 8263)

Health Examination

A physical examination and evaluation, including age-appropriate immunization, shall be required prior to or within six weeks of enrollment, unless the parent/guardian submits a letter stating that such examination is contrary to his/her religious beliefs. (Education Code 8263)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

Attendance

Sign-in and sign-out sheets shall be used daily for all children for attendance accounting purposes. Attendance records shall include verification of excused absences, including the child's name, date(s) of absence, specific reason for absence and signature of parent/guardian or district representative. (5 CCR 18065, 18066)

Absences shall be excused for the following reasons:

1. Illness or quarantine of the child or of the parent/guardian (Education Code 8208)
2. Family emergency (Education Code 8208)

Note: 5 CCR 18066 mandates that providers adopt policies delineating circumstances constituting an excused absence for a family emergency. The following paragraph may be revised to reflect district practice.

CHILD CARE AND DEVELOPMENT (continued)

A family emergency shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as may occur in the event of a natural disaster or when a member of the child's immediate family dies, has an accident, or is required to appear in court.

3. Time spent with a parent/guardian or other relative as required by a court of law (Education Code 8208)
4. Time spent with a parent/guardian or other relative which is clearly in the best interest of the child (Education Code 8208)

Note: 5 CCR 18066 mandates a policy that delineates circumstances constituting an excused absence "in the best interest of the child." The following paragraph may be revised to reflect district practice.

An absence shall be considered to be in the best interest of the child when the time is spent with the child's parent/guardian or other relative for reasons deemed justifiable by the program coordinator or site supervisor.

Except for children who are recipients of child protective services or at risk of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days during the contract period. (5 CCR 18066)

Note: 5 CCR 18066 mandates that providers adopt a policy governing unexcused absences which may include reasonable limitations, if any. The following paragraph may be revised to reflect district practice.

Any absence due to a reason other than the above, or without the required verification, shall be considered an unexcused absence. After three unexcused absences during the year, the program coordinator or site supervisor shall notify the parents/guardians. Children who continue to have excessive unexcused absences may be removed from the program at the discretion of the program coordinator in order to accommodate other families on the waiting list for admission.

Parents/guardians shall be notified of the policies and procedures related to excused and unexcused absences for child care and development services. (5 CCR 18066)

(cf. 5145.6 - Parent Notifications)

Rights of Parents/Guardians

Note: The following section is for use by districts that operate one or more licensed child care centers (see "Licensing" section above) but may be used by license-exempt providers.

CHILD CARE AND DEVELOPMENT (continued)

At the time a child is accepted into a licensed child care and development center, the child's parent/guardian or authorized representative shall be notified of his/her rights as specified in 22 CCR 101218.1, including, but not limited to, the right to enter and inspect the child care facility and the right to be informed, upon request, of the name and type of association to the center of any adult who has been granted a criminal record exemption. (Health and Safety Code 1596.857; 22 CCR 101218.1)

The written notice of parent/guardian rights also shall be permanently posted within the facility in a location accessible to parents/guardians. Notwithstanding these rights, access to the facility may be denied to an adult whose behavior presents a risk to children present in the facility or to noncustodial parents/guardians when so requested by the responsible parent/guardian. (Health and Safety Code 1596.857)

Records

Note: CDE contracts require the district to submit data on both subsidized and nonsubsidized families served by child care and development centers, as provided below. In addition, the district is required to provide monthly reports, through the CDE's online Child Development Management Information System, on any families receiving subsidized services during that month.

The Superintendent or designee shall maintain records of enrollment, attendance, types of families served, income received from all families participating in the district's child care and development program, and any other records required by the CDE.

Center Joint Unified School District

Administrative Regulation

Child Care And Development

AR 5148
Students

Licensing

All district child care and development services shall be licensed by the California Department of Social Services, unless exempted pursuant to Health and Safety Code 1596.792 or 22 CCR 101158.

The license shall be posted in a prominent, publicly accessible location in the facility. (Health and Safety Code 1596.8555)

Program Components

The district's child care and development program shall include the following components:

1. A developmental profile recording each child's physical, cognitive, social, and emotional development which shall be used to plan and conduct age- and developmentally appropriate activities (Education Code 8203.5; 5 CCR 18272)

Program staff shall complete the "Desired Results Developmental Profile," available from the California Department of Education (CDE), for each child who is enrolled in the program for at least 10 hours per week and for any child with disabilities regardless of the number of hours enrolled. The profile shall be completed within 60 days of enrollment and at least once every six months thereafter for children of all ages. (Education Code 8203.5; 5 CCR 18270.5, 18272)

2. An educational program which complies with 5 CCR 18273, including the provision of services that are developmentally, linguistically, and culturally appropriate and inclusive of children with special needs

(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6159 - Individualized Education Program)
(cf. 6164.4 - Identification of Individuals for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)
(cf. 6174 - Education for English Language Learners)

3. A staff development program which complies with 5 CCR 18274

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

4. Parent/guardian involvement and education which comply with 5 CCR 18275 and involve parents/guardians through an orientation, at least two individual conferences per year, meetings with program staff, an advisory committee, participation in daily activities, and information regarding their child's progress

(cf. 6020 - Parent Involvement)

5. A health and social services component which complies with 5 CCR 18276 and includes referrals to appropriate community agencies as needed

(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5141 - Health Care and Emergencies)
(cf. 5141.23 - Asthma Management)
(cf. 5141.6 - School Health Services)

6. A community involvement component which complies with 5 CCR 18277

7. A nutrition component which ensures that children in the program have nutritious meals and snacks that meet federal guidelines for child care programs or the National School Lunch program (5 CCR 18278)

(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5030 - Student Wellness)

8. An annual plan for program evaluation which conforms with the state's "Desired Results for Children and Families" system and includes, but is not limited to, a self-evaluation, parent survey, and environment rating scale using forms provided by the CDE (5 CCR 18270.5, 18279, 18280)

(cf. 0500 - Accountability)

Staffing Ratios

The district's child care and development program shall maintain at least the minimum adult-child and teacher-child ratios specified in 5 CCR 18290-18292 based on the ages of the children served.

Enrollment

The district's child care and development services shall accord equal treatment and access

to services in accordance with law.

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

(cf. 5145.3 - Nondiscrimination/Harassment)

Fees

No fees shall be assessed for families whose children are participating in programs prohibited by law from assessing fees.

The Superintendent or designee may charge fees for services according to the fee schedule established by the Superintendent of Public Instruction, the actual cost of services, or the maximum daily/hourly rate specified in the contract, whichever is least. (Education Code 8263; 5 CCR 18108, 18109)

Families receiving services on the basis of having a child at risk of abuse, neglect, or exploitation may be exempt from these fees for up to three months. Families receiving services on the basis of having a child receiving child protective services, or having a certification by a county child welfare agency that child care services continue to be necessary, may be exempt from these fees for up to 12 months. The cumulative period of exemption from these fees for these families shall not exceed 12 months. (Education Code 8263)

Fees shall be collected prior to providing services and shall be considered delinquent after seven days from the date that fees are due. Parents/guardians shall be notified in the event that fees are delinquent. If a reasonable plan for payment of the delinquent fees has not been provided by the parents/guardians, services shall be terminated if all delinquent fees are not paid within two weeks of such notification. Parents/guardians shall receive a copy of the district's regulations regarding fee collection at the time of initial enrollment into the program. (5 CCR 18114, 18115)

The Superintendent or designee shall establish a process which includes parents/guardians in determining whether and how much to charge parents/guardians for field trip expenses. This process also shall be used to determine whether to require parents/guardians to provide diapers. (Education Code 8263)

Health Examination

A physical examination and evaluation, including age-appropriate immunization, shall be required prior to or within six weeks of enrollment, unless the parent/guardian submits a letter stating that such examination is contrary to his/her religious beliefs. (Education Code 8263)

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

Attendance

Sign-in and sign-out sheets shall be used daily for all children for attendance accounting purposes. Attendance records shall include verification of excused absences, including the child's name, date(s) of absence, specific reason for absence and signature of parent/guardian or district representative. (5 CCR 18065, 18066)

Absences shall be excused for the following reasons:

1. Illness or quarantine of the child or of the parent/guardian (Education Code 8208)
2. Family emergency (Education Code 8208)

A family emergency shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as may occur in the event of a natural disaster or when a member of the child's immediate family dies, has an accident, or is required to appear in court.

3. Time spent with a parent/guardian or other relative as required by a court of law (Education Code 8208)
4. Time spent with a parent/guardian or other relative which is clearly in the best interest of the child (Education Code 8208)

An absence shall be considered to be in the best interest of the child when the time is spent with the child's parent/guardian or other relative for reasons deemed justifiable by the program coordinator or site supervisor.

Except for children who are recipients of protective services or at risk of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days during the contract period. (5 CCR 18066)

Any absence due to a reason other than the above, or without the required verification, shall be considered an unexcused absence. After three unexcused absences during the year, the program coordinator or site supervisor shall notify the parents/guardians. Children who continue to have excessive unexcused absences may be removed from the program at the discretion of the program coordinator in order to accommodate other families on the waiting list for admission.

Parents/guardians shall be notified of the policies and procedures related to excused and unexcused absences for child care and development services. (5 CCR 18066)

(cf. 5145.6 - Parent Notifications)

Rights of Parents/Guardians

At the time a child is accepted into a licensed child care and development center, the child's parent/guardian or authorized representative shall be notified of his/her rights as specified in 22 CCR 101218.1, including, but not limited to, the right to enter and inspect the child care facility and the right to be informed, upon request, of the name and type of association to the center of any adult who has been granted a criminal record exemption. (Health and Safety Code 1596.857; 22 CCR 101218.1)

The written notice of parent/guardian rights also shall be permanently posted within the facility in a location accessible to parents/guardians. Notwithstanding these rights, access to the facility may be denied to an adult whose behavior presents a risk to children present in the facility or to noncustodial parents/guardians when so requested by the responsible parent/guardian. (Health and Safety Code 1596.857)

Records

The Superintendent or designee shall establish and maintain a basic data file for each family receiving child care and development services containing the data specified in 5 CCR 18081.

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: June 3, 2009 Antelope, California

SCHOOL CALENDAR

Note: The following optional policy may be subject to collective bargaining agreements and should be modified to reflect district practice. The Public Employment Relations Board has determined that school calendar issues related to the work of employees, such as beginning and ending dates, summer vacations, and school holidays, are negotiable.

For each district school, the Governing Board shall adopt a school calendar that meets the requirements of law as well as the needs of the community, students, and the work year as negotiated with the district's employee organization(s). As appropriate, the Superintendent or designee shall ensure that the proposed calendar is aligned with assessment and accountability schedules in order to support the district's goals for student achievement.

(cf. 0200 - Goals for the School District)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)

Each school calendar shall show the beginning and ending school dates, legal and local holidays, staff development days, orientation days, minimum days, vacation periods, and other pertinent dates.

(cf. 6112 - School Day)
(cf. 6115 - Ceremonies and Observances)
(cf. 6117 - Year-Round Schedules)
(cf. 6177 - Summer School)

Note: Education Code 41420 establishes 175 days of instruction as the minimum requirement to receive full average daily attendance (ADA) reimbursement. Education Code 46200 provides incentive funding for districts to increase to 180 days of instruction and imposes financial penalties upon districts that offer fewer than 180 days of instruction after accepting the incentive funding. However, Education Code 46201.2 was added in 2009 to authorize any district receiving the longer-year incentive funding to reduce the school year by up to five days of instruction without incurring financial penalties. This authorization, which was to be in effect through the 2012-13 school year, has now been extended until the end of the 2014-15 school year by Education Code 46201.2, as amended by SB 70 (Ch. 7, Statutes of 2011). In addition, Education Code 46201.3, added by AB 114 (Ch. 43, Statutes of 2011), would become operative, if certain conditions exist, to allow all districts to reduce the minimum instructional days and minutes for the 2011-12 school year by up to seven days.

However, before any reduction in the number of working days the district must first negotiate with employee organizations. In addition, constitutional equity issues may have to be considered. In Butt v. State of California, the California Supreme Court held that a district violated students' fundamental right to basic equality in public education when it shortened the school year by six weeks because of a lack of funds. Thus, it is possible that, despite the legislative authority, similar equality issues could be raised if one school district offers 175 days of instruction and a neighboring district offers 180 days. Districts seeking to reduce instructional time should proceed cautiously and consult with legal counsel.

The following paragraph provides for 180 days of instruction. Districts that provide fewer than 180 days should modify the following paragraph accordingly.

SCHOOL CALENDAR (continued)

The district shall offer 180 days of instruction per school year, except for any school year in which the district and employee organization(s) agree to have fewer days of instruction pursuant to the authorization in Education Code 46201.2.

(cf. 1431 - Waivers)

Note: Education Code 46300 identifies educational activities that are included in the computation of ADA. School districts may not receive ADA reimbursement for staff development programs conducted on regular school days.

Staff development days shall not be counted as instructional days.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Notification of the schedule of minimum days shall be sent to all parents/guardians at the beginning of the school year. If any minimum days are added to the schedule, the Superintendent or designee shall notify parents/guardians of the affected students as soon as possible and at least one month before the scheduled minimum day. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

Note: Pursuant to Elections Code 12283, the Governing Board may determine whether to keep a school open or closed on an election day when the school will be used as a polling place. In some cases, districts have closed the school for safety reasons, as a precaution against the large number of visitors on school grounds. Elections officials are required to request the use of the school within sufficient time in advance of the school year so that the Board can make this determination before school calendars are printed and distributed to parents/guardians.

If a school will be used as a polling place on an election day, the Board shall determine whether to continue school in session, designate the day for staff training and development, or close the school to students and nonclassified staff. (Elections Code 12283)

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

(cf. 5113 - Absences and Excuses)

Legal Reference: (see next page)

SCHOOL CALENDAR (continued)

Legal Reference:

EDUCATION CODE

37200-37202 *School calendar*

37220-37223 *Holidays*

37252-37254.1 *Summer school*

37300-37307 *Year-Round School Demonstration Project*

37600-37672 *Continuous school programs: year-round schools, especially:*

37618 *School calendar*

37700-37711 *Four-day week*

41422 *Schools not maintained for 175 days*

41530-41532 *Professional Development Block Grant*

46200-46206 *Incentives for longer instructional day and year*

46300 *Method of computing ADA*

48980 *Notice at beginning of term*

REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

44579-44579.6 *Instructional Time and Staff Development Reform Program*

ELECTIONS CODE

12283 *School closures, election days*

COURT DECISIONS

Butt v. State of California, (1992) 4 Cal 4th 668

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

Davis Joint Unified School District, (1984) PERB Decision No. 474

Management Resources:

WEB SITES

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

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

California Public Employment Relations Board: <http://www.perb.ca.gov>

Secretary of State's Office: <http://www.ss.ca.gov>

Center Joint Unified School District

Board Policy

School Calendar

BP 6111

Instruction

For each school, the Governing Board shall adopt a calendar that meets the requirements of law as well as the needs of the community, students, and the work year as negotiated with the district's employee organization(s). As appropriate, the Superintendent or designee shall ensure that the proposed calendar is aligned with assessment and accountability schedules in order to support the district's goals for student achievement.

(cf. 0200 - Goals for the School District)

(cf. 4143/4243 - Negotiations/Consultation)

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

Each school calendar shall show the beginning and ending school dates, legal and local holidays, staff development days, orientation days, minimum days, vacation periods, and other pertinent dates.

(cf. 6112 - School Day)

(cf. 6115 - Ceremonies and Observances)

(cf. 6117 - Year-Round Schedules)

(cf. 6177 - Summer School)

The district shall offer 180 days of instruction per school year, unless the district and employee organization(s) have negotiated to reduce the days of instruction in any school year through 2012-13 pursuant to the authorization in Education Code 42605.

(cf. 1431 - Waivers)

Staff development days shall not be counted as instructional days.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Notification of the schedule of minimum days shall be sent to all parents/guardians at the beginning of the school year. If any minimum days are added to the schedule, the Superintendent or designee shall notify parents/guardians of the affected students as soon as possible and at least one month before the scheduled minimum day. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

If a school will be used as a polling place on an election day, the Board shall determine whether to continue school in session, designate the day for staff training and development, or close the school to students and nonclassified staff. (Elections Code 12283)

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

(cf. 5113 - Absences and Excuses)

Legal Reference:

EDUCATION CODE

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37220-37223 Holidays

37252-37254.1 Summer school

37300-37307 Year-Round School Demonstration Project

37600-37672 Continuous school programs: year-round schools, especially:

37618 School calendar

37700-37711 Four-day week

41422 Schools not maintained for 175 days

41530-41532 Professional Development Block Grant

46200-46206 Incentives for longer instructional day and year

46300 Method of computing ADA

48980 Notice at beginning of term

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California Public Employment Relations Board: <http://www.perb.ca.gov>

Secretary of State's Office: <http://www.ss.ca.gov>

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: February 17, 2010 Antelope, California