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, May 15, 2013 - 6:00 p.m.

STATUS

- I. CALL TO ORDER & ROLL CALL 5:15 p.m.
- II. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION
 - 1. Public Employee Performance Evaluation (Certificated) Superintendent (G.C.§54957)
 - Conference with Labor Negotiator, David Grimes, Re: CSEA and CUTA (G.C. §54957.6)
 - 3. Student Expulsions/Readmissions (G.C. §54962)
- III. PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION
- IV. CLOSED SESSION 5:15 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. STAFF RECOGNITIONS

Info

1. Retirement Acknowledgments - David Grimes

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. STUDENT BOARD REPRESENTATIVE REPORTS (3 minutes each) Info 1. Center High School - Aleah Woods 2. McClellan High School - Ronnie Barnes/Tyler Baumann 3. Antelope View Charter School - Denis Bratan 4. Global Youth Charter School - Niko Morris XI. ORGANIZATION REPORTS (3 minutes each) Info CSEA - Cyndy Mitchell, President 2. **CUTA - Heather Woods. President** XII. COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON Public THE AGENDA Comments Invited Anyone may address the Board regarding any item that is within the Board's subject matter jurisdiction. However, the Board may not 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. XIII. **BOARD / SUPERINTENDENT REPORTS** (10 minutes) Info XIV. **CONSENT AGENDA** (5 minutes) Action NOTE: The Board will be asked to approve all of the following items by a single vote, unless any member of the Board asks that an item be removed from the consent agenda and considered and discussed separately. Approve Adoption of Minutes from April 17, 2013 Regular Meeting 1. Governance 2. Approve Adoption of Minutes from May 1, 2013 Special Meeting 1 3. **Approve Classified Personnel Transactions** Personnel 4. Approve Certificated Personnel Transactions 5. Approve 2013-2014 Salary Schedules 1 6. Deny Request for Leave of Absence Spec Ed. 7. Ratify 2012/2013 Individual Service Agreements: 2012/13-179-182 Easter Seals 8. 1 Approve Multiple Measures Online Assessment Reporting System (MMARS) for the 2013/14 Fiscal Year 9. Approve Consulting Agreement for enVision Consulting Group, Inc. For 2012/13 Curr & Inst School Accountability Report Card Services Approve 2013/14 AVID Implementation Agreement 10. 11. 1 Approve California High School Exit Exam (CAHSEE) Waiver Request -McClellan 12. 1 Approve California High School Exit Exam (CAHSEE) Waiver Request - CHS 13. Approve Field Trip: CHS Football to University of Nevada, Reno l 1 14. Approve CIF Representatives 2013-2014 - CHS 15. Approve Professional Services Agreement: Dr. Howard Taft M.D. 1 16. Approve 2012/13 Safe School and Emergency Preparedness Plan - CHS Facilities & Op. 17. 1 Approve Professional Services Agreement: Loy Mattison Enterprises 18. Approve Professional Services Agreement: Monte Lund ţ 19. Approve Contract with All Phase Construction & Engineering for Center High Į School Tennis Courts Paving Project 20. 1 Approve Contract with All Phase Construction & Engineering for Dudley, Spinelli, & McClellan School Playgrounds and Parking Lot Paving Project 21. Approve Contract with California Pavement Maintenance Co., Inc., for North 1 Country and Oak Hill Schools Parking Lots Paving Repair Project ı 22. Approve Contract with Horizon Brothers Painting for Spinelli, North Country, & Oak Hill Elementary Schools Painting Project 1 23. Approve Contract with JPA Designs for Center High School Painting Project 1 24. Approve Contract with JPA Designs for Old Junior High and McClellan High

Schools Painting Project

25. Approve Contract with JPA Designs for Wilson Riles Middle School Painting Project

Business

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- 26. Approve Renewal of Mandated Costs Prep Contract to School Innovations & Achievement for Fiscal Year 2013/14
- 27. Approve Third Interim Report for Fiscal Year 2012/13 as of April 30, 2013
 - 28. Approve Payroll Orders: July 2012 April 2013
- 1 29. Approve Supplemental Agenda (Vendor Warrants)

XV. INFORMATION ITEMS (3 minutes)

Info

Action

Curr. & Inst.

1. Conference: "2013 AVID Summer Institute, Sacramento, CA" - J. Slay, J. Law, J. Frisch & TBA (Riles)

XVI. BUSINESS ITEMS

Personnel

1

A. <u>Declaration of Need for Fully Qualified Educators 2013/14 SY</u>
The Department of Education and the Commission on Teacher
Credentialing regulations for the issuance of emergency teaching
credentials require individual districts to submit a "Declaration of
Need for Fully Qualified Educators" each year for any anticipated
certificated positions that may need to be filled with an individual
holding an emergency credential.

Action

B. Resolution #9/2012-13: Layoff For Lack of Work or Lack of Funds
This resolution is a result of lack of funds/lack of work. Per Article XVII
of the CSEA/CUSD Agreement, affected employees will be sent notice
of layoff no less than sixty (60) calendar days prior to the effective
layoff date.

PUBLIC HEARING: The Board of Trustees has set this time aside to hear public comments on transferring of categorical funds to any educational purpose. The 2009-2010 Budget Act gives school districts the flexibility to transfer all "Tier III" categorical programs to any other educational purpose.

Business

C. <u>Authorization For Tier III Categorical Funding Flexibility Transfer</u> Action for FY 2013/14

To take advantage of the flexibility provisions described in the 2009/10 Budget Act, school district have the ability to transfer all "Tier III" categorical programs for "any educational purpose to the extent permitted by federal and state law". The flexibility to transfer funds from these programs is authorized through fiscal year 2014/15.

XVII. OLD BUSINESS

This item was tabled at the April 17, 2013 Board Meeting.

Governance	A.	Secon	d Reading	: Board Policies/R	egulations/Exhibits	Action
		Revise	AR	0420.4	Charter School Authorization	
		Revise	BP	0420.42	Charter School Renewal	
		Revise	BP	0420.43	Charter School Revocation	
		Revise	BP/AR	1312.3	Uniform Complaint Procedures	
		Revise	BP/AR	3260	Fees and Charges	
		Revise	AR	3543	Transportation Safety and Emergencies	
		Revise	BP	4030	Nondiscrimination in Employment	
		Revise	AR	4161.2/4261.2/4361.2	Personal Leaves	
		Revise	AR	4217.3	Layoff/Rehire	
		Revise	BP/AR	5113.1	Chronic Absence and Truancy	
		Revise	AR	5125	Student Records	
		Revise	AR	5141.31	Immunizations	

Revise	BP/AR	5144.1	Suspension and Expulsion/Due Process
Revise	BP	5145.6	Parental Notifications
Revise	BP/AR	5148.3	Preschool/Early Childhood Education
Revise	BP/AR/E	6161.1	Selection and Evaluation of Instructional Materials
Revise	BP	6161.11	Supplementary Instructional Materials
Revise	AR	6173.1	Education for Foster Youth
Revise	BP/AR/E(1)	6174	Education for English Language Learners
Delete	E(2-6)	6174	Education for English Language Learners
Revise	BP/AR	7214	General Obligation Bonds
Revise	BB	9322	Agenda/Meeting Materials
Revise	BB	9323.2	Actions by the Board
Add	E	9323.2	Actions by the Board

XVIII. ADVANCE PLANNING

Info

- a. Future Meeting Dates:
 - Regular Meeting: Wednesday, June 12, 2013 @ 6:00 p.m. District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747
- b. Suggested Agenda Items:

XIX. CONTINUATION OF CLOSED SESSION (Item IV)

Action

XX. ADJOURNMENT Action

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Personnel Department

Date: May 15, 2013 Action Item

To: Board of Trustees Information Item

From: David Grimes # Attached Pages
Director of Personnel

SUBJECT: Retirement Acknowledgements

David Grimes, Director of Personnel, will acknowledge certificated and classified retirees.

Retirees

Joanne Underwood Dudley Elementary

Christine Wesley North Country Elementary

Jolan Wall Spinelli Elementary
Patricia Spitze Oak Hill Elementary
Kay Morrison Oak Hill Elementary
Gerald Kuehner McClellan High

Gerald Kuehner McClellan High Gary Habedanck Center High

Renate Gagne Oak Hill Elementary
Paula Lubinsky Oak Hill Elementary

RECOMMENDATION:

AGENDA ITEM #

Center Joint Unified School District

		AGENDA REQUEST FOR:		
Dept./Site:	Superintendent's Office	Action Item X		
То:	Board of Trustees	Information Item		
Date:	May 15, 2013	#Attached Pages		
From:	Scott A. Loehr, Superintendent			
Principal's	nitials:			

SUBJECT: Adoption of Minutes

The minutes from the following meeting are being presented:

April 17, 2013 Regular Meeting

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

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, April 17, 2013

MINUTES

OPEN SESSION - CALL TO ORDER - President Anderson called the meeting to order at 5:15 p.m.

ROLL CALL - Trustees Present: Mrs. Anderson, Mr. Hunt, Mrs. Kelley, Mrs. Pope,

Mr. Wilson

Administrators Present: Scott Loehr, Superintendent

Craig Deason, Assist. Supt., Operations & Facilities

Jeanne Bess, Director of Fiscal Services

David Grimes, Director of Personnel/Student Services

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

- 1. Public Employee Performance Evaluation (Certificated) Superintendent (G.C.§54957)
- 2. Conference with Labor Negotiator, David Grimes, Re: CSEA and CUTA (G.C. §54957.6)
- 3. Student Expulsions/Readmissions (G.C. §54962)

PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION

CLOSED SESSION - 5:15 p.m.

OPEN SESSION - CALL TO ORDER - 6:07 p.m.

FLAG SALUTE - led by Marv Lord

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

ADOPTION OF AGENDA - There was a motion to approve the adoption of the agenda as amended: Pull Consent Agenda Items 2 & 8.

Motion: Wilson Vote: General Consent

Second: Anderson

STUDENT BOARD REPRESENTATIVE REPORTS

- Center High School Gabrielle Storev
- Junior Prom was the 24th of March at Morgan Creek
- Sports-o-Rama tryouts are next week, with the event in a couple weeks
- Top Ten Dinner was last week to honor the top students
- Talent Show last Thursday; worked out really great

STUDENT BOARD REPRESENTATIVE REPORTS (continued)

- 2. McClellan High School Ronnie Barnes was not available to report
- 3. Antelope View Charter School & Global Youth Charter School Niko Morris
 The representative for AVCS was not available, so both AVCS & Global reports were given by Niko Morris.
- STAR testing is going on this week; so far have they have had perfect attendance for STAR testing at Global Youth
- for both AVCS & Global, there is going to be an open enrollment and information night next Thursday, April 25
- last Friday was the 2nd year of having their Battle of the Sexes rally; went really well the guys won
- next week they will be having their Six Flags field trip for students who have earned all A's & B's

ORGANIZATION REPORTS

- 1. CSEA Cyndy Mitchell, President, was not available to present.
- 2. CUTA Heather Woods, President, noted that amazing things are going on: Sly Park, Husky Olympics, science fairs, author days, leadership day, civil war re-enactment, open houses, Mystery at Shady Acres play, and a talent show at the high school. She said that she is amazed at the amount of activities that are going on for our students with the reduced amount of people. The overall feeling after all of these activities is stress. She asked that if you see a teacher in the next couple of weeks, to please tell them how much they are appreciated. She noted that they hope to see the board out at many of the upcoming activities still remaining at the sites. Trustee Kelley asked about Senior Ball. It was noted that the Senior Ball will be at the Croatian American Cultural Center.

REPORTS/PRESENTATIONS

- **1. Williams Uniform Complaint Quarterly Reporting -** David Grimes, Director of Personnel & Student Services, reported that there were no items to report at this time.
- 2. Technology Update Craig Deason, Assistant Superintendent of Operations & Facilities, noted that we have great Supervisors that make his job a whole lot easier. Laura Kasey, Food Services Manager, is serving more kids than before; she's doing a great job keeping us in the black. She is doing a great job following all rules and laws for food services, and she is doing a great job building a great environment for the staff that she works with. She is also working on customer service for our kids. Isabella Maranon, in Transportation, has trained about 15 new bus drivers since she has been here. She is providing a consistent, positive environment. She was also able to get us 5 new buses at no cost to the district. Marv Lord & Eugene Graham, in Computer Services are doing a great job working with the site techs to cannibalize our computers to keep them up and running. They hold recycle fundraisers with our computers that no longer work. They also use computers from the community to help keep our computers working. Marv Lord then gave a report to the Board about our hardware and infrastructures we are using, needs that are coming up soon and in the future, as well as possible funding to mitigate these problems.

Trustee Wilson asked if we would be able to go to voiceover technology. Mr. Lord noted that when the district built the system for the district they built it right. He noted that we are ready to go as fast and as hard as we want. Mr. Deason noted that when we modernize sites we do put in phone systems that are capable of voiceover IPs and we have reduced the number of centrex lines. We run it to a computer and then to the school sites. Currently, Dudley, Spinelli, Wilson Riles, and Oak Hill have been upgraded.

REPORTS/PRESENTATIONS (continued)

Trustee Anderson noted that they are doing a good job blocking spam email, but somehow there is some that get through that look like they are from someone within the district. Mr. Lord noted that if they don't recognize it or it doesn't look right, delete it. He noted that there are some utilities that you can go through that can be run to clean it. Trustee Kelley asked how many computers are more than 4 years old. Mr. Lord noted that as of a year ago about 89% were more than 4 years old. She asked if we have a plan for rotating them. Mr. Loehr noted that we are trying to have the backbone in place (the servers) before we go to something like ebooks, ipads, etc. Trustee Kelley noted that she would like to see a replacement plan in place that says we need to spend X amount of money. Mr. Lord noted that we are trying to avoid that avenue at this point because we don't know what the budget will be from year to year. We are trying to repair what we have and keep them running. A plan is in the works; they are still shopping around to see what route we should take. Mr. Loehr noted that we will continue with our tech plan but will try to bring in a "wish list" proposal. Trustee Hunt noted that with smaller devices, the technology is out there, but the programs are ready with the curriculum.

COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA -

Cindy Campbell, parent, noted that the Antelope Community Carnival went well. They were pleased with the results. They made about \$10,000 for the Riles PTA. Each of the sites volunteered to sell tickets at their sites. Those sites are each being given \$100.00.

Mike Jordan, Principal at Center High School, noted that there is an FBLA trip coming up that didn't make it on the agenda, but will be placed on the May 15th agenda. The other item is the WASC visit coming up this Sunday; they would like to meet with the Governing Board and Cabinet from 5:00 – 6:00 p.m. in the Library.

BOARD/SUPERINTENDENT REPORTS

Mrs. Pope

- thanked Mr. Lord for the great presentation; excited for what is coming up in the future
- attended the Riles Community Carnival; there was a great turn out
- attended Author Day at Oak Hill: this has been hosted by the Oak Hill PTA for 19 years
- has another Governance meeting this weekend; thanked Mr. Loehr & Mrs. Hunt for helping her prepare for the meeting
- stopped by Dudley; their parking lot was just refinished
- Comcast Day will be April 27 at Dudley
- attended the Top Ten Dinner for Center High School

Mrs. Anderson

- went to the Carnival; great community event
- looking forward to the graduations; its always a treat
- asked that if any of the elementary sites are having 6th grade promotions, to please let them know

Mr. Hunt

- thanked Mrs. Campbell for her work; asked Mrs. Frisch if she has ever seen a fundraiser like this
- noted that he is the director of public affairs for the local Church of Jesus Christ Latter Day Saints, which covers the Citrus Heights and Antelope area and noted that they are bringing some volunteers to the Comcast Day at Dudley on the 27th

Mrs. Kelley

- apologized for not making it to the Top Ten Dinner

BOARD/SUPERINTENDENT REPORTS (continued)

Mr. Loehi

- noted that the Top Ten Dinner was a nice event; Mr. Jordan and Mrs. Winborne did a nice job organizing
- wished everyone good luck on the STAR testing; visited McClellan High School, but found that the students were testing and couldn't go into classrooms
- looking forward to the Special Board Meeting on May 1; we have a good collection of names
- thanked Cindy & Joe Campbell for allowing the Endowment to use the SOS money to pay for a replacement Cougar mascot for CHS
- noted how fast this year has gone by
- also noted that he appreciates everything everyone does for the district

Mr. Wilson

- food at Top Ten Dinner was fantastic
- toured the high school, including Project Lead the Way; next couple of tours may be checking out programs rather than all classrooms

CONSENT AGENDA

- 1. Approved Adoption of Minutes from March 20, 2013 Regular Meeting
- 2. This item was pulled for separate consideration.
- 3. Approved Classified Personnel Transactions
- 4. Ratified 2012/2013 Individual Service Agreements:

2012/13-179-181 Communication Technology Education Center

- 5. Ratified 2012/13 PACT Training
- 6. Approved Notice of Completion for the Dudley Elementary School Parking Lot Paving Repair Project
- 7. Approved Payroll Orders: July 2012 March 2013
- 8. This item was pulled for separate consideration.

Motion: Kelley

Vote: General Consent

Second: Anderson

CONSENT AGENDA ITEMS PULLED FOR SEPARATE CONSIDERATION

2. Approved Adoption of Minutes from April 3, 2013 Special Meeting With correction of spelling error of name.

Motion: Wilson

Vote: General Consent

Second: Hunt

8. Approved Supplemental Agenda (Vendor Warrants)

Motion: Anderson

Ayes: Anderson, Hunt, Kelley, Pope

Second: Kelley

Noes: None Abstain: Wilson

BUSINESS ITEMS

A. TABLED - Second Reading: Board Policies/Regulations/Exhibits

Revise	AR	0420.4	Charter School Authorization
Revise	BP	0420.42	Charter School Renewal
Revise	BP	0420.43	Charter School Revocation
Revise	BP/AR	1312.3	Uniform Complaint Procedures
Revise	BP/AR	3260	Fees and Charges
Revise	AR	3543	Transportation Safety and Emergencies
Revise	BP	4030	Nondiscrimination in Employment
Revise	AR	4161.2/42	261.2/4361.2 Personal Leaves
Revise	AR	4217.3	
Revise	BP/AR	5113.1	Chronic Absence and Truancy
Revise	AR	5125	Student Records
Revise	AR	5141.31	Immunizations
Revise	BP/AR	5144.1	
Revise	BP	5145.6	Parental Notifications
Revise	BP/AR	5148.3	Preschool/Early Childhood Education
Revise	BP/AR/	E 6161.1	Selection and Evaluation of Instructional Materials
Revise	BP	6161.11	Supplementary Instructional Materials
	AR		Education for Foster Youth
Revise	BP/AR/	E(1) 6174	Education for English Language Learners
		6174	Education for English Language Learners
Revise	BP/AR	7214	General Obligation Bonds
Revise	BB	9322	Agenda/Meeting Materials
Revise	BB	9323.2	Actions by the Board
Add	Ε	9323.2	Actions by the Board

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

Motion: Anderson

Second: Hunt

There was a motion to approve.

Motion: Hunt

Ayes:

Second: Kelley

Noes: Pope

Trustee Pope noted that she would like to see the original written policies from way back compared to the new policies.

There was a substitute motion to TABLE this item.

Motion: Anderson This motion is non-debatable.

Ayes: Pope, Anderson, Hunt, Kelley, Wilson

Noes: None

Trustee Anderson noted that she thinks it would be a real eye-opener to see how policies were originally written.

BUSINESS ITEMS (continued)

B. APPROVED - Resolution #7/2012-13: Resolution in Acknowledgement, Appreciation, Acceptance of Gibson Ranch Regional Park Event Donation

Cindy Campbell, parent, explained that we are trying to get approval for an event that is to be held at Gibson Ranch for the benefit of Center Joint Unified School District. There would be concerts, carnival rides, possibly car shows (all still in the planning phase). They went to a meeting, but there was no vote. They will need to present at the Sacramento County Parks Commission. That meeting is April 26th at 6:00 p.m. at 701 H Street in Sacramento; they need people to attend the meeting and people to write letters in support of the event. Trustee Pope noted that there was a Country Concert last year that raised \$50,000 with a one day event.

Motion: Anderson

Vote: Anderson, Hunt, Kelley, Wilson

Second: Hunt

Noes: None Abstain: Pope

C. APPROVED - Resolution #8/2012-13: Local Control Funding Formula

There was a motion to amend the resolve section to say in the next to last paragraph, third line down "...agencies are at a minimum restored to undeficited funding levels of 2012-13...". Also, add a sentence at the end of that paragraph to say "Additionally, all LEA apportionments will be paid prior to implementation of the new funding formula."

Motion: Kelley

Vote: General Consent

Second: Hunt

CONTINUATION OF CLOSED SESSION – 7:24 p.m.

RETURN TO OPEN SESSION -8:13 p.m.

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

ADVANCE PLANNING

- a. Future Meeting Dates:
 - i. Special Meeting: Wednesday, May 1, 2013 @ 6:00 p.m. Center High School Theater, 3111 Center Court Lane, Antelope, CA 95843
 - ii. Regular Meeting: Wednesday, May 15, 2013 @ 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 — 8:14 p.m.

Motion: Kelley

Vote: General Consent

Second: Hunt

	Respectfully submitted,
	Scott A. Loehr, Superintendent Secretary to the Board of Trustees
Jeremy Hunt, Clerk Board of Trustees	
Adoption Date	

CONSENT AGENDA

Center Joint Unified School District

	менно под выдражива мененно се завеля под бого в мене объяване, бого вой, мененно ил объяване от от того менен	AGENDA REQUEST FOR:
Dept./Site:	Superintendent's Office	Action Item X
To:	Board of Trustees	Information Item
Date:	May 15, 2013	#Attached Pages2
From:	Scott A. Loehr, Superintendent	
Principal's	Initials:	

SUBJECT: Adoption of Minutes

The minutes from the following meeting are being presented:

May 1, 2013 Special Meeting

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

CENTER JOINT UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES SPECIAL MEETING Center High School Theater 3111 Center Court Lane, Antelope, CA 95843

Wednesday, May 1, 2013

MINUTES

CALL TO ORDER - Trustee Wilson called the meeting to order at 5:15 p.m.

ROLL CALL -

Trustees Present:

Mrs. Anderson, Mr. Hunt, Mrs. Kelley, Mrs. Pope,

Mr. Wilson

Administrators Present:

Scott Loehr, Superintendent

Craig Deason, Assist. Supt., Operations & Facilities

Jeanne Bess, Director of Fiscal Services

David Grimes, Director of Personnel/Student Services

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

1. Public Employee Performance Evaluation (Certificated) - Superintendent (G.C.§54957)

PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION - none

CLOSED SESSION - 5:15 p.m.

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

FLAG SALUTE - led by Jeremy Hunt

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:

Kellev

Vote: General Consent

Second:

Pope

COMMENTS FROM THE AUDIENCE REGARDING ITEMS ON THE AGENDA - None

STUDENT RECOGNITIONS

1. Student Recognitions from Various Sites - students were presented certificates for various accomplishments.

ADVANCE PLANNING

- a. Future Meeting Dates:
 - i. Regular Meeting: Wednesday, May 15, 2013 @ 6:00 p.m. District Board Room Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747
- b. Suggested Agenda Items:

ADJOURNME	NT - 6:46 p.	.m.	
	Motion: Hu Second: Po		Vote: General Consent
			Respectfully submitted,
			Scott A. Loehr, Superintendent Secretary to the Board of Trustees
Jeremy Hunt, Board of Trus			
Adoption Date			

Center Joint Unified School District

Dept./Site:	AC Personnel Department	SENDA REQUEST FOR:			
Date:	May 15, 2013	Action Item X			
То:	Board of Trustees	Information Item			
From:	David Grimes, Vision Director of Personnel/Student Services	# Attached Pages <u>1</u>			
SUBJECT: CLASSIFIED PERSONNEL TRANSACTIONS					
RESIGNATION:	Alicia Marinelli, Cafeteria Worke	•			

RECOMMENDATION: Approve Classified Personnel Transactions as

Submitted

AGENDA ITEM # XIV - 3

Alicia Marinelli has resigned from her Cafeteria Worker position at Oak Hill Elementary School effective April 30, 2013.

AGENDA ITEM # X/V- 4

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site:

Personnel Department

Action Item

<u>X</u>

Date:

May 15, 2013

Information Item

To:

Board of Trustees

Attached Pages

1

From:

David Grimes, Director of Personnel and Student Services

Subject: Certificated Personnel Transactions

Retirements

Paula Keenan-Lubinsky, Oak Hill Elementary School Gerald Kuehner, McClellan High School Kay Morrison, Oak Hill Elementary School

Resignations

Lisa Coronado, Dudley

Recommendation: Approve Certificated Personnel Transactions as Submitted

X1V-4

Retirements

Paula Keenan-Lubinsky has submitted her intent to retire from her position as First Grade Teacher, Oak Hill Elementary School, effective end of day on May 31, 2013.

Gerald Kuehner has submitted his intent to retire from his position as Independent Study Teacher, McClellan High School, effective end of day on May 31, 2013.

Kay Morrison has submitted her intent to retire from her position as Kindergarten Teacher, Oak Hill Elementary School, effective end of day on May 31, 2013.

Resignations

Lisa Coronado has submitted a voluntary resignation as Principal of Dudley Elementary and is requesting to be reassigned to a certificated position.

Center Joint Unified School District					
Dept./Site:	Personnel Department	AGENDA REQUEST FOR:			
Date:	May 15, 2013	Action Item X			
То:	Board of Trustees	Information Item			
From:	David Grimes, A. H. Director of Personnel/Student Service	# Attached Pages <u>16</u>			
SUBJECT: 2013-2014 Salary Schedules					
Submitted for your review and approval are the 2013-2014 Salary Schedules for Center Joint Unified School District.					
Hourly schedules remain the same as the 2012-2013 School Year. Annual schedules reflect the reinstatement of 4 furlough days from the 2012-2013 school year.					

RECOMMENDATION: Approve 2013-2014 Salary Schedules as Submitted

CENTER JOINT UNIFIED SCHOOL DISTRICT TITLE 1 ACADEMIC COORDINATOR SALARY SCHEDULE 98 (198 DAYS)

2013-2014

	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V
STEPS	ВА	BA + 36	BA + 48	BA + 60	BA + 72*
1	39,959	41,959	44,056	46,258	
2	41,557	43,637	45,818	48,108	
3	43,219	45,382	47,651	50,032	
4	44,948	47,197	49,557	52,033	
5	46,746	49,085	51,539	54,114	
66	48,616	51,048	53,601	56,279	59,097
7	50,561	53,090	55,745	58,530	61,461
8	52,583	55,214	57,975	60,871	63,919
9		57,423	60,294	63,306	66,476
10			62,706	65,838	69,135
11				68,472	71,900
12				71,211	74,776
14				73,347	77,019
16				75,547	79,330
18				77,813	81,710
20				80,147	84,161

^{*}Employees hired after July 1, 1989, must be in the District at least five (5) years prior to movement into Class V.

PHD/ED

\$750

^{**}Teachers earning a Masters Degree from an accredited institution shall receive \$500 for each, effective July 1, 1995.

CENTER JOINT UNIFIED SCHOOL DISTRICT AVCS CERTIFICATED SALARY SCHEDULE 51 (183 DAYS)

2013-2014

	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V
STEPS	BA	BA + 36	BA + 48	BA + 60	BA + 72*
1	36,932	38,780	40,718	42,754	
2	38,409	40,331	42,347	44,464	
3	39,945	41,944	44,041	46,243	
4	41,543	43,622	45,803	48,093	
5	43,205	45,367	47,635	50,017	
6	44,933	47,182	49,540	52,018	54,620
	46,730	49,069	51,522	54,099	56,805
8	48,599	51,032	53,583	56,263	59,077
9		53,073	55,726	58,514	61,440
10			57,955	60,855	63,898
11				63,289	66,454
12				65,821	69,112
14				67,796	71,186
16				69,830	73,321
18				71,924	75,521
20			**	74,082	77,786

Longevity 3% (Class IV & V) Steps 14 - 16 - 18 - 20

Masters** \$500 PHD/ED \$750

*Employees hired after July 1, 1989, must be in the District at least five (5) years prior to movement into Class V.

^{**}Teachers earning a Masters Degree from an accredited institution shall receive \$500 for each, effective July 1, 1995.

CENTER JOINT UNIFIED SCHOOL DISTRICT CERTIFICATED SALARY SCHEDULE - APPENDIX A

2013-2014 (183 days)

98 7 ,77	74,082			, <u></u>	50
15,521	11,924				18
13E,ET	068,69	1			91
981,17	967,78				Þ١
211,69	128,83				15
t5t'99	682,289				11
868,68	528,09	336,72 I]		01
044,18	p12,82	55,726	£70,£2]	6
770,63	592,83	583,583	51,032	669'87	8
508,83	660'1⁄9	57,622	690'67	46,730	
24,620	52,018	049'64	47,182	44,933	9
-	710,03	989,74	46,367	43,205	S
•	£60,84	45,803	43,622	642,14	Þ
•	46,243	140,44	ÞÞ6 'lÞ	39'6'8	3
•	t9t ['] tt	745,24	40,331	904,88	7
•	42,754	817,04	38,780	36,932	l
27 + A2	09 + AB	8Þ + ∀8	BV + 36	∀8	STEPS
CF∀22 ∧	CLASS IV	CLASS III	CFY28 II	CF∀22 I	

Longevity 3% (Class IV & V) Steps 14 - 16 - 18 - 20 Masters** \$500

PHD/ED \$750

*Employees hired after July 1, 1989, must be in the District at least five (5) years prior to movement into Class V.

**Teachers earning a Masters Degree from an accredited institution shall receive \$500 for each, effective July 1, 1995.

CENTER JOINT UNIFIED SCHOOL DISTRICT CERTIFICATED MANAGEMENT SALARY SCHEDULE

2013-2014

POSITION	WORK YEAR	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
2-2:					 			
Asst. Supt. (ASCI)	225	\$99,919	\$102,916	\$106,004	\$109,184	\$112,460	\$115,834	\$119,309
Director of Personnel &			<u>.</u>	_	···			
Student Serv (DPSS)	215	\$83,068	\$85,560	\$88,127	\$90,771	\$93,494	\$96,299	\$99,188
High School Principal (HSP)	209	\$93,632	\$96,441	\$99,334	\$102,314	\$105,383	\$108,544	\$111,800
Continuation						0.00,000	\$100,011	\$111,000
HS Principal (CHSP)	209	\$81,683	\$84,133	\$86,657	\$89,257	\$91,935	\$94,693	\$97,534
H.S. Asst.								
Principal (HSVP)	200	\$75,928	\$78,206	\$80,552	\$82,969	\$85,458	\$88,022	\$90,663
Elem. Principal		. —						· · · · · · · · · · · · · · · · · · ·
(EPYR)	204	\$79,312	\$81,691	\$84,142	\$86,666	\$89,266	\$91,944	\$94,702
Elem. Asst.								·
Principal (EVPY)	200	\$70,458	\$72,572	\$74,749	\$76,991	\$79,301	\$81,680	\$84,130
Charter School								
Principal (CSP)	209	\$81,683	\$84,133	\$86,657	\$89,257	\$91,935	\$94,693	\$97,534
Middle School Asst						-		
Principal (MSAP)	200	\$72,344	\$74,514	\$76,749	\$79,051	\$81,423	\$83,866	\$86,382
Middle School			_					- · · · · ·
Principal (MSP)	209	\$83,124	\$85,618	\$88,187	\$90,833	\$93,558	\$96,365	\$99,256
Global Youth				_				
Administrator (GYA)	204	\$77,447	\$79,770	\$82,163	\$84,628	\$87,167	\$89,782	\$92,475
Continuation HS	•••							
Asst Principal (CHAP)	200	\$72,344	\$74,514	\$76,749	\$79,051	\$81,423	\$83,866	\$86,382
Charter School	000	Φ 7 5 650	A== 00=	000.45-	***	.		
Asst Principal (CSVP)	200	\$75,558	\$77,825	\$80,160	\$82,565	\$85,042	\$87,593	\$90,221

\$750

Masters: Longevity: \$500 Ed.D./Ph.D +1.0% after 8 years District service +2.0% after 10 years District service +2.5% after 13 years District service +3.0% after 15 years District service +3.5% after 18 years District service +4.0% after 20 years District service +6.0% after 25 years District service +8.0% after 30 years District service

CENTER JOINT UNIFIED SCHOOL DISTRICT CLASSIFIED MANAGEMENT SALARY SCHEDULE

2013-2014

POSITION	WORK	STEP	STEP	STEP	STEP	STEP	STEP
	YEAR	1	2	3	4	5	6
Assistant Supt.	· · · · · · · · · · · · · · · · · · ·						
Facilities/Operations	261	\$102,917	\$106,005	\$109,185	\$112,461	\$115,835	\$119,310
Director of Fiscal							
Services (DFS)	261	\$85,560	\$88,127	\$90,771	\$93,494	\$96,299	\$99,188
Technology						•	
Coordinator (TCD)	261	\$77,781	\$80,114	\$82,517	\$84,993	\$87,543	\$90,169
Supv/Nutrition							
Services (SNS)	261	\$59,147	\$60,921	\$62,749	\$64,631	\$66,570	\$68,567
Transportation							
Supv/Trainer (TST)	261	\$57,143	\$58,857	\$60,623	\$62,442	\$64,315	\$66,244

Masters:

\$500

Ed.D./Ph.D.:

\$750

Longevity:

+1.0% after 8 years District service

+2.0% after 10 years District service

+2.5% after 13 years District service

+3.0% after 15 years District service

+3.5% after 18 years District service

+4.0% after 20 years District service

+6.0% after 25 years District service

+8.0% after 30 years District service

Vacation:

 1 to 4 years
 21 days

 5 to 9 years
 22 days

 10 to 14 years
 23 days

 15 to 19 years
 24 days

 20 years +
 25 days

CENTER JOINT UNIFIED SCHOOL DISTRICT CLASSIFIED HOURLY WAGE SCHEDULE

APPENDIX B

2013-2014

Range / Step	1	2	3	4	5	6
A	\$10.37	\$10.89	\$11.43	\$12.00	\$12.60	\$13.23
B	\$10.63	\$11.16	\$11.72	\$12.31	\$12.93	\$13.58
C	\$10.90	\$11.45	\$12.02	\$12.62	\$13.25	\$13.91
C1	\$11.04	\$11.59	\$12.17	\$12.78	\$13.42	\$14.09
D	\$11.17	\$11.73	\$12.32	\$12.94	\$13.59	\$14.27
E	\$11.45	\$12.02	\$12.62	\$13.25	\$13.91	\$14.61
F	\$11.74	\$12.33	\$12.95	\$13.60	\$14.28	\$14.99
G	\$12.03	\$12.63	\$13.26	\$13.92	\$14.62	\$15.35
Н	\$12.33	\$12.95	\$13.60	\$14.28	\$14.99	\$15.74
	\$12.64	\$13.27	\$13.93	\$14.63	\$15.36	\$16.13
J	\$12.96	\$13.61	\$14.29	\$15.00	\$15.75	\$16.54
K	\$13.28	\$13.94	\$14.64	\$15.37	\$16.14	\$16.95
L	\$13.61	\$14.29	\$15.00	\$15.75	\$16.54	\$17.37
	\$13.95	\$14.65	\$15.38	\$16.15	\$16.96	\$17.81
N	\$14.30	\$15.02	\$15.77	\$16.56	\$17.39	\$18.26
0	\$14.66	\$15.39	\$16.16	\$16.97	\$17.82	\$18.71
Р	\$15.03	\$15.78	\$16.57	\$17.40	\$18.27	\$19.18
Q	\$15.41	\$16.18	\$16.99	\$17.84	\$18.73	\$19.67
R	\$15.80	\$16.59	\$17.42	\$18.29	\$19.20	\$20.16
S	\$16.20	\$17.01	\$17.86	\$18.75	\$19.69	\$20.67
Т	\$16.61	\$17.44	\$18.31	\$19.23	\$20.19	\$21.20
U	\$17.03	\$17.88	\$18.77	\$19.71	\$20.70	\$21.74
	\$17.46	\$18.33	\$19.25	\$20.21	\$21.22	\$22.28
W	\$17.90	\$18.80	\$19.74	\$20.73	\$21.77	\$22.86
X	\$18.35	\$19.27	\$20.23	\$21.24	\$22.30	\$23.42
Y	\$27.67	\$29.05	\$30.50	\$32.03	\$33.63	\$35.31
Z	\$29.90		 	<u> </u>	\$ 00.00	Ψ00.01
	id once on and strict service strict service strict service	niversary date of hire \$250 \$500 \$750 \$1000		Vacation 1 to 3 years 4 to 8 years 9 to 12 years 13 to 19 years 20 Years +	12 days 15 days 18 days 20 days 22 days	

CENTER JOINT UNIFIED SCHOOL DISTRICT ANTELOPE VIEW CHARTER SCHOOL

2013-2014

POSITION	WORK	STEP	STEP	STEP	STEP	STEP	STEP
	YEAR	_ 1	2	3	4	5	6
Administrative Asst.			·				
(AA)	198	\$16.35	\$17.17	\$18.03	\$18.93	\$19.88	\$20.87
Custodian					· · · · · · · · · · · · · · · · · · ·	7.10,100	420.01
(CU)	214	\$13.30	\$13.97	<u>\$14.</u> 67	\$15.40	\$16.17	\$16.98

CENTER UNIFIED SCHOOL DISTRICT GLOBAL YOUTH CHARTER SCHOOL

2013-2014

POSITION	WORK	STEP	STEP	STEP	STEP	STEP	STEP
	YEAR	1	2	3	4	5	6
Office Manager							
(OM)	205	\$21.80	\$22.89	\$24.03	\$25.23	\$26.49	\$27.81
Paraprofessional							
(PP)	179	\$13.66	\$14.34	\$15.06	\$15.81	\$16.60	\$17.43
Paraprofessional/O	A						
(JF)	179						\$19.00

CENTER JOINT UNIFIED SCHOOL DISTRICT CONFIDENTIAL SALARY SCHEDULE

2013-2014

POSITION	WORK	STEP	STEP	STEP	STEP	STEP	STEP
	YEAR	1	2	3	4	5	6
Superintendent							
Secretary (SSEC)	261	\$23.30	\$24.47	\$25.70	\$26.99	\$28.34	\$29.76
Executive Asst	-						
(CAO)	261	\$18.39	\$19.31	\$20.28	\$21.29	\$22.35	\$23.47
Administrative							
Secretary (ADMN)	261	\$17.41	\$18.29	\$19.21	\$20.18	\$21.19	\$22.25
Personnel							
Tech (PTEC)	261	\$18.13	\$19.04	\$20.00	\$21.00	\$22.05	\$23.16
Lead Account							
Tech (LTEC)	261	\$19.10	\$20.06	\$21.06	\$22.11	\$23.22	\$24.38
Central Office							
Clerk (CCC)	261	\$14.39	\$15.11	\$15.87	\$16.66	\$17.49	\$18.36

Masters:

\$500

Ed.D./Ph.D.:

\$750

Longevity:

+1.0% after 8 years District service

+2.0% after 10 years District service

+2.5% after 13 years District service

+3.0% after 15 years District service

+3.5% after 18 years District service

+4.0% after 20 years District service

Vacation:

1 to 2 years 13 days 3 years 14 days 4 to 5 years 16 days 6 to 8 years 17 days 9 years 18 days 10 to 11 years 19 days 12 years 20 days 13 to 19 years 21 days 20 years + 22 days

CENTER JOINT UNIFIED SCHOOL DISTRICT PSYCHOLOGISTS AND COUNSELORS SALARY SCHEDULE 93 (193 DAYS)-APPENDIX A-2 2013-2014

	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V
STEPS	BA	BA + 36	BA + 48	BA + 60	BA + 72*
_ 1	38,949	40,899	42,943	45,090	47,345
2	40,507	42,535	44,661	46,894	49,239
3	42,127	44,236	46,447	48,770	51,209
4	43,812	46,005	48,305	50,721	53,257
5	45,564	47,845	50,237	52,750	55,387
6	47,387	49,759	52,246	54,860	57,602
7	49,282	51,749	54,336	57,054	59,906
8	51,253	53,819	56,509	59,336	62,302
9		55,972	58,769	61,709	64,794
10			61,120	64,177	67,386
11				66,744	70,081
12				69,414	72,884
14				71,496	75,071
16				73,641	77,323
18				75,850	79,643
20				78,126	82,032

Masters** \$500 PHD/ED \$750

^{**}Psychologists and Counselors earning a Masters Degree from an accredited institution shall receive \$500 each, effective July 1, 1995.

CENTER JOINT UNIFIED SCHOOL DISTRICT GYCS CERTIFICATED SALARY SCHEDULE 53 (183 DAYS)

2013-2014

	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V
STEPS	ВА	BA + 36	BA + 48	BA + 60	BA + 72*
1	36,932	38,780	40,718	42,754	
2	38,409	40,331	42,347	44,464	
3	39,945	41,944	44,041	46,243	
4	41,543	43,622	45,803	48,093	
5	43,205	45,367	47,635	50,017	
6	44,933	47,182	49,540	52,018	54,620
7	46,730	49,069	51,522	54,099	56,805
8	48,599	51,032	53,583	56,263	59,077
9		53,073	55,726	58,514	61,440
10			57,955	60,855	63,898
11				63,289	66,454
12				65,821	69,112
14				67,796	71,186
16				69,830	73,321
18				71,924	75,521
20				74,082	77,786

Longevity 3% (Class IV & V) Steps 14 - 16 - 18 - 20

Masters** \$500 PHD/ED \$750

*Employees hired after July 1, 1989, must be in the District at least five (5) years prior to movement into Class V.

^{**}Teachers earning a Masters Degree from an accredited institution shall receive \$500 for each, effective July 1, 1995.

CENTER JOINT UNIFIED SCHOOL DISTRICT PROGRAM SPECIALIST SALARY SCHEDULE 33 (205 DAYS)

2013-2014

	CLASS I	CLASS II	CLASS III	CLASS IV	CLASS V
STEPS	BA	BA + 36	BA + 48	BA + 60	BA + 72*
1	45,657	47,943	50,340	52,857	ı
2	47,483	49,861	52,354	54,971	
3	49,382	51,855	54,448	57,170	•
4	51,357	53,929	56,626	59,457	
5	53,411	56,086	58,891	61,835	
6	55,547	58,329	61,247	64,308	68,219
7	57,759	60,662	63,697	66,880	70,947
8	60,080	63,088	66,245	69,555	73,785
9		65,612	68,895	72,337	75,999
10			71,651	75,230	79,039
11				78,239	82,201
12				81,369	85,489
14				83,810	88,054
16				86,324	90,696
18				88,914	93,417
20				91,581	96,165

Masters** \$500 PHD/ED \$750

*Employees hired after July 1, 1989, must be in the District at least five (5) years prior to movement into Class V.

^{**}Teachers earning a Masters Degree from an accredited institution shall receive \$500 for each, effective July 1, 1995.

CENTER JOINT UNIFIED SCHOOL DISTRICT CERTIFICATED SUBSTITUE SALARY SCHEDULE

Regular Daily Rate: Full Day = \$125.00 Half Day = \$75.00

Long Term Substitute Rate: \$36,932/183 = \$201.82 Substitute long term rate is the daily rate of the 1st step on the Certificated Salary Schedule. Long term = 20 consecutive days in the same classroom assignment. This shall be paid retro active to the first day of the assignment.

CENTER JOINT UNIFIED SCHOOL DISTRICT CLASSIFIED SUBSTITUTE AND NOON DUTY SALARY SCHEDULE

Substitutes for classified positions shall be paid Step 1 from the Classified Salary Schedule for the position they are subbing in.

Noon Duty Aides shall be paid \$9.28 per hour.

Salary Schedule for Center Adult School Certificates. Teachers

Salary Determination (Based on 1281 hours/year)

Year 2013-2014

STEP	CLASS A	CLASS B	CLASS C	CLASS D	CLASS E
	BA or Std.	BA + 15 or Std.	BA + 30 or Std.	BA + 45 or Std.	BA + 60 or Std.
	Desgn. Cred.	Desgn Cred.	Desgn. Cred.	Desgn. Cred.	Desgn. Cred.
	with 2yrs. Voc.		With 8 Yrs. Voc.	With 11 Yrs.	With 14 Yrs.
	Or Trade Exp.	or Trade Exp.	Or Trade Exp.	Voc. Or Trade	Voc. Or Trade
1				Exp.	Exp.
1	33,946.50	34,625.43	35,317.94	36,024.30	36,744.78
2	34,625.43	35,317.94	36,024.30	36,744.78	37,479.68
3	35,317.94	36,024.30	36,744.78	37,479.68	38,229.27
4	36,024.30	36,744.78	37,479.68	38,229.27	38,993.86
5	36,744.78	37,479.68	38,229.27	38,993.86	39,773.74

Hourly Rate

STEP	CLASS A	CLASS B	CLASS C	CLASS D	CLASS E
	BA or Std.	BA + 15 or Std.	BA + 30 or Std.	BA + 45 or Std.	BA + 60 or Std.
·	Desgn. Cred.	Desgn Cred.	Desgn. Cred.	Desgn. Cred.	Desgn. Cred.
	with 2yrs. Voc.	With 5 Yrs. Voc	With 8 Yrs. Voc.	With 11 Yrs.	With 14 Yrs.
1	Or Trade Exp.	or Trade Exp.	Or Trade Exp.	Voc. Or Trade	Voc. Or Trade
ŀ				Exp.	Exp.
1	26.5	27.03	27.57	28.12	28.68
2	27.03	27.57	28.12	28.68	29.26
3	27.57	28.12	28.68	29.26	29.84
4	28.12	28.68	29.26	29.84	30.44
5	28.68	29.26	29.84	30.44	31.05

\$500 annual for Masters and/or Doctorate Degrees

Credit for years served will be given all current credentialed adult ed. employees.

The rate of reimbursement for teachers of fee based courses will be negotiated on a case by case basis.

CENTER JOINT UNIFIED SCHOOL DISTRICT MAA COORDINATOR SALARY SCHEDULE CERTIFICATED

2013-2014

POSITION	WORK	STEP						
	YEAR	1	2	3	4	5	6	7
MAA COORDINATOR	₹ 193	\$68,706	\$70,767	\$72,890	\$75,076	\$77,329	\$79,649	\$82,038

Masters:

\$500

Ed.D./Ph.D

\$750

Longevity:

+1.0% after 8 years District service +2.0% after 10 years District service +2.5% after 13 years District service +3.0% after 15 years District service +3.5% after 18 years District service +4.0% after 20 years District service +6.0% after 25 years District service +8.0% after 30 years District service

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Personnel

Date: May 3, 2013 Action Item X

To: Board of Trustees, U

From: David Grimes, Director of Personnel

Attached Pages __0_

SUBJECT: Request for Leave of Absence

On May 2, 2013, the Personnel Department received a written request for a personal leave of absence from Tracy Moe, Registrar/Attendance Clerk at Wilson C. Riles Middle School. The length of the requested leave is not specifically stated, but the request does state, "anticipating a 6-12 month abs."

Ms. Moe has previously been on leave for 100 days during the 2012/13 school year per rights granted by Education Code 45196.

RECOMMENDATION: Deny request for leave of absence submitted

CONSENT AGENDA

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Special Education

Date:

May 15, 2013

Action Item ____X

To:

Board of Trustees

Information Item

From:

Scott Loehr, Superintendent

Attached Pages

اnitials: ج.ك.

SUBJECT: 2012/2013 Individual Service Agreements

Please ratify the following Individual Service Agreement for a special education student to receive services at a nonpublic school/agency during the 2012/13 fiscal year.

2012/13-179-182

Easter Seals

\$ 472.50

RECOMMENDATION: CJUSD Board of Trustees to ratify an Individual Service Agreement for the 2012/2013 school year.

AGENDA ITEM # XIV- 7

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Curriculum

Date: May 15, 2013 Action Item X

To: Board of Trustees Information Item

From: Becky Lawson, K-12 Curriculum Coordinator

Attached Pages X

Initials:

SUBJECT: Multiple Measures Online Assessment Reporting System (MMARS)

MMARS provides innovative online data management and a fast, powerful decision-support system. Designed to help educators meet the needs of elementary and secondary students and improve performance. MMARS helps educators make sense of all the data from CST, CAHSEE and CELDT.

This will be year 3 of implementation. Funding will come from the Federal Title 1 funds.

RECOMMENDATION: Center JUSD Board to approve the Multiple Measures Online Assessment Reporting System (MMARS) for the 2013/14 fiscal year.

ONSENT AGENDA



MMARS™ QUOTATION

April 18, 2013

prices valid through 5/23/2013

Assessment Data Reporting 2013-14

MMARS™ STAR-CELDT-CAHSEE

Becky Lawson Center JUSD 8408 Watt Ave. Antelope, CA 95843

		Multiple Measures Online Assessment Reporting System ⁿ	1			
		Online Reporting Services		2,000 annual maxi	mum / \$500 minimus	n with API / AYP
	STAR Testing	Multi-year, in-depth summary, pupil and disaggregated reporting	······································			
ltern	Population	Included with MMARS	Unit Price	Amount	Discounts	Annual
MM-STAR	3,638	MMARS-STAR	\$1.00	\$3,638.00		\$3,638.00
MM-ACCTI	9	MMARS-Accountability (2013 API, AYP estimates, districtivide and every school)	\$100.00	\$900.00	(\$900,00)	Include
MM-CELDT		MMARS-CELDT		included with	MMARS-STAR -	
MM-CAHSEE		MMARS-CAHSEE		included with	MMARS-STAR -	
MM-ROSTER		MMARS Rerestering Service (report by classroom, period-by-period)		included with	MMARS-STAR -	
MM-LIC		MMARS Access Licenses for all District and School administrators	•	included with	MMARS-STAR -	
MM-PFT	'NEW'	MMARS-California Physical Fitness Test	\$500.00	\$500.00	(\$100.00)	options
MM-LOCAL	'NEW'	MMARS Local Assessment Reporting - per pupil (Includes all tests)	\$0.50	\$1.819.00	(0.00,00)	optiona
MM-LOCAL-SETUP	'NEW'	MMARS Local Assessment Reporting / Test Setup Fees (per test)	\$250.00		waived for 2013	
		Technical Support:		-		
MM-SUPPORT	-	Live support: chat, email, telephone, web, remote online				Included
		are support using times, temperate, wee, temperature				madaec
MM-ACCTO		OPTIONAL: MMARS-Accountability (discounted with MMARS subscription)	}		discount for MMARS subscribers	
MM-API-s	9	API Estimates (per school)	\$100.00	\$900.00		included
MM-AYP-e	9	AYP Estimates (per school)		included	with API	
MM-API-d	1	API Estimate (districtwide)	_	included	with API	
MM-AYP-d	1	AYP Estimate (districtwide)		included	with API	
MM-ELSSA-d	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ELSSA's EE Subgroup Self Assessment's data (districtivide)	\$500.00	\$500.00	(\$500.00)	\$0.00
MM-ELSSA-FA	在此性	ELSSA' includes schooleids reports for every school	茶香油		th ELSSA	
MM-SPSA		SPSA's Single Plan for Student Achievement & data (per school)	\$200.00	\$1,800.00	F= (\$1,800.00)	\$0.00
MALEAGUARIAGE	12 th 1897	型 LEA Plants data reclevel (same formet en SPSA)E设置作为学说出于中心。	Hear Tod Jie.	included v	ith SPS/C	View Bridge
MIM AMACO	774 100	AMAC-1,2 estimates - districted and for every schools	\$500.00	\$500.00	(\$500.00)	\$0.00
MM-RFER	11.12	Reclassification Candidates Pupil Lists for every school / gradity	近 的新兴大学	included w	ST AMACE	
MM-SARC	9	SARC - School Accountability Report Card (per school)	\$250.00	\$2,250.00	(\$459.00)	optional
MM-SARC-sp	9	SARC - Alternate Language / Spanish (per school)	\$100.00	\$900,00	(\$450.00)	optional
MM-GSSMD	4	GSSMD Golden State Seal Merit Diploma - Candidates List	\$99.00	\$396.00		optional
		SUBTOTAL				\$3,638.00
		Optional 2-yr contract with 10 % discount for 2nd year				
		All above services for 2014-15		\$3,274.20		optional
	Georgia e	Grand Total (no saled tax, no shipping costs)				, \$3,638.00°

QUOTATION only - do not pay (To order, please fax your Purchase Order to 530-663-8497)

Notes:

- STAR Testing Population is the ACTUAL number of STAR students tested during the prior school year, as published by the CDE at the DataQuest website. Local Assessment reporting is based on prior year district enrollment.
- MMARS includes reporting for all data for tests administered through the end of the ticansed school year, as well as all prior years.
 Includes free rerostering service for tested years, as well as the fall of the next new school year.

Multiple Measures Online Assessment Reporting System™

STAR / CAHSEE / CELDT

SOFTWARE ORDER FORM for School Districts

assessment data reporting for

2013-14

Becky Lawson Center JUSD 8408 Watt Ave. Antelope, CA 95843

	Attn: Accts	Payable
rlawson@c	enter	usd.org
		
916-338-7584	Fax	916.339.4607
		· · · · · · · · · · · · · · · · · · ·
Any question,	pls. c	ontact Becky Lawson
	rlawson @ c 916-338-7584	same Accts rlawson @ center 916-338-7584 Fax

(per quotation)

Total Cost	\$3,638.00
CA Sales Tax	none
Shipping & Handling	none
Grand Total	\$3,638.00

FAX to:

(530) 663-8497

Multiple Measures, LLC

MAIL to:

Multiple Measures, LLC 685 Placerville Dr. #310 Placerville, CA 95667

INQUIRIES:

accounting@multiplemeasures.net (530) 295-1262

Agenda Item Number XIV-9 Center Joint Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	Curriculum	
Date:	May 15, 2013	Action Item X
То:	Board of Trustees	Information Item
From:	Becky Lawson, K-12 Curriculum Coordinator	
	Initials:	# Attached Pages 2

SUBJECT: Consulting Agreement for enVision Consulting Group, Inc. for 2012/13 School Accountability Report Card services to be published in the 2013/14 fiscal year.

Please approve the Consulting Agreement for enVision Consulting Group, Inc. to prepare 2012/13 School Accountability Report Card services, which will be published in the 2013/2014 fiscal year.

RECOMMENDATION: CJUSD Board of Trustees to approve 2012/2013 Consulting Agreement for School Accountability Report Card services.

AGENDA ITEM # XIV - 9



enVision Consulting Group

Consulting Services Agreement

This agreement is hereby entered into on <u>May 15</u>, 2013 (Effective Date) and between the **Center Joint Unified School District**, hereinafter referred to as "District", and **enVision Consulting Group, Inc.**, (A California Corporation), hereinafter referred to as "Consultant."

WHEREAS, District is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advise in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, District is in need of such special services and advice; and

WHEREAS, Consultant is specially trained and experienced and competent to perform the special services required by the District, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

District accepts the following consulting services (indicate selections by initialing in provided space):

	Annual Parent's Rights Notification Services (Appendix A)
X_	School Accountability Report Card Services (Appendix B)
	School Site Safety Plan Services (Appendix C)
	Single Plan for Student Achievement Services (Appendix D)





Translation Services

Consulting Services



Annual Parent Notification



SARC



School Site Safety
Plan



School Site Plan



Title I Notices



I. DISTRICT'S RESPONSIBILITIES

I.1. District will provide Consultant with all the documents, records and information necessary, in both electronic and paper copies to complete services. District agrees to promptly pay Consultant for fees for services rendered. Payments are due and payable within 30 days after the invoice date.

II. CONSULTANT'S RESPONSIBILITIES

II.1. See Appendix related to individual service agreement for specific responsibilities.

III. TERM

Consultant shall commence providing services under this agreement on Effective Date, and will diligently perform as required and complete services within timeframe indicated on Appendix A, B, C, D, or E (dependent upon services contracted out to Consultant).

IV. EXPENSES

District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District.

V. INDEPENDENT CONTRACTOR

Consultant, in the performance of this agreement, shall be and act as an independent contractor. Consultant understands and agrees that Consultant and all of Consultant's employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. Consultant assumes the full responsibility for the acts and/or omissions of its employees or agents as they relate to the services to be provided under this agreement. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees.

VI. MATERIALS

- VI.1. Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this agreement.
- VI.2. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of Consultant's profession.



VII. TERMINATION

District may, with or without reason, terminate this agreement and compensate Consultant for services rendered to the date of termination. District must submit termination request in writing and deliver via certified U. S. Mail to Consultant 30 days prior to actual date of termination of services by Contractor. Notice shall be deemed given when received by the Consultant or no later than three days after the day of mailing, whichever is sooner.

VIII. HOLD HARMLESS

- VIII.1. Consultant agrees to and does hereby indemnify, hold harmless and defend the District and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:
 - VIII.1.1. Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising out of (1) or (2) above, sustained by the Consultant or any person, firm or corporation employed by the Consultant, either directly or by independent contract, upon or in connection with the services called for in this agreement, however caused, except for liability for damage referred to above which result from the negligence or willful misconduct of the District or its officers, employees or agents.
 - VIII.1.2. Any injury to or death of any person(s), including the District's officers, employees and agents, or damage to or loss of any property caused by any act, neglect, default, or omission of the Consultant, or any person, firm or corporation employed by the Consultant, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this agreement, whether said injury or damage occurs whether on or off District's property, except for liability for damages which result from the sole negligence or willful misconduct of the District or its officers, employees or agents.
 - VIII.1.3. Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this agreement.

IX. WORKERS' COMPENSATION

Consultant shall purchase and maintain policies of Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California.

X. COMPLIANCE WITH APPLICABLE LAWS

The services completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Consultant agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Consultant, Consultant's business, equipment and personnel engaged in services covered by this agreement or accruing out of the performance of such services.



XI. ENTIRE AGREEMENT/AMENDMENT

This agreement and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the Agreement.

XII. NOTICE

All notices or demands to be given under this agreement by either party to the other, shall be in writing and given either by (a) personal service or (b) by U. S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U. S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this agreement, the addresses of the parties are as follows:

which notices or demands may be given by either paccordance with the notice provisions of this section parties are as follows:	earty may be changed by written notice given in n. At the date of this agreement, the addresses of the
District:	Consultant:

Center Joint Unified School District 8408 Watt Avenue Antelope, CA 95843 enVision Consulting Group, Inc. 8215 White Oak Avenue, Suite 101 Rancho Cucamonga, CA 91730

XIII. SEVERABILITY

If any term, condition or provision of this agreement and any exhibit attached hereto is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

XIV. ATTORNEY FEES/COSTS

Should litigation be necessary to enforce any terms or provisions of this agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs, and attorneys' fees.

THIS AGREEMENT IS ENTERED INTO THIS 16 DAY OF May 2013.



Appendix A

ANNUAL PARENT'S RIGHTS NOTIFICATION

NOW, THEREFORE, the parties agree as follows:

1. Services to be provided by consultant: Preparation of Annual Parent's Rights Notification as required by Education Code Section 48980.

I. CONSULTANT'S RESPONSIBILITIES

- I.1. Consultant shall collect, document and process the information necessary to prepare Annual Parent's Rights Notification.
- I.2. Consultant will provide one completed English version of Annual Parent's Rights Notification in grayscale, along with an electronic file for English versions (in a Portable Document Format) on CD Rom.
- I.3. Consultant will make a good faith effort to prepare Annual Parent's Rights Notification in accordance with existing laws, regulations and applicable written guidelines.

II. SUPPLEMENTARY SERVICES

- II.1. Spanish Translation Services should District elect Spanish Translation services (English to Spanish) in the Compensation section of this agreement, Consultant shall translate from English to Spanish the Annual Parent's Rights Notification and will provide one completed Spanish version of Annual Parent's Rights Notification in grayscale, along with an electronic file for Spanish Version (in a portable Document Format) on CD Rom.
- II.2. Printing Services should District elect printing services, Consultant will provide district with a quote related to the specific document format selected by the district and the number of notices required to be printed by Consultant.

III. COMPENSATION

District agrees to pay the Consultant for services satisfactorily rendered pursuant to this agreement a fee of (select term/compensation by initialing in the space provided):



Annual Parent's Rights Notification

 One Year Agreement \$1,500 for Annual Parent's Rights Notification services performed during the term of this contract. The contract includes all fees and expenses for travel.
 Two-Year Agreement \$1,250 for Annual Parent's Rights Notification services performed during the term of this contract. The contract includes all fees and expenses for travel.
 Three-Year Agreement \$1,000 for Annual Parent's Rights Notification services performed during the term of this contract. The contract includes all fees and expenses for travel.

Fee schedule for Annual Parent's Rights Notification services is as follows:

Payment Amount	<u>Due Date</u>
70%	Upon execution of contract
20%	Upon delivery of Annual Parent's Rights Notification draft
10%	Upon delivery of completed, approved Annual Parent's Rights
	Notification document

SPANISH TRANSLATION SERVICES

 District accepts Spanish Translation Services and has selected the following term/compensation:
 One Year Agreement \$500 Annual Parent's Rights Notification English to Spanish translation services performed during the term of this agreement.
 Two-Year Agreement \$450 Annual Parent's Rights Notification English to Spanish translation services performed during the term of this agreement.
 Three-Year Agreement \$400 Annual Parent's Rights Notification English to Spanish translation services performed during the term of this agreement.

Fee schedule for Spanish Translation services is as follows:

Payment Amount	<u>Due Date</u>
50%	Upon execution of contract
50%	Upon delivery of drafts



enVision Consulting Group

Appendix B

SARC PREPARATION SERVICES

NOW, THEREFORE, the parties agree as follows:

1. Services to be provided by consultant: Preparation of school accountability report card(s) pursuant to California Proposition 98; California Education Code Sections 33126, 33126.1, 35256, 41409.3(a); California Senate Bills 1665, 1632, 500, and 687; and Federal Public Law 107-100 Section 1111(h)(2).

I. CONSULTANT'S RESPONSIBILITIES

- 1.1 Consultant shall collect and process data obtained through telephone interview all information necessary to prepare basic level school accountability report card(s) using Consultant's proprietary SARC Writing Wizard, hereinafter referred to as SARC(s), for each school listed below.
- I.2 Consultant will provide the District an electronic file for English versions (in a Portable Document Format) for Internet Posting. An electronic file will be provided for each SARC prepared as identified below. The electronic files will be provided on CD Rom.
- 1.3 Consultant will provide, for each school site listed below, 25 full color copies and 25 grayscale copies of completed English version SARC(s).
- 1.4 Consultant shall provide a binder containing one copy of completed SARC for each school listed below with supporting textbook, school facilities, and teacher assignment documentation used to prepare information concerning school inspections, textbook sufficiency, and teacher misassignment sections of the annual report card.
- I.5 Consultant will make a good faith effort to prepare school accountability report cards in accordance with existing laws, regulations and applicable written guidelines but does not warrant the reimbursable nature of the SARC(s).
- 1.6 Consultant shall provide, for each school site listed below, a parent notification flyer (English/Spanish version) or fact sheet (English/Spanish version) PDF for duplication purposes for each student enrolled at the school site. Please initial district preference:

 Parent Notification Flyer
Fact Sheet

II. SUPPLEMENTARY SERVICES

II.1 Spanish Translation Services – should District elect Spanish Translation services (English to Spanish) in the Compensation section of this agreement, Consultant shall translate from English to Spanish SARC(s) indicated on the school site listing below. Consultant will provide 10 complimentary full color copies of Spanish version SARC(s).



IV. COMPENSATION

SARCS	
X	One Year Agreement \$1,800 for SARC Preparation Services for all SARC services performed during the term of this contract. The contract includes all fees and expenses for travel.
	Two-Year Agreement \$1,800 for SARC Preparation Services per year for all SARC services performed during the term of this contract. The contract includes all fees and expenses for travel.
	Three-Year Agreement \$1,800 for SARC Preparation Services per year for all SARC services performed during the term of this contract. The contract includes all fees and expenses for travel.

Fee schedule for SARC services is as follows:

Payment Amount	<u>Due Dale</u>
70%	Upon execution of contract
20%	Upon delivery of SARC drafts
10%	Upon delivery of completed, approved SARCs

SPANISH TRANSLATION SERVICES

 District accepts Spanish Translation Services and has selected the following term/compensation:
 One Year Agreement \$125 per SARC for English to Spanish translation services performed during the term of this agreement.
 Two-Year Agreement \$115 per SARC, per year, for English to Spanish translation services performed during the term of this agreement.
 Three-Year Agreement \$100 per SARC, per year, for English to Spanish translation services performed during the term of this agreement.

Fee schedule for Spanish Translation services is as follows:

Payment Amount	<u>Due Date</u>
50%	Upon execution of contract
50%	Upon delivery of drafts



District requests Consultant to prepare English version school accountability report cards and provide English to Spanish translation services for each of the school sites indicated below. To select Spanish translation services, please place an X in Column A for those schools that require translation services. If the District would like to substitute a portion of grayscale English copies of its SARC for grayscale Spanish SARCs, please indicate quantity for substitution in Column B.

		Α	В
		Spanish Translation Services are Requested for the following schools: (X = yes)	District Requests the following quantities of English version SARCs to be substituted for Spanish version SARCs
1.	Dudley Elementary School		
2.	Oak Park Elementary School		
3.	North Country Elementary School		
4.	Spinelli Elementary School		
5.	Antelope Hill Charter School		
6.	Global Youth Charter School		
7.	Wilson Riles Middle School		
8.	Center High School		
9.	McClellan High School		

enVision enVision Consulting Group

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Appendix C

SCHOOL SITE SAFETY PLAN SERVICES

NOW, THEREFORE, the parties agree as follows:

 Services to be provided by consultant: Preparation of Comprehensive School Site Safety Plan pursuant to Senate Bill 187.

I. CONSULTANT'S RESPONSIBILITIES

- I.1 Consultant shall collect, document and process the information necessary to prepare Comprehensive School Site Safety Plan(s) for each school listed below.
- I.2 Consultant will provide the District an electronic file for English versions (in a Portable Document Format. An electronic file will be provided for each Comprehensive School Site Safety Plan prepared as identified on the school listing below. The electronic files will be provided on CD Rom.
- 1.3 Consultant will provide, for each school site listed one full color copy of completed English version SARC(s).
- 1.4 Consultant shall provide District a binder containing one copy of completed Comprehensive School Safety Plan for each school listed.
- 1.5 Consultant will make a good faith effort to prepare Comprehensive School Safety Plans in accordance with existing laws, regulations and applicable written laws.

II. COMPENSATION

District agrees to pay the Consultant for services satisfactorily rendered pursuant to this agreement a fee of (select term/compensation by initialing in the space provided):

COMPREHENSIVE SCHOOL SAFETY PLANS

	\$600 per site per fiscal year for Comprehensive School Safety Plan Preparation Services performed during the term of this contract. The contract includes all fees and expenses for travel.
	Two-Year Agreement \$550 per site per fiscal year for Comprehensive School Safety Plan Preparation Services performed during the term of this contract. The contract includes all fees and expenses for travel.
	Three-Year Agreement \$500 per site per fiscal year for Comprehensive School Safety Plan Preparation Services performed during the term of this contract. The contract includes all fees and expenses for travel.



Fee schedule for Comprehensive School Safety Plan services is as follows:

Payment Amount	<u>Due Date</u>
70%	Upon execution of contract
20%	Upon delivery of drafts
10%	Upon delivery of completed, approved Comprehensive School Safety
	Plans

District requests Consultant to prepare a Comprehensive School Safety Plan for each of the school sites indicated below:

	Complete Listing of School Sites	Place an "X" if school site requires
		School Site Safety Plan:
1.	Dudley Elementary School	
2.	Oak Park Elementary School	
3.	North Country Elementary School	
4.	Spinelli Elementary School	
5.	Antelope Hill Charter School	
6.	Global Youth Charter School	
7.	Wilson Riles Middle School	
8.	Center High School	
9.	McClellan High School	



Appendix D

SINGLE PLAN FOR STUDENT ACHIEVEMENT

NOW, THEREFORE, the parties agree as follows:

 Services to be provided by consultant: Preparation of Single Plan for Student Achievement for each site listed below pursuant to Education Code Sections 41507, 41572, 64001, and the Federal No Child Left Behind Act.

I. CONSULTANT'S RESPONSIBILITIES

- I.1 Consultant shall collect, document and process the information necessary to prepare Single Plan for Student Achievement for each school listed below.
- 1.2 Consultant will provide the District an electronic file for English versions (in a Portable Document Format. An electronic file will be provided for each Single Plan for Student Achievement for each school listed below. The electronic files will be provided on CD Rom.
- I.3 Consultant will provide, for each school site listed one full color copy of completed English version SARC(s) in a binder format.
- I.4 Consultant shall provide District a binder containing one copy of completed Single Plan for Student Achievement for each school listed.
- 1.5 Consultant will make a good faith effort to prepare Single Plans for Student Achievement in accordance with existing laws, regulations and applicable written laws.

II. COMPENSATION

District agrees to pay the Consultant for services satisfactorily rendered pursuant to this agreement a fee of (select term/compensation by initialing in the space provided):

SINGLE PLAN FOR STUDENT ACHIEVEMENT

	One Year Agreement \$600 per site per fiscal year for Single Plan for Student Achievement Preparation Services performed during the term of this contract. The contract includes all fees and expenses for travel.
	Two-Year Agreement \$550 per site per fiscal year for Single Plan for Student Achievement Preparation Services performed during the term of this contract. The contract includes all fees and expenses for travel.
	Three-Year Agreement \$500 per site per fiscal year for Single Plan for Student Achievement Preparation Services performed during the term of this contract. The contract includes all fees and expenses for travel.



Fee schedule for Single Plan for Student Achievement services is as follows:

Payment Amount	<u>Due Date</u>
70%	Upon execution of contract
20%	Upon delivery of drafts
10%	Upon delivery of completed, approved Single Plan for Student
	Achievement

District requests Consultant to prepare a Single Plan for Student Achievement for each of the school sites indicated below:

	Complete Listing of School Sites	Place an "X" if school site requires
		Single Plan for Student Achievement:
1.	Dudley Elementary School	.1
2.	Oak Park Elementary School	
3.	North Country Elementary School	
4.	Spinelli Elementary School	
5.	Antelope Hill Charter School	
6.	Global Youth Charter School	
7.	Wilson Riles Middle School	
8.	Center High School	
9.	McClellan High School	



Appendix E

TITLE I NOTICES

NOW, THEREFORE, the parties agree as follows:

1. Services to be provided by consultant: Preparation of Title I Notices for each site indicated below pursuant to the Federal No Child Left Behind Act Title I, Part A.

I. CONSULTANT'S RESPONSIBILITIES

- I.1 Consultant shall collect, document and process the information necessary to prepare a Title I Notification for each school indicated below.
- 1.2 Consultant will provide the District an electronic file for English versions (in a Portable Document Format. An electronic file will be provided for each Title I Notice for each school indicated below. The electronic files will be provided on CD Rom.
- 1.3 Consultant will make a good faith effort to prepare Title I Notices in accordance with existing laws, regulations and applicable written laws.

II. COMPENSATION

District agrees to pay the Consultant for services satisfactorily rendered pursuant to this agreement a fee of (select term/compensation by initialing in the space provided):

TITLE I NOTICES

	One Year Agreement \$150 per site per fiscal year for Title I Notification Preparation Services performed during the term of this contract. The contract includes all fees and expenses for travel.
	Two-Year Agreement \$125 per site per fiscal year for Title I Notification Preparation Services performed during the term of this contract. The contract includes all fees and expenses for travel.
	Three-Year Agreement \$100 per site per fiscal year for Title I Notification Preparation Services performed during the term of this contract. The contract includes all fees and expenses for travel.

Fee schedule for Comprehensive School Safety Plan services is as follows:

Payment Amount	<u>Due Date</u>
70%	Upon execution of contract
20%	Upon delivery of drafts
10%	Upon delivery of completed, approved Title I Notification



District requests Consultant to prepare a Title I Notification for each of the school sites indicated below:

	Complete Listing of School Sites	Place an "X" if school site requires
		Title I Notification Services:
1.	Dudley Elementary School	
2.	Oak Park Elementary School	
3.	North Country Elementary School	
4.	Spinelli Elementary School	
5.	Antelope Hill Charter School	
6.	Global Youth Charter School	
7.	Wilson Riles Middle School	
8.	Center High School	
9.	McClellan High School	

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site:

Curriculum

Date:

May 15, 2013

Action Item _ X

To:

Board of Trustees

Information Item

From:

Becky Lawson, K-12 Curriculum Coordinator

Attached Pages X

Initials:

SUBJECT: 2013/14 AVID Implementation Agreement

Please approve the AVID Implementation Agreement for AVID membership, materials, and training by the AVID Center, a California non-profit corporation and Center Joint Unified School District during the 2013/14 school year; July 1, 2013 – June 30, 2014.

These AVID programs will be offered at Center High School and Wilson C. Riles Middle School.

(Agreement and Pricing Schedule included)

RECOMMENDATION: Center JUSD Board to approve 2013/14 AVID Implementation Agreement

with the AVID Center, CA and Center Joint Unified School District.

XAVID

Attachment A

AVID Implementation Pricing Schedule:

1. School System:

Legal Name of Entity: Center Joint Unified School District

 Federal Employer ID #:
 94-6002490

 District NCES #:
 0607900

2. <u>Term of Agreement:</u> July 1, 2013 to June 30, 2014

3. Agreement Processing and Billing Procedures:

Contact for Contracts: Scott Loehr
Title: Superintendent

District Name: Center Joint Unified School District

Business Address: 8408 Watt Ave.

City, State, Zip Code, Country: Antelope, CA, 95843, USA

Telephone: 916-338-6409

E-Mail: superintendentsoffice@centerusd.org

Billing Contact: Scott Loehr
Title: Superintendent

District Name: Center Joint Unified School District

Business Address: 8408 Watt Ave.

City, State, Zip Code, Country: Antelope, CA, 95843, USA

Telephone: 916-338-6409

E-Mail: superintendentsoffice@centerusd.org

4/30/2013 Page 1 of 4

Attachment A (Continued)

4. District Director:

AVID District Director (DD):

Title:

Curriculum Coordinator

Rebecca Lawson

District Name:

Center Joint Unified School District

Business Address:

8408 Watt Ave

City, State, Zip Code, Country:

Antelope, CA, 95843, USA

Telephone:

916-338-7584

E-mail:

rlawson@centerusd.org

Co - AVID District Director:

Tami Jbeily

Title:

Categoricals Coordinator

District Name:

Center Joint Unified School District

Business Address:

8408 Watt Avenue

City, State, Zip Code, Country:

Antelope, CA, 95843, USA

Telephone:

916-338-7581

E-mail:

tjbeily@centerusd.org

4/30/2013 Page 2 of 4

Attachment A (Continued)

5. Member Schools:

School System will offer the AVID program in two (2) total school(s) during the 2013 - 2014 school year.

School Name	Grades AVID Program Implemented	Program Name	Site Status
Center High School	9, 10, 11, 12	Secondary	Existing
Wilson C. Riles Middle School	7, 8	Secondary	Existing
Subtotal Schools			
Secondary		2	
Total Schools:		2	

4/30/2013 Page 3 of 4

Attachment A (Continued)

6. Fee Schedule:

# of Schools	AVID Secondary Membership/License Fee per School Site	
1 to 9	\$3,385.00	
10 to 19	\$3,095.00	
20 to 29	\$2,820.00	
30 to 39	\$2,155.00	
40 to 59	\$2,010.00	
60 to 79	\$2,010.00	
80 to 99	\$1,850.00	
100 to 119	\$1,850.00	
		

Two (2) Secondary school(s) X \$3,385.00 = Total Membership Price =

\$6,770.00

\$6,770.00

7. District Director Professional Learning Services:

District Director(s)

ADL Training Status

Rebecca Lawson:

New, Year 1, will attend Sessions 1 & 2

Tami Jbeily:

New, Year 1, will attend Sessions 1 & 2

Rebecca Lawson: Year 1 (Special Pricing)

\$2,000.00

Tami Jbeily: Year 1 (Special Pricing)

\$2,000.00

Total District Director Professional Learning Services Price =

\$4,000.00*

*Year 1 and Year 2 Professional Learning Fee Covered by CK# 81267268 and is reduced below

TOTAL 2013-2014 IMPLEMENTATION PRICE

Total Implementation Price
Less Amount Covered by CK# 81267268
Contract signed and returned on or before June 30, 2013

\$10,770.00 (\$4,000.00)

\$6,770.00 Plus applicable taxes

AVID® IMPLEMENTATION AGREEMENT

This AVID Implementation Agreement ("Agreement") for AVID membership, materials, and training is entered into by and between the AVID Center, a California non-profit corporation ("AVID Center") and the school system named in Attachment A ("School System").

Article I. AVID Membership Benefits

1.1 AVID Mission and Purpose:

AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society.

AVID Center is a non-profit corporation formed to strengthen and support the AVID community through: a focus on service to schools to ensure the quality implementation of the AVID College Readiness System; national leadership in education; and innovation through current research.

1.2 AVID Membership:

"AVID Members" or "AVID Member School Sites" are those School Sites listed in Attachment A as implementing one or more AVID programs—Elementary and/or Secondary—and with a Site Status of either "New" or "Existing". Annual membership runs concurrently with the Term of this Agreement. Sites listed in Attachment A as "planning" are not considered AVID Members and are not eligible for membership.

1.3 AVID College Readiness System and Materials:

School System is entitled to implement the applicable AVID program(s) only at the AVID Member School Sites listed in Attachment A, and to use the licensed AVID trademarks, libraries, and student materials for the AVID Member School Sites' AVID College Readiness System pursuant to the provisions of this Agreement.

Sections with "Secondary" or "District Director" in the header title herein will only apply if Secondary is listed in any AVID Member School Site's Program Name on Attachment A. Sections with "Elementary" or "Elementary Llaison" in the header title herein will only apply if Elementary is listed in any AVID Member School Site's Program Name on Attachment A.

1.4 AVID Center Support for Secondary:

AVID Center agrees to provide support to School System for its Secondary AVID Member School Sites through the District Director and in conjunction with AVID Center's national and/or divisional offices. Membership for School System and Member School Sites implementing the Secondary Program includes support from AVID Center's national and/or divisional offices in the following ways:

- access to training for the AVID site team(s) and AVID elective teacher(s) through AVID Summer Institute:
- access to training for the District Director through the two-year AVID District Leadership Training (ADL), divisional/state meetings and Summer Institute;
- access to other quality continuing professional learning trainings or services such as AVID Path Trainings, AVID Weekly, AVID Test Prep, and others;
- coordination with School System's District Director to collect, report, and analyze data from School System and Member School Sites;
- review the quality of implementation through the Certification process;
- access to ongoing AVID College Readiness System development through various divisional workshops and online offerings;
- permission to use the AVID Trademarks as described in Section 4.2 below;
- electronic newsletters and access to the resources available through the password-protected MyAVID area of AVID Center's website;
- an AVID yearbook and ACCESS academic journals for School System and each Member School Site listed in Attachment A as implementing the Secondary Program: and
- assistance in disseminating information about AVID to potential new AVID middle school and high school sites within School System.

1.4a AVID Center Support for AVID Elementary:

AVID Center agrees to provide support to School System for its Elementary AVID Member School Sites through the Elementary Liaison and in conjunction with AVID Center national and/or divisional offices. AVID Elementary support includes:

- access to training for the AVID Elementary site team(s) through AVID Summer Institute;
- access to training for the AVID Elementary Liaison at AVID Summer Institute and through the two-year AVID Elementary Leadership Training;
- coaching and implementation guidance during coaching visits;
- AVID Center technical assistance for the Elementary Liaison:
- coordination with School System's Elementary Liaison to collect, report, and analyze data from Member School Sites;
- permission to use the AVID Trademarks as described in Section 4.2 below;
- Elementary AVID Weekly membership, an AVID yearbook, and ACCESS academic journals for each Member School Site listed in Attachment A as implementing the Elementary program; and
- assistance in disseminating information about AVID to potential new AVID Elementary sites within School System.

1.5 AVID Reports:

AVID Center agrees to provide School System with reports on AVID data collected in School System.

1.6 AVID Summer Institute:

AVID Center agrees to provide School System and its listed AVID Member School Sites access to AVID Summer Institute. School System and its listed AVID Member School Sites may attend strands at AVID Summer Institutes including the Implementation strands appropriate for their level of implementation (i.e. Elementary and/or Secondary). Planning districts and sites are restricted from attending any of the Implementation strands offered but can attend all other strands offered for their program level.

1.7 Licensing Benefits:

Membership includes a license to use the AVID Trademarks to promote the Member School Sites' implementation of the AVID College Readiness System, to use and implement the AVID Methodologies, and to copy the student activity sheets from the AVID Materials for educational purposes relating to AVID, all pursuant to the provisions of this Agreement. Licensing runs concurrently with the Term of this Agreement.

1.8 Annual Membership/License Fee:

School System agrees to pay AVID Center an annual membership/license fee based on the total number of Member School Sites in School System's AVID program according to the pricing schedule set forth in Attachment A.

Article II. School System Responsibilities

2.1 AVID Secondary Methodology:

School System agrees to implement AVID according to AVID guidelines and teaching methodologies (collectively "AVID Methodologies") set forth in the AVID publications, guidebooks, and materials (collectively "AVID Materials") or otherwise established by AVID Center, as the same may be modified and/or updated by AVID from time to time at AVID's discretion. School System will implement the AVID Methodologies in the AVID elective class and in academic subject area classes. School System will not materially deviate from the AVID Methodologies without the prior written consent of the Executive Director of AVID Center. School System is responsible for each of its AVID Member School Sites' compliance with this Agreement.

2.1a AVID Elementary Methodology:

AVID Elementary classrooms will embed the AVID Methodologies across the curriculum and school day as designated in the implementation resources. School System will not materially deviate from the AVID Methodologies without the prior written consent of the Executive Director of AVID Center.

2.2 AVID Secondary Student Selection:

School System agrees to select students for AVID in accordance with the selection criteria established in the AVID Eleven Essentials. AVID Eleven Essentials may be modified and/or updated by AVID from time to time at AVID's sole discretion. Any modifications or updates will be made available to the School System and its AVID Member School Sites via the MyAVID portal.

2.2a AVID Elementary Student Selection:

AVID Elementary serves all students of the AVID Member School Sites listed on Attachment A as implementing the Elementary program and does not require a student selection process.

2.3 AVID Secondary Qualified Staff:

School System agrees to maintain, at its expense, at least one AVID District Director. The District Director will enroll in and complete or have previously completed the two year AVID District Leadership (ADL) training. School System also agrees to pay the ADL training, materials and support cost ("District Director Professional Learning Services Price") set forth in Attachment A for its District Director(s). AVID District Director responsibilities are listed in Article III below. School System will ensure that its District Director(s) comply with all of the provisions of Article III below.

2.3a AVID Elementary Qualified Staff:

School System agrees to maintain, at its expense, at least one Elementary Liaison. AVID Center recommends that the School System maintains one Elementary Liaison for every 10-15 AVID Member School Sites implementing the AVID Elementary program. The Elementary Liaison will receive training at an AVID Summer Institute and will enroll in and complete the two year AVID Elementary Leadership Training. School System also agrees to pay the AVID Elementary Leadership training, materials, and support cost ("Elementary Liaison Professional Learning Services Price") set forth in Attachment A. AVID Elementary Liaison responsibilities are listed in Article III below and include providing AVID Member School Sites implementing the AVID Elementary program with on-site support, articulation and data collection as it relates to AVID Elementary.

2.4 AVID Secondary Staff Training:

School System agrees to provide, at its expense, ongoing training for site coordinators and AVID site teams at AVID Member School Sites.

A. <u>AVID Summer Institute</u>: School System agrees to ensure that each secondary site in their initial year of implementing AVID and listed as "new" on Attachment A send a team of eight (8) members to an AVID Summer Institute. AVID Center recommends sending a site team that includes the principal, counselor, AVID coordinator, and core subject area teachers. AVID Center recommends AVID Member School Sites implementing the second year of the Secondary program send teams of at least five (5) members and encourages AVID Member School Sites to continue to send teams to its Summer Institute in subsequent years to maintain and enhance the quality of AVID at their sites. The AVID District Director may attend at no additional cost and shall not be included in the minimum number of participants required per site team.

The AVID Summer Institute has three different registration rates—"Early Bird," "Regular," and "Late." All rates can be found online at www.avid.org. If School System signs and returns this Agreement on or after May 2, 2013, the Regular Registration rate will apply to each participant listed on Attachment A. School System understands that travel, lodging, per diem costs and any other costs are not included in the price of the participant registration.

B. <u>School System Professional Learning</u>; School System agrees to conduct AVID professional learning for AVID Member School Sites in the School System based on AVID's national model of providing site coordinator workshops and site team conferences. Agenda for professional learning sessions will be based on school needs, on AVID's national model for coordinator workshops, on topics and agendas provided in the AVID District Leadership training materials, and on the content areas related to educational reform initiatives in public schools in School System's state.

2.4a AVID Elementary Staff Training:

School System agrees to provide at its expense, ongoing training for all AVID Elementary administrators, classroom teachers and support staff through AVID Summer Institute teams.

A. <u>AVID Summer Institute:</u> All AVID Member School Sites in Year 1 or Year 2 of implementing the AVID Elementary program will send a minimum of four (4) members to an AVID Summer Institute. The AVID Elementary site team will include a site administrator and lead teachers. The AVID Elementary Liaison may attend at no additional cost and shall not be included in the minimum number of participants required per site team.

The AVID Summer Institute has three different registration rates, "Early Bird," "Regular," and "Late." All rates can be found online at www.avid.org. If School System signs and returns this Agreement on or after May 2, 2013, the Regular Registration rate will apply to each participant listed on Attachment A. School System understands that travel, lodging, per diem costs and any other costs are not included in the price of the participant registration.

B. AVID Elementary Coaching Package: School Systems that have AVID Member School Sites in Year 1 and/or Year 2 of implementation of the AVID Elementary program will be required to schedule an AVID Elementary Coaching Package. This package of two (2) consecutive on-site days allows for individualized coaching to address unique needs of each district and Elementary Liaison. AVID Center will work with the Elementary Liaison to schedule the days. The School System may request additional days at the rate of \$1,800.00 per day.

2.5 <u>Data Collection:</u>

On at least an annual basis, according to the timeline established by AVID Center. School System shall collect data pertaining to student demographics, course enrollment. site characteristics and related outcomes specified by AVID Center and provide that data to AVID Center via their secure web portal. School System shall also submit such individual student academic and disciplinary data concerning AVID participants as AVID Center may specify. AVID Center's data collection process conforms to the privacy protections specified in the federal Family Educational Rights and Privacy Act (FERPA). AVID Center will maintain as confidential any personally identifiable student information or information that is privileged or confidential under federal or state law and that is conspicuously marked by School System as "privileged" or "confidential" before School System delivers to AVID Center. AVID Center will destroy all individual student data when it is no longer needed for reporting purposes. School System reserves the right to withhold, revise, and/or edit certain confidential data such as student names, Social Security numbers and any other information the disclosure of which would violate FERPA. AVID Center agrees not to use any of the data collected under this Paragraph 2.5 in a manner that would violate, or cause School System to violate, any applicable provision of FERPA.

2.6 AVID Curriculum Library:

The AVID teachers and students benefit from the classroom strategies and activities provided in the AVID Curriculum Library. Each type of Curriculum Library—Elementary, Middle Level, High School—consists of a set of AVID publications and materials.

2.6a <u>Curriculum Library, Secondary:</u>

School System agrees to purchase at least one (1) complete AVID Curriculum Library for each AVID Member School Site implementing the Secondary program and listed as "new" in Attachment A prior to each AVID Member School Site's initial implementation of AVID. AVID Curriculum Library prices are set forth in Attachment A. School System shall be entitled to use AVID Secondary libraries only at the AVID Member School Sites listed in Attachment A with the Program Name including Secondary and for which the materials were originally purchased. AVID libraries are non-transferable. School System and its individual AVID Member School Sites agree to ensure that each AVID classroom has adequate AVID curriculum materials. The use of the AVID Curriculum Libraries, which are part of the AVID Materials, will also be subject to the provisions of Article IV below.

2.6b Curriculum Library, Elementary:

School System agrees to purchase at least one (1) complete AVID Elementary Implementation Library for each AVID Member School Site implementing the Elementary program and listed as "new" in Attachment A prior to each AVID Member School site's initial implementation of AVID. Curriculum Library prices are set forth in Attachment A. School System shall be entitled to use AVID Elementary Implementation Libraries only at the AVID Member School Sites listed in Attachment A with the Program Name including Elementary and for which the materials were originally purchased. AVID Elementary Implementation Libraries are non-transferable. School System and its AVID Member School Sites agree to ensure that each AVID classroom has adequate AVID materials. The use of the Curriculum Libraries, which are part of the AVID Materials, will also be subject to the provisions of Article IV below.

2.6c Curriculum Shipment(s):

AVID Center will ship curriculum libraries upon full execution of this agreement, once materials have been produced, if conditions of Article VII herein are fulfilled, and in accordance with the delivery date requested by School System as indicated on Attachment A as the "Requested Delivery Date". Curriculum will be shipped to the addresses listed on Attachment A as provided by School System. School System confirms that this date and location reflect the best time and location for receipt of shipment. School System should allow a few weeks on either side of the Requested Delivery Date as unforeseen circumstances may occur in the supply chain. Please allow additional time if Requested Delivery Date is within three (3) weeks of AVID Center's receipt of a fully executed copy of this Agreement. The Requested Delivery Date is provided for School System's convenience only. AVID Center's collection and School System's provision of such date does not constitute an affirmation of fact or promise nor does it create an obligation of law or in equity on behalf of AVID Center if materials do not arrive within the given timeframe. School System agrees that AVID Center makes no remedial promise and does not expressly intend to create a warranty or guarantee for any loss or damage, whether material or immaterial, arising from the late or early shipment of materials.

Article III. AVID District Director (Secondary) and/or Elementary Liaison

3.1 Role of the AVID District Director (Secondary):

In order to disseminate the AVID Secondary program effectively and to build a strong District AVID College Readiness System, AVID Center coordinates training and networking of district leaders known as AVID District Directors. The primary role of the AVID District Director is to coordinate support for the AVID Secondary program within School System. These individuals accept responsibility for ensuring the implementation of the AVID Secondary program according to the AVID Methodologies and for facilitating the development of site conditions that ensure effective AVID implementation. AVID District Directors attend four (4) sequential AVID District Leadership trainings (ADL) in various locations to be announced throughout a two-year period. Included in ADL Sessions 1-4 are site visits to AVID Member School Sites and curriculum which develop district and regional capacity to deepen existing programs, build new programs, and provide ongoing support and professional learning to the AVID College Readiness System and coordinators.

3.1a Role of the AVID Elementary Liaison:

In order to implement quality grade level effectiveness and to build strong AVID Feeder Patterns, AVID Center coordinates training and networking of district leaders known as Elementary Liaisons. The primary role of the Elementary Liaison is to coordinate support and provide articulation opportunities for AVID Elementary sites. These individuals accept responsibility for ensuring the implementation of AVID Elementary key components according to the AVID Elementary Essentials and for facilitating the development of AVID Feeder Patterns and site conditions that ensure effective elementary implementation. Elementary Liaisons attend four (4) sequential AVID Elementary Leadership trainings throughout a two-year period. Trainings consist of AVID Methodologies, understanding the role and responsibilities of the Elementary Liaison, and learning about AVID's online resources, data collection, certification, and continued professional learning. Elementary Liaisons attend the Elementary Administrator and/or Elementary Liaison Strands at AVID Summer Institute with their teams and help develop the feeder patterns vision and plan for quality implementation. The Elementary Liaison attends and supports ongoing professional learning through AVID Coaching Packages.

3.2 <u>Time Allocation for the AVID District Director:</u>

The ability of the District Director to plan and conduct AVID activities is impacted by what proportion of the Director's job responsibilities is designated for AVID. Should School System have five (5) or more AVID Member School Sites, AVID Center recommends that a substantial portion of the District Director's time be allocated to AVID oversight. AVID Center recommends that full-time allocation or multiple District Directors be considered for rural districts with ten (10) or more AVID Member School Sites, and for urban or suburban districts with twenty (20) or more AVID Member School Sites.

3.2a <u>Time Allocation for the AVID Elementary Liaison:</u>

The ability of the Elementary Liaison to plan and conduct AVID activities is impacted by what proportion of the Elementary Liaison's job responsibilities is designated for AVID. Should School System have five (5) or more AVID Member School Sites, AVID Center recommends that a substantial portion of the Elementary Liaison's time be allocated to AVID Elementary oversight. AVID Center recommends that full-time allocation or untiple AVID Elementary Liaisons be considered for rural districts with ten (10) or more AVID Elementary Sites and for urban or suburban districts with twenty (20) or more AVID Elementary Sites.

3.3 <u>Secondary Professional Learning:</u>

The District Director coordinates workshops for AVID coordinators, training for AVID tutors, site team conference(s) for AVID site teams, and site team participation in the AVID Summer Institute(s).

3.3a Elementary Professional Learning:

The Elementary Liaison coordinates feeder pattern articulation meetings (with administrators, teachers, and support staff), site support, and participates in the AVID Summer Institute(s) according to the elementary training cycle.

3.4 Secondary Technical Support to Sites:

The District Director periodically visits each AVID Member School Site, at minimum, once per academic quarter. A site visit includes AVID classroom observation and coaching of the AVID coordinator, observation of subject area teachers who have participated in AVID professional learning, meeting with the AVID site team to facilitate progress towards goals identified in the Site Team Plan, and meeting with the principal to promote administrative support for and institutionalization of AVID.

3.4a Elementary Technical Support to Sites:

The Elementary Liaison visits sites, observes classrooms, coaches administration, teachers and support staff to facilitate progress toward goals identified, and to promote institutionalization of AVID Elementary Essentials. The Elementary Liaison attends AVID Elementary Leadership Training and provides ongoing professional learning for all AVID Elementary sites.

3.5 <u>Data Collection and Research:</u>

The District Director and/or Elementary Liaison coordinates the collection of data as requested by the national AVID Center, and uses resources within the School System or region, as available, in order to monitor progress and success of regional AVID College Readiness Systems.

3.6 Building a Structure of Support:

The District Director and/or Elementary Liaison coordinates the establishment of an AVID District team or advisory group that is made up of top-level district administration, site-level representation and representatives from local post-secondary institutions. The AVID District team or advisory group ensures the implementation and fidelity of the AVID system and collaborates on issues regarding student access to, and success in, rigorous college preparatory courses.

3.7 Outreach:

The District Director and/or Elementary Liaison responds to inquiries from his or her community regarding AVID dissemination by providing information sessions and publicity.

3.8 Secondary Partnerships with Postsecondary Institutions:

The District Director works with college and university staff to coordinate student outreach, tutor employment, AVID summer bridge programs, and support for secondary AVID students at AVID Member School Sites enrolling at the postsecondary institutions.

3.9 Secondary Special Events:

The District Director facilitates AVID events (e.g. AVID student writing contest, AVID student conference, AVID family conference).

3.9a Elementary Special Events:

The Elementary Liaison facilitates AVID elementary events (e.g. end of year recognition events, transition events and feeder pattern articulation meetings).

3.10 Partnership with AVID Center:

The District Director and/or Elementary Liaison coordinates communication with AVID Center regarding contracts for consultant services, technical assistance for district or regional planning, and the AVID certification process. The District Director also maintains open communication and collaboration with AVID Center by mailing information about regional AVID activities, by participating in AVID conferences, by networking via phone/ FAX/ email, by contributing to the AVID international academic journal, etc.

3.11 AVID District Leadership Training for District Directors (Secondary):

AVID District Leadership Training (ADL) Sessions are designed to prepare and support the AVID District Director. The four sessions are taken in sequential order over a two year period at various facilities throughout the country (the School System should periodically check www.avid.org or their divisional contact for listings). The District Director is to maintain a portfolio and additionally participate in online and web-hosted meetings coordinated by AVID Center. Upon completion of all four sessions, the District Director becomes certified by AVID as a District Director and continues their training by attending ongoing national, divisional, or state AVID Center meetings.

A. AVID provides AVID District Leadership (ADL) Training as part of the District Director Professional Learning Services fee. ADL training is for district level personnel responsible for start-up and quality assurance of the AVID Secondary program as described above and takes place over two years. ADL includes two small-group trainings per year which consist of AVID methodologies, understanding the role and responsibilities of the District Director; and learning about our online resources, data collection, certification, and continued professional learning.

The District Director Professional Learning Services Fee is \$15,000.00 per District Director, payable over two years at \$9,000.00 for the first year and \$6,000.00 for the second year. If additional district level training is required due to turnover or supplemental support, the School System may be eligible to receive a discount at the discretion of AVID Center. The service fee does not include travel, meals, or any other expenses.

The ADL Training Schedule is split into two years. Year 1 of training includes Summer Institute, Session 1, and Session 2. Time allocated for these trainings consists of three (3) days over the summer for Summer Institute and two and a half (2½) days for each session, one (1) in the fall and one (1) in the spring. Year 2 of training includes two (2) Summer Institutes, Session 3, and Session 4. Time allocated for these trainings consists of three (3) days over the summer between training years, and two and a half (2½) days for each session, one (1) in the fall and one (1) in the spring, followed by a final three (3) days over the summer.

- B. Summer Institute District Director leads the district's AVID site team facilitation at the AVID Summer Institute. The District Director attends Summer Institute as part of their ongoing training; therefore, the Summer Institute registration fee for the District Director is included in the total District Director Professional Services Price.
- C. Materials After attending the first ADL session, the District Director will be provided with a sample set of all Middle Level and High School curriculum, materials, binders, CDs, and supplemental materials needed for district support.
- D. AVID National Office & Divisional Support AVID Center will provide support from our national office, divisional offices, and state offices. This support will consist of phone calls, emails, and district visits at the discretion of AVID Center.

3.11a AVID Elementary Leadership Training:

AVID Elementary Leadership Training Sessions are designed to prepare and support the Elementary Liaison. The four sessions are taken in sequential order over a two year period. The location of the trainings may vary (the School System should periodically check www.avid.org or contact the AVID Elementary team for listings).

A. AVID provides the following services to the district for start-up and quality assurance of the program: AVID Elementary Leadership Training is for the designated Elementary Liaison and takes place over two years. AVID Elementary Leadership Training includes two small-group trainings per year which consist of AVID methodologies, understanding the role and responsibilities of the Elementary Liaison, and learning about the AVID College Readiness System, as well as our online resources, data collection, certification, and professional learning opportunities.

The Elementary Liaison Professional Learning Services Fee is \$9,000.00 per Liaison, payable over two years at \$5,400.00 for the first year and \$3,600.00 for the second year. The service fee does not include travel, meals, or any other expenses.

The Elementary Leadership Training Schedule is split into two years. Year 1 of training includes Summer Institute, Session 1, and Session 2. Time allocated for these trainings consist of three (3) days over the summer for Summer Institute and two and a half (2½) days for each session, one (1) in the fall and one (1) in the spring. Year 2 of training includes two (2) Summer Institutes, Session 3, and Session 4. Time allocated for these trainings consist of three (3) days over the summer between both training years, and two and a half (2½) days for each session, one (1) in the fall and one (1) in the spring, followed by a final three (3) days over the summer.

- B. Summer Institute The Elementary Liaison is required to attend Summer Institute with new implementing elementary sites. The Elementary Liaison attends Summer Institute as part of their ongoing training; therefore, the Summer Institute registration fee for the Elementary Liaison is included in the total Elementary Liaison Professional Learning Services Price.
- C. Materials –the Elementary Liaison will be provided with an Elementary Implementation Library set at about the same time the site(s) will get their order per the signed Agreement.
- D. AVID National, Divisional, State Office Support AVID Center will provide support from our national office, divisional offices, state offices, and/or independent consultants. This support will consist of phone calls, emails, and visits at the discretion of AVID Center.

Article IV. Licenses and Proprietary Rights

4.1 Copyright License:

Subject to School System's performance of all the provisions of this Agreement, AVID Center hereby grants to School System during the Term a non-exclusive, non-transferable license, without the right to sublicense, to distribute, reproduce, and display the AVID Materials and the AVID Methodologies solely to implement AVID at the Member School Sites as listed in Attachment A, and for no other purpose. For each Member School Site listed in Attachment A, this license extends only to the AVID Materials and AVID Methodologies corresponding to the AVID Program Name(s) (e.g. Elementary, Secondary, etc.) listed for that AVID Member School Site.

- A. School System may distribute, reproduce, and display the AVID Materials only to appropriate staff and students of the AVID Member School Sites listed in Attachment A, for the sole purpose of implementing the specified AVID Programs at the AVID Member School Sites and for no other purpose. School System will not permit any of the AVID Materials or AVID Methodologies to be used by anyone other than the AVID Member School Sites.
- B. Further, School System will only distribute, display, photocopy, reproduce or otherwise duplicate, those AVID Materials and AVID Methodologies corresponding to the specific AVID Program(s) listed for each AVID Member School Site in Attachment A. (For example, if Attachment A specifies both the Elementary and Secondary AVID Programs at ABC School Site, but only specifies the Elementary AVID Program at XYZ School Site, School System will not distribute, display, photocopy, reproduce, duplicate, or otherwise make available the Secondary AVID Program Materials and Methodologies to XYZ School Site).
- C. School System and its individual school sites will not distribute, display, photocopy, reproduce or otherwise duplicate, all or any part of the AVID Materials or AVID Methodologies to anyone other than the AVID Member School Sites without AVID Center's prior written consent.
- D. Should School System wish to make any of the AVID Materials or AVID Methodologies accessible to its AVID Member School Sites through the Internet, it will do so on a password-protected website, and it will ensure that only appropriate staff and students of the AVID Member School Sites are allowed access to the website.
- E. Should School System wish to make electronic versions of any of the AVID Materials or AVID Methodologies available for download by its AVID Member School Sites, it will ensure that only appropriate staff and students of the AVID Member School Sites are allowed access to those materials, and it will require that those staff and students agree not to distribute, reproduce, display, or transfer those materials to anyone other than appropriate staff and students of the AVID Member School Sites before downloading those materials.
- F. School System and its individual school sites shall not modify or otherwise alter the AVID Materials or AVID Methodologies in any way, or create or distribute any derivative works of the AVID Methodologies or the AVID Materials in any way. School System also agrees not to use or adopt the AVID Methodologies or AVID Materials with respect to any educational or other program except solely to implement AVID under the provisions of this Agreement.
- G. School System and its individual school sites acknowledge that they do not have the right to sell, sublicense, transfer, or lease any of the AVID Materials or AVID Methodologies to any person or entity.

4.2 Trademark License:

Subject to School System's performance of all the provisions of this Agreement, AVID Center hereby grants to School System during the Term a non-exclusive, nontransferable, indivisible license, without the right to sublicense, to use the AVID® trademarks (collectively "AVID Trademarks"), (a) only as they are incorporated in the AVID Materials, and (b) only on advertising flyers and written promotional materials created by School System or the AVID Member School Sites listed in Attachment A in order to promote and implement AVID at those Member School Sites. School System agrees that it will use its best efforts to use the AVID Trademarks in a professional manner in order to preserve and enhance AVID Center's substantial goodwill associated with the AVID Trademarks. School System agrees that it or its individual school sites will not use any of the AVID Trademarks as a corporate or business entity name, as a fictitious business name or as a trade name, and will not use any name in such capacity that is confusingly similar to the AVID Trademarks. School System further acknowledges and agrees that it and its AVID Member School Sites cannot modify or otherwise alter any of the AVID Trademarks or use any other designs or logos in conjunction with its use of the AVID Trademarks. School System cannot use the AVID Trademarks for any educational or other program other than to implement AVID at the Member School Sites listed in Attachment A consistent with the above license. School System and its AVID Member School Sites will always use the proprietary symbol ® immediately adjacent to the respective AVID Trademarks as noted above with respect to their use of the AVID Trademarks. If School System or its Member School Sites desire to use or place the AVID Trademarks on any products, things, or other merchandising items in order to promote AVID, it must first seek and obtain permission from AVID Center by completing AVID Center's Request to Use AVID Center Trademark Form and complying with any of AVID Center's conditions for approval. Any such additional uses of the AVID Trademarks approved by AVID Center shall also be subject to the terms of this license and the other provisions of this Article IV.

4.3 Rights Reserved:

Notwithstanding anything to the contrary in this Agreement, all rights not specifically granted in this Agreement to School System shall be reserved and remain always with AVID Center.

4.4 Proprietary Rights:

The parties agree that AVID Center shall solely own and have exclusive worldwide right, title and interest in and to the AVID Trademarks, AVID Materials and AVID Methodologies, to all modifications, enhancements and derivative works thereof, and to all United States and worldwide trademarks, service marks, trade names, trade dress, logos, copyrights, rights of authorship, moral rights, patents, know-how, trade secrets and all other intellectual and industrial property rights related thereto ("Intellectual Property Rights"). School System shall not challenge, contest or otherwise impair AVID Center's ownership of the AVID Trademarks, AVID Materials or AVID Methodologies, or any of AVID Center's applications or registrations thereof, or the validity or enforceability of AVID Center's Intellectual Property Rights related thereto. School System also agrees not to submit any applications or otherwise attempt to register for itself or others any of the AVID Trademarks, AVID Materials or AVID Methodologies.

4.5 Enforcement:

The parties agree that except to the limited extent expressly set forth in Paragraphs 4.1 and 4.2 above, AVID Center will be irreparably harmed and money damages would be inadequate compensation to AVID Center in the event School System breaches any material provision of Article IV. Accordingly, all of the provisions of this Agreement shall be specifically enforceable by injunctive and other relief against School System without the requirement to post a bond, in addition to any other remedies available to AVID Center, for School System's breach of any provision of this Agreement.

4.6 Proprietary Notices:

School System agrees not to remove, alter or otherwise render illegible any trademark, copyright or other proprietary right notices or other identifying marks from the AVID Materials or any permitted copies thereof.

4.7 Infringement:

School System agrees to notify AVID Center of any conduct or actions on the part of third parties of which it becomes aware that might be deemed an infringement or other violation of AVID Center's rights in the AVID Trademarks, AVID Materials or AVID Methodologies. In such event, AVID Center shall have the sole right to bring an action for infringement or other appropriate action with respect thereto. AVID Center shall exclusively control the prosecution and settlement of any such action. School System agrees to fully cooperate with AVID Center in any such action and provide AVID Center with all information and assistance reasonably requested by AVID Center.

4.8 Compliance with Laws:

School System agrees that the AVID Trademarks, AVID Materials and AVID Methodologies will be used in accordance with all applicable laws and regulations and in compliance with any regulatory or governmental agency that has jurisdiction over School System and its educational programs.

Article V. Quality Control Procedures

5.1 Quality Standards:

To ensure the successful implementation of AVID, School System agrees to comply with the quality standards described in the AVID Materials and in the AVID training sessions or otherwise established by AVID Center from time to time (collectively "AVID Quality Standards").

5.2 Annual Certification:

School System agrees to participate in AVID Center's annual certification process whereby each AVID Member School Site completes a self-study that is certified by School System's AVID District Director. AVID Center will train School System's AVID District Director in the certification process and will provide consultation and review. School System will forward the results of this annual certification to AVID Center in a timely fashion. AVID Center will make the final determination of each Member School Site's certification status.

5.3 AVID Quality Assurances:

AVID Center has the right in its sole discretion to review School System's compliance with the AVID Quality Standards, including, without limitation, the annual certification process described above. The Certification process provides a two-year timeline to encourage site level program improvement, if necessary, in AVID Member School Sites. If as part of the Annual Certification process or otherwise AVID Center suggests certain changes be made to School System's AVID College Readiness System, School System agrees to implement such changes. As per Certification guidelines, AVID Member School Sites that do not meet the AVID Quality Standards or do not implement AVID Center's suggested changes may be designated "affiliate" AVID Member School Sites. Should AVID Member School Sites and/or School System not meet the AVID Quality Standards or implement AVID Center's suggested changes for multiple years, they may be asked to discontinue AVID at the end of a school year.

Article VI. Period of Agreement

6.1 <u>Term:</u>

The Term ("Term") of this Agreement shall be as set forth in Attachment A unless earlier terminated as provided herein.

6.2 Cessation of the AVID College Readiness System:

AVID Center requests that if School System determines that it will permanently cease using or implementing the AVID College Readiness System at the end of the school year, School System should notify AVID Center in writing by May 31 of that year. AVID Center retains the right to verify that any School System that conducted the AVID College Readiness System in prior years but has indicated it is discontinuing or has discontinued AVID has: (a) ceased to offer the particular AVID Program at the school site(s), (b) ceased any further use of the AVID Materials and AVID Methodologies, and (c) ceased any further use or display of the AVID Trademarks.

Article VII. Compensation

7.1 Agreement and Purchase Order:

School System must include, along with this signed Agreement, a fully and completely executed Purchase Order for the entire Agreement as detailed on Attachment A and any other applicable and incorporated attachments. AVID Center will not fulfill any services or materials, including the shipment of any libraries without a fully executed Purchase Order and this signed Agreement. The terms and conditions of this Agreement shall control for all Purchase Orders issued pursuant to this Agreement; no terms and conditions on Purchase Orders will apply to this Agreement.

7.2 Fulfillment, Invoicing, Payment Terms:

AVID Center will invoice School System for the entire Agreement upon receiving this executed Agreement and the executed Purchase Order as detailed in Attachment A and any other applicable and incorporated attachments. School System hereby agrees to pay AVID Center for any and all fees detailed in Attachment A and any other applicable and incorporated attachments. The School System agrees to pay the total invoice amount which is due net 30 days from the date of the invoice. If School System requires any special invoicing other than as indicated above, School System MUST request so in writing at the time of execution of this Agreement.

7.3 <u>Fulfillment, Invoicing, Payment Terms; If No Purchase Order Is Required by School System:</u>

If the policy of the School System states that no Purchase Order is required for purchases or that this executed Agreement suffices as the School System's authorization for purchase, the School System must initial below representing and warranting to AVID Center that the School System is fully able to pay any and all fees as invoiced on Attachment A and any other applicable and incorporated attachments without an additional Purchase Order. AVID Center will invoice School System for the entire Agreement, as detailed on Attachment A and any other applicable and incorporated attachments, upon receiving this executed Agreement. The School System agrees to pay the total invoice amount which is due net 30 days from the date of the invoice. If School System requires any special invoicing other than as indicated above, School System MUST request so in writing at the time of execution of this Agreement.

INITIALS

Article VIII. Status of Parties

8.1 Independent Contractors:

AVID Center and School System are independent contractors and their relationship is that of a licensor and licensee. This Agreement is not intended to create a relationship of employment, agency, partnership, joint venture, or similar arrangement between the parties. Neither party shall have any power or authority to bind or commit the other party in any respect, contractually or otherwise. In no event shall either party, or any of its respective officers, agents, or employees, be considered the officers, agents, or employees of the other party.

Article IX. Authority

9.1 AVID Center Warranty:

AVID Center warrants that the person signing this Agreement is authorized to enter into this Agreement on behalf of the non-profit AVID Center and to bind AVID Center to perform all of its obligations under this Agreement. AVID Center warrants that it is a 501 (c)(3) non-profit educational corporation and the developer and sole source distributor of the AVID College Readiness System.

9.2 School System Warranty:

School System warrants that it has obtained all necessary approvals and taken all necessary steps to enter into this Agreement. The person signing on behalf of School System warrants that he or she has the authority to enter into this Agreement on behalf of School System and to bind School System to perform all of its obligations under this Agreement.

Article X. Termination

10.1 Termination for Cause:

Subject to the last sentence of this Paragraph 10.1, either party has the right to terminate this Agreement at any time if the other party is in material breach of any warranty, term, condition or covenant of this Agreement (including, but not limited to, School System being materially out of compliance with the intellectual property licenses and related provisions of this Agreement, or with the AVID Quality Standards) and (i) fails to cure that breach within thirty (30) days (or ten (10) days in the case of a breach involving the nonpayment of fees) of receiving notice from the non-breaching party which specifies such material breach and demands cure thereof, or (ii) fails to provide the non-breaching party assurance that the breach will be cured within a longer period of time which is acceptable to the non-breaching party. In the case of a breach by School System that is not cured as described above, AVID Center shall have the right to terminate School System's right to conduct all programs or part of an AVID program at one or more specific AVID Member School Sites, by giving written notice to School System of the sites so terminated, without terminating this Agreement with respect to the other programs at the particular AVID Member School Site and/or other AVID Member School Site(s) subject to this Agreement. Any termination under this Paragraph 10.1 will become effective automatically upon expiration of the cure period in the absence of a cure or mutually agreed-upon resolution. Notwithstanding the foregoing, any breach by School System of any of the provisions of Article IV shall be deemed non-curable and AVID Center shall have the right to immediately terminate this Agreement upon the breach by School System of its obligations under Article IV.

10.2 Other Terminations:

Notwithstanding Paragraph 10.1 above, either party may terminate this Agreement: (a) immediately upon the bankruptcy, dissolution, or insolvency of the other party, or (b) upon thirty (30) days' prior written notice to the other party.

10.3 Cessation of Use:

Upon termination or expiration of this Agreement: (a) the licenses in Article IV shall automatically terminate and revert to AVID Center, (b) School System shall thereafter immediately discontinue AVID in all of its school sites, and cease using the AVID Materials, AVID Methodologies or the AVID Trademarks in any way, and (c) School System shall pay any unpaid balances to AVID Center and remain liable for its obligations or other actions that accrued or occurred prior to the termination date.

10.4 Cumulative Remedies:

All rights and remedies conferred herein shall be cumulative and in addition to all of the rights and remedies available to each party at law, equity or otherwise. In addition, Sections 4.3, 4.4, 4.5, 4.6, 7.1, 7.2, 7.3 and all of the provisions of Articles X and XI shall survive the termination or expiration of this Agreement.

Article XI. General Provisions

11.1 Governing Law and Venue:

If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, then (i) if School System is the party initiating that action (e.g., as plaintiff), this Agreement shall be interpreted under California law, the action shall be submitted to the exclusive jurisdiction of the applicable court in San Diego, California, and venue for the action shall be San Diego, California; and (ii) if AVID is the party initiating the action (e.g., as plaintiff), this Agreement shall be interpreted under the law of the State in which School System is located, the action shall be submitted to the exclusive jurisdiction of the applicable court in the city and State where School System is located (set forth in § 3 of Attachment A), and venue for the action shall be that city and State.

11.2 Entire Agreement:

All Attachments to this Agreement are fully incorporated herein. This Agreement, including Attachments, constitutes the entire agreement between the parties regarding this subject matter hereof and supersedes all prior oral or written agreements or understandings regarding this subject matter. This Agreement can only be amended by a written document signed by both parties.

11.3 Limitation of Liability:

NEITHER PARTY SHALL BE LIABLE FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES, WHETHER FORESEEABLE OR NOT, THAT ARE IN ANY WAY RELATED TO THIS AGREEMENT, THE BREACH THEREOF, THE USE OR THE INABILITY TO USE THE AVID COLLEGE READINESS SYSTEM, THE RESULTS GENERATED FROM THE USE OF THE AVID COLLEGE READINESS SYSTEM, LOSS OF GOODWILL OR PROFITS AND/OR FROM ANY OTHER CAUSE WHATSOEVER.

11.4 Severability:

If any provision of this Agreement is judicially determined to be invalid, void or unenforceable, the remaining provisions shall remain in full force and effect.

11.5 Attorney's Fees:

In the event a dispute arises regarding this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs, in addition to other relief to which it is entitled.

11.6 Assignment:

School System acknowledges that the favorable terms of this Agreement were granted solely to School System, and that the substitution of any party by School System would destroy the intent of the parties. Accordingly, School System shall have no right to assign, delegate, transfer or otherwise encumber this Agreement or any portion thereof without AVID Center's prior written consent, which can be withheld in its sole discretion.

11.7 Notice:

All notices, requests or other communications under this Agreement shall be in writing, and shall be sent to the designated representatives of the parties at the addresses set forth below their signatures on this Agreement or in Attachment A, and shall be deemed to have been duly given on the date of service if sent by facsimile or electronic mail, or on the day following service if sent by overnight air courier service with next day delivery and with written confirmation of delivery, or five (5) days after mailing if sent by first class, registered or certified mail, return receipt requested. Each party is required to notify the other party in the above manner of any change of address.

11.8 Counterparts:

This Agreement may be executed in several counterparts that together shall be originals and constitute one and the same instrument.

11.9 Waiver:

The failure of a party to enforce any of its rights hereunder or at law or in equity shall not be deemed a waiver or a continuing waiver of any of its rights or remedies against the other party, unless such waiver is in writing and signed by the party to be charged.

11.10 Facsimile and Electronic Signatures:

The parties hereto (i) each agree to permit the use, from time to time and where appropriate under the circumstances, of signatures sent via facsimile or electronically in a .pdf file or other digital format in order to expedite the transaction(s) contemplated by this Agreement; (ii) each intend to be bound by its respective signature sent by that party via facsimile or electronically in a .pdf file or other digital format; (iii) are each aware that the other, and the other's agents and employees, will rely on signature pages sent via facsimile or electronically in a .pdf file or other digital format; and (iv) each acknowledge such reliance and waive any defenses to the enforcement of this Agreement or of other documents effecting the transactions contemplated by this Agreement based on the signature page being a facsimile, .pdf copy or other digital format. The parties covenant to each other that each time they send a signature page via facsimile or electronically in a .pdf file or other digital format; they will in a timely manner send the other party the countersigned signature page(s).

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates below their respective signatures, but such dates shall not alter the Term of this Agreement as specified in Attachment A

AVID Center, a California Non-Profit Corporation 501(c)(3)	Center Joint Unified School District CA
Signature: AVID Center Authorized	Signature: Superintendent or Designee
Printed or Typed Name	Printed or Typed Name
Title	Title of Designee
Date	Date

AVID Center 9246 Lightwave Avenue, Suite 200 San Diego, CA 92123 Employer ID # 33-0522594

CONSENT AGENDA

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: McClellan High School

Date: April 9, 2013

To:

Board of Trustees

From: David DeArcos, Principal

Action Item X

Information Item

Attached Pages 2

Principal's Initials: _

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McClellan High School is submitting a High School Waiver Request For Students With A Disability for student Charles for approval.

Students who take one or both parts of the California High School Exit Exam (CAHSEE) with a modification and have received the equivalent of a passing score are eligible for the waiver request process. At the request of the parent, the school principal will submit to the local school governing board a waiver request. For the local board to waive the CAHSEE requirement the principal must certify that the student has met all of the conditions specified in section 60851(c) of the Education Code.

STUD	ENT NUMBER: 40	0289		
	Modification used on:			
	ELA Test	,	<u>/</u>	Math Test
I certif	fy that the student above has me e a California High School Exi	et the following t Exam waiver.	requir	ements and is eligible to
1.	The student has an individual requires modifications be pro-	ized education prided to the pup	orogran	n or a 504 plan in place that n taking the CAHSEE.
2.	The student has sufficient hig completed or in progress to hat the CAHSEE.	h school level cave attained the	ourse v skills a	vork either satisfactorily and knowledge needed to pass
3.	The student has an individual equivalent of a passing score	score report sho while using mod	owing t dificati	hat he/she has received the ons.
Name:	David DeArcos		Title: _	Principal
Signat	ure: Marid Manor	ا ٠	Date: _	April 9, 2013
	В	OARD ACTIO	N	
	Waiver approved		<u></u>	Waiver denied
	Board President			·

CONSENT AGENDA

Center Unified School District

ACE	NDA	REQU	IECT	EOD:
AUC	NUA	KELJL	1621	FOR:

Dept./Site: Center High School

Date: April 25, 2013 Action Item X

To: CUSD Board of Trustees Information Item

From: Mike Jordan # Attached Pages 19

Principal's Initials MOJ

SUBJECT:

CALIFORNIA HIGH SCHOOL EXIT EXAM (CAHSEE) WAIVER REQUEST

Mike Jordan, Center High School Principal, is requesting approval for the nineteen (19) attached CAHSEE Waiver Requests.

Students 28993, 24276, 19077, 14117, 16181, 20143, 28978, 19330, 41471, 39616, 40141, 16961, 41985, 18258, 16354, 39795, 16229, 14710 and 16517 have taken one or both parts of the CAHSEE with a modification, and have received the equivalent of a passing score, thereby making them eligible for the waiver process. At the request of their parents, Mr. Jordan is submitting this Waiver Request to the Board. Mr. Jordan certifies that these students have met all of the conditions specified in Section 60851 (c) of the Education Code.

The attached Waiver Forms must be signed by the Board President and the appropriate Board action (waiver approved / waiver denied) must be checked. Once completed, the original forms must be returned to Center High School's Testing Coordinator, Ann Neal.

RECOMMENDATION:

Students who take one or both parts of the California High School Exit Exam (CAHSEE) with a modification and have received the equivalent of a passing score are eligible for the waiver request process. At the request of the parent, the school principal will submit to the local school governing board a waiver request. For the local board to waive the CAHSEE requirement the principal must certify that the student has met all of the conditions specified in section 60851(c) of the Education Code.

STUDENT NUMBER 28993	
Modification used on:	
ELA Test	Math Test
I certify that the student above has met the follow receive a California High School Exit Exam waiv	ing requirements and is eligible to er.
1. The student has an individualized education requires modifications be provided to the	on program or a 504 plan in place that pupil when taking the CAHSEE.
The student has sufficient high school leve completed or in progress to have attained the CAHSEE.	el course work either satisfactorily the skills and knowledge needed to pass
3. The student has an individual score report equivalent of a passing score while using r	showing that he/she has received the nodifications.
Name Mike Jordan Signature Muli Delig	Title Principal Date 42613
Signature Mall Dff	Date 4/26/13
BOARD ACTI	ION
Waiver approved	Waiver denied
Board President	······································

Students who take one or both parts of the California High School Exit Exam (CAHSEE) with a modification and have received the equivalent of a passing score are eligible for the waiver request process. At the request of the parent, the school principal will submit to the local school governing board a waiver request. For the local board to waive the CAHSEE requirement the principal must certify that the student has met all of the conditions specified in section 60851(c) of the Education Code.

STUDE	ENT NUMBER <u>24276</u>	
	Modification used on:	
	ELA Test	Math Test
I certify receive	that the student above has met the following that the student above has met the following California High School Exit Exam waive	ng requirements and is eligible to
1.	The student has an individualized education requires modifications be provided to the p	n program or a 504 plan in place that upil when taking the CAHSEE.
	The student has sufficient high school level completed or in progress to have attained the CAHSEE.	course work either satisfactorily ne skills and knowledge needed to pas
3.	The student has an individual score report sequivalent of a passing score while using m	howing that he/she has received the odifications.
Name _ Signatur	Mike Jordan	Title <u>Rinaipal</u> Date 4/26/13
	BOARD ACTIO	ON
-	Waiver approved	Waiver denied
В	oard President	

Students who take one or both parts of the California High School Exit Exam (CAHSEE) with a modification and have received the equivalent of a passing score are eligible for the waiver request process. At the request of the parent, the school principal will submit to the local school governing board a waiver request. For the local board to waive the CAHSEE requirement the principal must certify that the student has met all of the conditions specified in section 60851(c) of the Education Code.

STUI	DENT NUMBER 19077		
	Modification used on:		
	ELA Test	Math Test	
I certi receiv	fy that the student above has met the following a California High School Exit Exam waive	ng requirements and is eligible to er.	
1.	The student has an individualized education requires modifications be provided to the p	n program or a 504 plan in place that upil when taking the CAHSEE.	
2.	The student has sufficient high school level course work either satisfactorily completed or in progress to have attained the skills and knowledge needed to pass the CAHSEE.		
3.	The student has an individual score report sequivalent of a passing score while using m	showing that he/she has received the nodifications.	
Name Signat	ure Male Dordan	Title Principal Date 4/26/13	
	BOARD ACTION	NO	
	Waiver approved	Waiver denied	
	Board President		

Students who take one or both parts of the California High School Exit Exam (CAHSEE) with a modification and have received the equivalent of a passing score are eligible for the waiver request process. At the request of the parent, the school principal will submit to the local school governing board a waiver request. For the local board to waive the CAHSEE requirement the principal must certify that the student has met all of the conditions specified in section 60851(c) of the Education Code.

STUDENT NUMBER 14117	
Modification used on:	
ELA Test	Math Test
I certify that the student above has met the follow receive a California High School Exit Exam waive	ing requirements and is eligible to er.
1. The student has an individualized education requires modifications be provided to the provi	n program or a 504 plan in place that pupil when taking the CAHSEE.
 The student has sufficient high school leve completed or in progress to have attained to the CAHSEE. 	l course work either satisfactorily he skills and knowledge needed to pass
3. The student has an individual score report sequivalent of a passing score while using n	showing that he/she has received the nodifications.
Name Mike Jordan Signature Much John	Title <u>Principal</u> Date <u>4 26 13</u>
BOARD ACTI	ON
Waiver approved	Waiver denied
Board President	

Students who take one or both parts of the California High School Exit Exam (CAHSEE) with a modification and have received the equivalent of a passing score are eligible for the waiver request process. At the request of the parent, the school principal will submit to the local school governing board a waiver request. For the local board to waive the CAHSEE requirement the principal must certify that the student has met all of the conditions specified in section 60851(c) of the Education Code.

STUDENT NUMBER 16181		
Modification used on:		
ELA Test	Math Test	
I certify that the student above has met the follow receive a California High School Exit Exam waiv	ing requirements and is eligible to er.	
The student has an individualized education requires modifications be provided to the pro	on program or a 504 plan in place that pupil when taking the CAHSEE.	
The student has sufficient high school level course work either satisfactorily completed or in progress to have attained the skills and knowledge needed to pass the CAHSEE.		
3. The student has an individual score report equivalent of a passing score while using n	showing that he/she has received the nodifications.	
Name <u>McKe Tordan</u> Signature <u>Mhhl D</u>	Title <u>Principa</u> / Date <u>4/26/13</u>	
BOARD ACTI	ON	
Waiver approved	Waiver denied	
Board President		

Students who take one or both parts of the California High School Exit Exam (CAHSEE) with a modification and have received the equivalent of a passing score are eligible for the waiver request process. At the request of the parent, the school principal will submit to the local school governing board a waiver request. For the local board to waive the CAHSEE requirement the principal must certify that the student has met all of the conditions specified in section 60851(c) of the Education Code.

STUDENT NUMBER 20143		
Modification used on:		
ELA Test	Math Test	
I certify that the student above has met the follow receive a California High School Exit Exam waive	ing requirements and is eligible to er.	
1. The student has an individualized education requires modifications be provided to the provi	on program or a 504 plan in place that pupil when taking the CAHSEE.	
2. The student has sufficient high school level course work either satisfactorily completed or in progress to have attained the skills and knowledge needed to pass the CAHSEE.		
3. The student has an individual score report equivalent of a passing score while using n	showing that he/she has received the nodifications.	
Name McKe Jordan, Signature Mahl D	Title Principal Date 4/26/13	
originatore	Date	
BOARD ACTI	ON	
Waiver approved	Waiver denied	
Board President		

Students who take one or both parts of the California High School Exit Exam (CAHSEE) with a modification and have received the equivalent of a passing score are eligible for the waiver request process. At the request of the parent, the school principal will submit to the local school governing board a waiver request. For the local board to waive the CAHSEE requirement the principal must certify that the student has met all of the conditions specified in section 60851(c) of the Education Code.

STUDENT NUMBER 28978		
Modification used on:		
ELA Test	Math Test	
I certify that the student above has met the follow receive a California High School Exit Exam waiv	ving requirements and is eligible to ver.	
1. The student has an individualized education requires modifications be provided to the	on program or a 504 plan in place that pupil when taking the CAHSEE.	
 The student has sufficient high school level course work either satisfactorily completed or in progress to have attained the skills and knowledge needed to pass the CAHSEE. 		
3. The student has an individual score report equivalent of a passing score while using	showing that he/she has received the modifications.	
Name <u>Muke Jordan</u> Signature <u>Mukh D</u>	Title <u>Principal</u> Date <u>4/26/13</u>	
Signature / War 1)	Date 4/26/(3	
BOARD ACT	ION	
Waiver approved	Waiver denied	
Board President		

Students who take one or both parts of the California High School Exit Exam (CAHSEE) with a modification and have received the equivalent of a passing score are eligible for the waiver request process. At the request of the parent, the school principal will submit to the local school governing board a waiver request. For the local board to waive the CAHSEE requirement the principal must certify that the student has met all of the conditions specified in section 60851(c) of the Education Code.

OTHER DESIGNATION AND ADDRESS OF THE PERSON OF THE PERSON

STUDENT NAIVIE	
STUDENT NUMBER 19330	
Modification used on:	
ELA Test	Math Test
I certify that the student above has met the receive a California High School Exit Exam	following requirements and is eligible to waiver.
The student has an individualized ed requires modifications be provided to	lucation program or a 504 plan in place that o the pupil when taking the CAHSEE.
The student has sufficient high school completed or in progress to have atta the CAHSEE.	ol level course work either satisfactorily ained the skills and knowledge needed to pass
3. The student has an individual score requivalent of a passing score while u	report showing that he/she has received the sing modifications.
Name Muke Tordan Signature Much 10 file	Title Principal Date 4/26/13
BOARD	ACTION
Waiver approved	Waiver denied
Board President	

Students who take one or both parts of the California High School Exit Exam (CAHSEE) with a modification and have received the equivalent of a passing score are eligible for the waiver request process. At the request of the parent, the school principal will submit to the local school governing board a waiver request. For the local board to waive the CAHSEE requirement the principal must certify that the student has met all of the conditions specified in section 60851(c) of the Education Code.

STODENT NAME		
STUDENT NUMBER 41471		
Modification used on:		
ELA Test	Math Test	
I certify that the student above has met the follow receive a California High School Exit Exam wai	wing requirements and is eligible to ver.	
1. The student has an individualized education requires modifications be provided to the	ion program or a 504 plan in place that pupil when taking the CAHSEE.	
The student has sufficient high school lev completed or in progress to have attained the CAHSEE.	el course work either satisfactorily the skills and knowledge needed to pass	
3. The student has an individual score report equivalent of a passing score while using	t showing that he/she has received the modifications.	
Name <u>Mike Jordan</u> Signature <u>Muhl</u>	Title Principal Date 4/26/13	
BOARD ACTION		
Waiver approved	Waiver denied	
Board President		

Students who take one or both parts of the California High School Exit Exam (CAHSEE) with a modification and have received the equivalent of a passing score are eligible for the waiver request process. At the request of the parent, the school principal will submit to the local school governing board a waiver request. For the local board to waive the CAHSEE requirement the principal must certify that the student has met all of the conditions specified in section 60851(c) of the Education Code.

STUDENT NUMBER 39616		
Modification used on:		
ELA Test	Math Test	
I certify that the student above has met the follow receive a California High School Exit Exam waive	ring requirements and is eligible to er.	
1. The student has an individualized education requires modifications be provided to the	on program or a 504 plan in place that pupil when taking the CAHSEE.	
 The student has sufficient high school level course work either satisfactorily completed or in progress to have attained the skills and knowledge needed to pass the CAHSEE. 		
3. The student has an individual score report equivalent of a passing score while using a	showing that he/she has received the nodifications.	
Name McKe Tordan Signature Mall Delle	Title <u>Principal</u> Date <u>4/26/13</u>	
Signature Mall Delig	Date 4/26/13	
BOARD ACTION		
Waiver approved	Waiver denied	
Board President		

Students who take one or both parts of the California High School Exit Exam (CAHSEE) with a modification and have received the equivalent of a passing score are eligible for the waiver request process. At the request of the parent, the school principal will submit to the local school governing board a waiver request. For the local board to waive the CAHSEE requirement the principal must certify that the student has met all of the conditions specified in section 60851(c) of the Education Code.

STUDENT NUMBER 4014/		
Modification used on:		
ELA Test	Math Test	
I certify that the student above has met the follow receive a California High School Exit Exam wait	ving requirements and is eligible to ver.	
1. The student has an individualized educati requires modifications be provided to the	on program or a 504 plan in place that pupil when taking the CAHSEE.	
The student has sufficient high school level course work either satisfactorily completed or in progress to have attained the skills and knowledge needed to pass the CAHSEE.		
3. The student has an individual score report equivalent of a passing score while using	showing that he/she has received the modifications.	
Name Mike Jordan Signature Muli Offi	Title Principal Date 4/26/13	
BOARD ACTION		
Waiver approved	Waiver denied	
Board President		

Students who take one or both parts of the California High School Exit Exam (CAHSEE) with a modification and have received the equivalent of a passing score are eligible for the waiver request process. At the request of the parent, the school principal will submit to the local school governing board a waiver request. For the local board to waive the CAHSEE requirement the principal must certify that the student has met all of the conditions specified in section 60851(c) of the Education Code.

0.0			
STUI	DENT NUMBER <u>16961</u>		
	Modification used on:		
	ELA Test	Math Test	
I certi receiv	fy that the student above has met the following a California High School Exit Exam waive	ng requirements and is eligible to	
1.	The student has an individualized education requires modifications be provided to the p	n program or a 504 plan in place that upil when taking the CAHSEE.	
2.	The student has sufficient high school level course work either satisfactorily completed or in progress to have attained the skills and knowledge needed to pass the CAHSEE.		
3.	3. The student has an individual score report showing that he/she has received the equivalent of a passing score while using modifications.		
Name Signat	Mike Jordan	Title Principal Date 4/26/13	
BOARD ACTION			
	Waiver approved	Waiver denied	
	Board President		

Students who take one or both parts of the California High School Exit Exam (CAHSEE) with a modification and have received the equivalent of a passing score are eligible for the waiver request process. At the request of the parent, the school principal will submit to the local school governing board a waiver request. For the local board to waive the CAHSEE requirement the principal must certify that the student has met all of the conditions specified in section 60851(c) of the Education Code.

STUDENT NUMBER 41985		
Modification used on:		
ELA Test	Math Test	
I certify that the student above has met the follow receive a California High School Exit Exam waiv	ring requirements and is eligible to err.	
1. The student has an individualized education requires modifications be provided to the	on program or a 504 plan in place that pupil when taking the CAHSEE.	
 The student has sufficient high school level completed or in progress to have attained the CAHSEE. 	el course work either satisfactorily the skills and knowledge needed to pas	
3. The student has an individual score report showing that he/she has received the equivalent of a passing score while using modifications.		
Name Mike Jordan Signature Muli D	Title Principal Date 4(26/13	
BOARD ACTION		
Waiver approved	Waiver denied	
Board President		

Students who take one or both parts of the California High School Exit Exam (CAHSEE) with a modification and have received the equivalent of a passing score are eligible for the waiver request process. At the request of the parent, the school principal will submit to the local school governing board a waiver request. For the local board to waive the CAHSEE requirement the principal must certify that the student has met all of the conditions specified in section 60851(c) of the Education Code.

STUDENT NUMBER 182 58		
Modification used on:		
ELA Test	Math Test	
I certify that the student above has met the follow receive a California High School Exit Exam wais	ving requirements and is eligible to ver.	
The student has an individualized education requires modifications be provided to the	on program or a 504 plan in place that pupil when taking the CAHSEE.	
2. The student has sufficient high school leve completed or in progress to have attained the CAHSEE.	el course work either satisfactorily the skills and knowledge needed to pass	
3. The student has an individual score report equivalent of a passing score while using a	showing that he/she has received the nodifications.	
Name Mike Jordan Signature Meld Offe	Title Principal Date 4/26/13	
BOARD ACTION		
Waiver approved	Waiver denied	
Board President		

Students who take one or both parts of the California High School Exit Exam (CAHSEE) with a modification and have received the equivalent of a passing score are eligible for the waiver request process. At the request of the parent, the school principal will submit to the local school governing board a waiver request. For the local board to waive the CAHSEE requirement the principal must certify that the student has met all of the conditions specified in section 60851(c) of the Education Code.

STUDENT NUMBER 16354		
Modification used on:		
ELA Test	Math Test	
I certify that the student above has met the follow receive a California High School Exit Exam waive	ving requirements and is eligible to ver.	
1. The student has an individualized education requires modifications be provided to the	on program or a 504 plan in place that pupil when taking the CAHSEE.	
 The student has sufficient high school leve completed or in progress to have attained the CAHSEE. 	el course work either satisfactorily the skills and knowledge needed to pass	
3. The student has an individual score report equivalent of a passing score while using a	showing that he/she has received the modifications.	
Name McKe Jordan Signature Mull Della	Title Principal Date 4/26/13	
BOARD ACTION		
Waiver approved	Waiver denied	
Board President		

Students who take one or both parts of the California High School Exit Exam (CAHSEE) with a modification and have received the equivalent of a passing score are eligible for the waiver request process. At the request of the parent, the school principal will submit to the local school governing board a waiver request. For the local board to waive the CAHSEE requirement the principal must certify that the student has met all of the conditions specified in section 60851(c) of the Education Code.

		
STUDENT NUMBER 39795		
Modification used on:		
ELA Test	Math Test	
I certify that the student above has met the follow receive a California High School Exit Exam waive	ving requirements and is eligible to ver.	
 The student has an individualized education requires modifications be provided to the 	on program or a 504 plan in place that pupil when taking the CAHSEE.	
The student has sufficient high school level completed or in progress to have attained the CAHSEE.	el course work either satisfactorily the skills and knowledge needed to pass	
3. The student has an individual score report equivalent of a passing score while using r	showing that he/she has received the modifications.	
Name McKe Jordan Signature Mell Delle	Title Principal Date 4/26/13	
BOARD ACTION		
Waiver approved	Waiver denied	
Board President		

Students who take one or both parts of the California High School Exit Exam (CAHSEE) with a modification and have received the equivalent of a passing score are eligible for the waiver request process. At the request of the parent, the school principal will submit to the local school governing board a waiver request. For the local board to waive the CAHSEE requirement the principal must certify that the student has met all of the conditions specified in section 60851(c) of the Education Code.

J. O.D. BITT I WILLIAM		
STUDENT NUMBER 16229		
Modification used on:		
ELA Test	Math Test	
I certify that the student above has met the follow receive a California High School Exit Exam wai	ving requirements and is eligible to ver.	
1. The student has an individualized educati requires modifications be provided to the	on program or a 504 plan in place that pupil when taking the CAHSEE.	
 The student has sufficient high school level course work either satisfactorily completed or in progress to have attained the skills and knowledge needed to pas the CAHSEE. 		
3. The student has an individual score report equivalent of a passing score while using	t showing that he/she has received the modifications.	
Name Mike Jordan Signature Meld Delle	Title Principal Date 4/26/13	
Signature Mefol Offe	Date 4/26/13	
BOARD ACTION		
Waiver approved	Waiver denied	
Board President		

Students who take one or both parts of the California High School Exit Exam (CAHSEE) with a modification and have received the equivalent of a passing score are eligible for the waiver request process. At the request of the parent, the school principal will submit to the local school governing board a waiver request. For the local board to waive the CAHSEE requirement the principal must certify that the student has met all of the conditions specified in section 60851(c) of the Education Code.

_		
STUDENT NUMBER	14710	
Modification us	sed on:	
ELA	Γest	Math Test
I certify that the studen receive a California Hi	t above has met the follow gh School Exit Exam waiv	ring requirements and is eligible to er.
1. The student has requires modifie	an individualized educations be provided to the	on program or a 504 plan in place that pupil when taking the CAHSEE.
The student has sufficient high school level course work either satisfactorily completed or in progress to have attained the skills and knowledge needed to pass the CAHSEE.		
3. The student has equivalent of a p	an individual score report passing score while using r	showing that he/she has received the modifications.
Name <u>Muke</u> Signature <u>MkL</u>	Tordan,	Title Principal Date 4/26/13
BOARD ACTION		
Wa	iver approved	Waiver denied
Board President		

CALIFORNIA HIGH SCHOOL EXIT EXAM WAIVER REQUEST FOR STUDENTS WITH A DISABILITY

Students who take one or both parts of the California High School Exit Exam (CAHSEE) with a modification and have received the equivalent of a passing score are eligible for the waiver request process. At the request of the parent, the school principal will submit to the local school governing board a waiver request. For the local board to waive the CAHSEE requirement the principal must certify that the student has met all of the conditions specified in section 60851(c) of the Education Code.

STUDENT NAME

SIU.	DENT NAME _	
STUE	DENT NUMBER <u>16517</u>	
	Modification used on:	
	ELA Test	Math Test
I certi receiv	fy that the student above has met the following a California High School Exit Exam waive	ing requirements and is eligible to
1.	The student has an individualized education requires modifications be provided to the provided	n program or a 504 plan in place that pupil when taking the CAHSEE.
2.	The student has sufficient high school leve completed or in progress to have attained the CAHSEE.	l course work either satisfactorily he skills and knowledge needed to pass
3.	The student has an individual score report sequivalent of a passing score while using m	showing that he/she has received the nodifications.
Name Signati	ure Mal Office	Title <u>Pencipal</u> Date <u>4/26/13</u>
	BOARD ACTION	ON
	Waiver approved	Waiver denied
	Board President	

Center Unified School District

AGEN	IDΔ	REGI	IFST	FOR:

Dept./Site: Center High School

Date: May 3, 2013 Action Item XX

To: CUSD Board of Trustees Information Item

From: Mike Jordan # Attached Pages 3

Principal's Initials MACT

SUBJECT:

CENTER HIGH SCHOOL FOOTBALL TO UNIVERSITY OF NEVADA, RENO

Digol J'Beily, CHS Head Varsity Football Coach, is requesting approval to take members of the 2013 Varsity Football Team to football camp at University of Nevada, Reno, in Reno, Nevada on June 13-16, 2013.

The purpose of this camp is for the team to experience football camp at a Division I school, learn and improve their skills, and participate in team building activities. In addition to Mr. J'Beily, chaperones include coaches Ivan Calhoun, Kelvin Sellers, Kyle Swartz, Jeremy Figueroa, Mark Peterson, and Jeff Lemus.

Funding for this trip will be provided through private payment and fundraising. Transportation will be provided by carpool (coaches driving). Players and coaches will stay on the University of Nevada, Reno campus in the dormitory. A tentative list of participates is attached; a final list will be established once deposits have been made.

CONSENT AGENDA

X/V-13

RECOMMENDATION: Approve attendance at University of Nevada, Reno 2013 Wolf Pack Team Football Camp.



2013 Wolf Pack Team Football Camp

ENCLOSED:

For the Coach

- ✓ Campus Map/Directions
- ✓ Supervisory Dorm Rules
- ✓ Team Roster Sheet
- ✓ Coaches Info Sheet

For the Camper/Player

- ✓ Camper Welcome Letter
- ✓ Camp Behavior Guidelines
- ✓ Health Form
- ✓ Campus Map/Directions

DATES:

Session 1 – June 8-11, 2013 Session 2 – June 13-16, 2013

PLAYER FEES:

Team - per player fee for resident campers

39 or fewer - \$330/pp 40-59 players - \$315/pp 60-79 players - \$300/pp 80+ players - \$285/pp

SECURITY DEPOSIT: Please note: ALL overnight camps require a security deposit in addition to the participant registration fee(s):

Teams: Schools bringing teams to overnight camps are required to include a \$500 deposit per camp, submitted with your final registration payment. Security deposits, minus any charges for dorm damage, lost dorm keys/pass cards, and/or last-minute addition of players/coaches, will be refunded within 90 days after the end of each camp.

Individuals: A \$50 security deposit per overnight camp is required with your registration fee. Deposit will be refunded within 90 days after the end of camp only if your dorm key has been returned and no room damage has occurred.

Please contact Andy Vaughn if your team will not be staying in the dorms to determine price per player.

A \$50.00 per camper non-refundable deposit and completed player packet must be submitted no later than April 27, 2013 to secure space as camp is filled on a first-come, first-serve basis. Make check or money order payable to the BOARD OF REGENTS.

WE WILL ACCEPT ONLY TWO CHECKS PER TEAM (ONE FOR DEPOSIT AND ANOTHER FOR REMAINDER OF PAYMENT DUE NO LATER THAN MAY 31, 2013).

Teams may bring one head coach plus one assistant coach for every ten players at no cost. Additional coaches may attend for a fee of \$130, which includes camp housing and meals.



TENTATIVE SCHEDULE: Morning Practice:

Offense Individual Emphasis

Team Installation

Controlled Group Competition (1 on 1 and Inside Run)

Goal Line Challenge on Wednesday

Afternoon Practice:

Defense Individual Emphasis

3 Passing League Games

Evening Practice:

3 Scrimmages

Coaches - Please bring your own pullovers or 2 different color jerseys for your players.

When you return your team packet, no later than May 15, 2013, please include the following:

- Completed team roster (we can make changes to it as we go).
- Completed health form and camp behavior guidelines signed by a parent or guardian and camper.
 These forms can be found downloaded at www.wolfpackeamps.unr.edu

CAMPERS WILL NOT BE ALLOWED TO PARTICIPATE IN CAMP WITHOUT THESE FORMS - NO EXCEPTIONS!

Registration fees or deposit fees. We do not accept checks directly from parents for the team camps. All payment must come through the coach or school.

If you are unable to meet the deadline and know you will definitely be attending, please contact Dave Brown.

MAILING ADDRESS:

Wolf Pack Football Camp Extended Studies University of Nevada, Reno/0048 Reno, NV 89557

CONTACT INFO:

Andy Vaughn Director of Player Personnel (775) 784-66880 avaughn@unr.edu

Chris Jones
Program Coordinator
(775) 682-7555
cdjones@unr.edu

Center Unified School District

AGEN	IDA	DEOL	IECT	EOD
AGEN	IDA	KEUI	JEST	FOR

Dept./Site: Center High School

Date: April 19, 2013 Action Item XXXXX

To: CUSD Board of Trustees Information Item

From: Mike Jordan # Attached Pages 2

Principal's Initials Mag

SUBJECT:

CENTER HIGH SCHOOL CIF REPRESENTATIVES 2013-2014

John Gallagher, Center High School Athletic Director, is requesting approval for Center High School's 2013-2014 Designation of CIF Representatives to League. Those listed on the attached roster (Mike Jordan, Principal; Steve Jackson, Assistant Principal; John Gallagher, Athletic Director) will be authorized to represent Center High School Athletics in an official capacity, including voting on pertinent issues related to Sac Joaquin Section athletics.

RECOMMENDATION: Approve Center High School's 2013-2014 CIF Designees.

2013-2014 Designation of CIF Representatives to League

Please complete the form below for each school under your ju OFFICE (ADDRESSES ON REVERSE SIDE) no later than July 2, 2	
0 1 1 . 11 . 0 . 1	
Center Jon T Un had School District/Govern	ning Board at itsmeeting,
(Name of school district/governing board)	(Date)
appointed the following individual(s) to serve for the 2013-20	14 school year as the school's league
representative:	
PHOTOCOPY THIS FORM TO LIST ADDITIONA	AL SCHOOL REPRESENTATIVES
MANGORGINGI COATON N. C. C.	
NAME OF SCHOOL CENTER MICH JChoo	parman Autot + Principal
NAME OF REPRESENTATIVE STOCK TOO	POSITION HALLITANT PRINCIPAL
ADDRESS 211 Center Court Lane	CITY Ante lope ZIP 75843
PHONE 916-338-6438 FAX 916 338-6370	E-MAIL SJackron & Centerus d, or
c 1 11 [[]]
NAME OF SCHOOL CENTER High John	<u> </u>
NAME OF REPRESENTATIVE John Cattagher	POSITION Athletic Greeter
ADDRESS ?!! Center Court Lone	CITY Antelope ZIP 95843
PHONE 916-372-6420FAX 916 338-63/D	E-MAIL johna & Centerusaliona

NAME OF SCHOOL CENTER High John	
NAME OF REPRESENTATIVE Michael Jordan	POSITION Principal
ADDRESS 3111 Center Court Lanc	CITY Antelope ZIP 95843
PHONE 916-338-6425 FAX 338-6370	E-MAIL Mike ardan & centerural a
***************************************	***************************************
NAME OF SCHOOL	
NAME OF REPRESENTATIVE	POSITION
ADDRESS	CITY ZIP .
PHONE FAX	E-MAIL:
If the designated representative is not available for a given le	ague meeting, an alternate designee of the
district governing board may be sent in his/her place. NOTE:	
private schools must be designated representatives of the sci	
serve on the section and state governance bodies.	noor a Beaterning noting in order to be cusinic to
serve on the section and state governmence podies.	
Superintendent's or Principal's Name	Signature
***	TORUS TO
Address	City Zip
Phono	Pa

PLEASE MAIL OR FAX THIS FORM DIRECTLY TO THE <u>CIF SECTION OFFICE</u>.
SEE REVERSE SIDE FOR CIF SECTION OFFICE ADDRESSES.



ROSER L. BLAKE, EXECUTIVE DIRECTOR

CALIFORNIA INTERSCHOLASTIC FEDERATION

GIF STATE OFFICE • 4658 OVEKHORN ORIVE • SAERAMENTO, CA 95894 • PR: 916-229-4477 • FX: 918-229-4478 • WWW.LIFSTATE.ARG

TO:

SUPERINTENDENT OF PUBLIC SCHOOLS

PRINCIPAL OF PRIVATE SCHOOLS

FROM:

ROGER L. BLAKE

RE:

ENCLOSED FORM TO RECORD DISTRICT AND/OR SCHOOL REPRESENTATIVES TO LEAGUES

DATE:

APRIL 15, 2013

Enclosed is a form upon which to record your district and/or school representatives to leagues for next year, 2013-2014. It is a form sent every year to you in order to obtain the names of league representatives to every league in the state and to make sure that the league representatives are designated by school district or school governing boards. It is a legal requirement that league representatives be so designated.

The education code gives the authority for high school athletics to high school governing boards. The code also requires that the boards, after joining CIF, designate their representatives to CIF leagues. This is a necessity! (Ed. Code 33353 (a) (1))

We are asking that, after action by the governing board, you send the names of league representatives to your CIF Section office. Obviously, the presumption behind this code section is that the representatives of boards are the only people who will be voting on issues, at the league and section level, that impact athletics.

If a governing board does not take appropriate action to designate representatives or this information is not given to Section offices within the required time frame, CIF is required to suspend voting privileges (CIF Constitution, Article 2, Section 25, p.17) for the affected schools.

At the State Federated Council level we will be asking that Sections verify that their representatives are designated in compliance with this Ed. Code section.

I hope this gives you a bit of background. Thank you for all you do to help support high school athletics. It is a valuable program in all high schools and we appreciate the support you give to the program and to CIF.

Please return the enclosed form no later than July 2, 2013 directly to your CIF Section Office. Addresses of each section are listed on the back of the form. Please contact us if we can give you further information.

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Family Resource Center

Date: 5/1/13

To: Board of Trustees Information Item

From: Alyson Collier

Attached Pages: 4

Action Item X

Principal's Initials: _____

Subject: Agreement with Dr. Howard Taft M.D. to consult and write prescriptions for district students who are receiving Occupational Therapy Services as part of their IEPs. This is required in order for district to draw down federal reimbursements for these services.

RECOMMEND: Approve



Center Unified School District 8408 Watt Avenue Antelope, California 95843

PROFESSIONAL SERVICES AGREEMENT

themselves out to be independent contractors, DISTRICT harmless from claims under workers' of that he/she/it is/are in the business of prersons/organizations desiring such services that	District and the person(s) or firm described below sons performing services under this contract hold not employees of the DISTRICT, and hold(s) the compensation laws. CONTRACTOR further declares oviding the described service for any and all such services are not provided exclusively for Center the DISTRICT harmless from claims arising from loss.
Contractor Name: Howard Taras M.	D.
Address: 9500 Gilman Drive, La Joll	a, C. A92093-0927
Phone: (6/9) 681-0665	
Full description of services to be provided: App. necessary speech therapy and occ prescriptions for medically nece district students	roving district protocols for medically upational Therapy services. Write essary Occupational Therapy for
,	NTRACTOR will submit a signed invoice not more and charges. Payment will be made within forty-five is later.
Beginning Date of Service: May 15, 2013	Frequency of Service: as needed
Ending Date of Service: June 30, 2014	
Method of Payment and Tax Reporting: (check or Variable Payroll - W-2 Generated (Required Accounts Payable - 1099 Generated (R	ne) uires completion of W-4 & I-9 in Personnel Dept.) equires completion of W-9 on back of this form).
Total amount of this contract \$	Budget # 01-5640-0-5800-601-9728-3140-017-000
Reason service cannot be provided by a District e by a medical doctor, and CSUSD a	mployee: Services must be performed loes not have an M.D. on staff.
Signature of CONTRACTOR:	721- 41-12-12
Signature of District employee requesting service:	Date: 4-17-13 Date: 4/10/13
Signature of Accounting Supervisor:	Date: <u>4/10/13</u>
Date Board of Trustees Approved (If over \$500.00):
Signature of Authorized Contracting Official:	Date:
*** CONTRACT NOT VALID WITHOUT	AUTHORIZED DISTRICT SIGNATURE * * *

Form W-9
(Rev. January 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

	Non-de-de-de-de-de-de-de-de-de-de-de-de-de-			
	Name (as shown on your income tax return)			
	Howard Taras M.D.			
જાં	Business name/disregarded entity name, if different from above			
Print or type See Specific Instructions on page				
ä	Check appropriate box for federal tax			
ō	classification (required): Individual/sole proprietor C Corporation	S Corporation	Partnership Trust/es	lata
pe			Trostes	,416
Print or type : Instructions	Limited liability company. Enter the tax classification (C=C corporation, S=	S cornoration Penartnership)		Exempt payee
호		oorporation, r =partitions.mpy =		· ·
ir s	☐ Other (see instructions) ▶			İ
சு ஐ	Address (number, street, and apt. or suite no.)	16-		
, i		reque	ester's name and address	(optional)
တ္တ	Ofto Gilman Drive			
ee		_		
co :	La Joila, CA 92093-09:)		
	List account number(s) here (optional)			
Par				
Enter	our TIN in the appropriate box. The TIN provided must match the name	given on the "Name" line	Social security numb	er
to avo	d backup withholding. For individuals, this is your social security numb	er (SSN). However, for a		
entitie	nt alien, sole proprietor, or disregarded entity, see the Part I instructions s, it is your employer identification number (EIN). If you do not have a nu	on page 3. For other		7
TIN or	page 3.	imber, see now to get a		
Note.	. If the account is in more than one name, see the chart on page 4 for gu	idalinas on whose	Employer identification	on number
numb	er to enter.	ideanes on whose		
			-	
Par	II Certification			
Under	penalties of perjury, I certify that:			
	number shown on this form is my correct taxpayer identification numb	er (or I am waiting for a num	ber to be issued to me	a), and
	n not subject to backup withholding because: (a) I am exempt from bac			
5e	vice (IMS) that I am subject to backup withholding as a result of a failure	to report all interest or divide	e not been notified by t dends, or (c) the IRS ha	ine internal Revenue
no	longer subject to backup withholding, and		20.100, 01 (0) 1110 11 10 11	is notined the that I am
3. 1 ar	n a U.S. citizen or other U.S. person (defined below).			
	cation instructions. You must cross out item 2 above if you have been	notified by the IRS that you	ara currently subject t	
Decau	se you have talled to report all interest and dividends on your tay return	For real estate transactions	itam 2 dags not anali	v Formoden
interes	it paid, acquisition or abandonment of secured property, cancellation of	debt, contributions to an in-	dividual retirement arre	nonemost (IDA) and
genera	illy, payments other than interest and dividends, you are not required to tions on page 4.	sign the certification, but yo	ou must provide your c	orrect TIN. See the
Sign	1			
Here	Signature of U.S. person >	<u>.</u> .		
	i over herson and	Date ►		
Gen	eral Instructions	Note. If a requester gives y	ou a form other than F	orm W-9 to request

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 it 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

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

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? Consider whether or not the individual may designate someone else to do the work without the district's knowledge or approval		X
9. Does the district have a continuing relationship with this individual? 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.	X	
10. Can this relationship be terminated without the consent of both parties?	X	

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

PART II - continued

11. Does the individual operate an independent trade or business that is available to the general public?

A determining factor in judging independence is the performance of services to the general public. In evaluating this criteria, school districts are considered to be separate entities. Keep in mind: if the district is utilizing this individual's services on a full-time basis, the individual is not available to the general public. NOTE:

Possession of a business license or incorporation does not automatically satisfy this requirement. The determination must be made on the actual relationship between the district and the individual performing services.

12. Does the individual have a substantial investment in his/her business, i.e. maintains a facility, equipment, etc.?

This is indicative of economic risk inherent in business enterprises. An independent

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

contractor must be able to make a profit or sustain a loss.

STOP HERE

and process the individual through payroll.

If 11 and 12 are both "YES", continue

13. Does the individual provide all materials and support services necessary for the performance of this service?

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.

14. Is this paid by the job or on a commission?

15. Does the individual bear the cost of any travel and business expenses incurred to perform this service?

Generally, these types of expenses are paid by an employer, however, some contracts provide for payment of airfare, mileage, etc. for consultants.

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.

CONSENT AGENDA

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Center High School

Date: May 1, 2013 Action Item XX

To: CUSD Board of Trustees Information Item

From: Mike Jordan # Attached Pages 99

Principal's Initials _______

SUBJECT:

CENTER HIGH SCHOOL EMERGENCY PREPAREDNESS / SAFE SCHOOL PLAN

Mike Jordan, Center High School Principal, is requesting approval for Center High School's Emergency Preparedness and Safe School Plan.

The Center High School Safety Committee developed this comprehensive plan, in accordance with "Safe Schools: A Planning Guide for Action". Parent, student and staff surveys were administered to help identify the areas of greatest need. Once approved by the Board, this document will be provided to all employees via inservice and will be an addendum to the CHS Staff Handbook.

RECOMMENDATION:

Approve CHS' Emergency Preparedness / Sage School Plan.

Center High School

"Home of Scholars and Champions"



Safe School

And

Emergency Preparedness Plan

Center Joint Unified School District Antelope, CA

Revised December, 2012

EMERGENCY PREPAREDNESS PLAN

The Emergency Response Plan has as its primary objectives:

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

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

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

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

- 1. familiarize themselves with this plan,
- 2. be prepared to activate it immediately, and
- 3. perform any duties to which they are assigned to make its activation effective.

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

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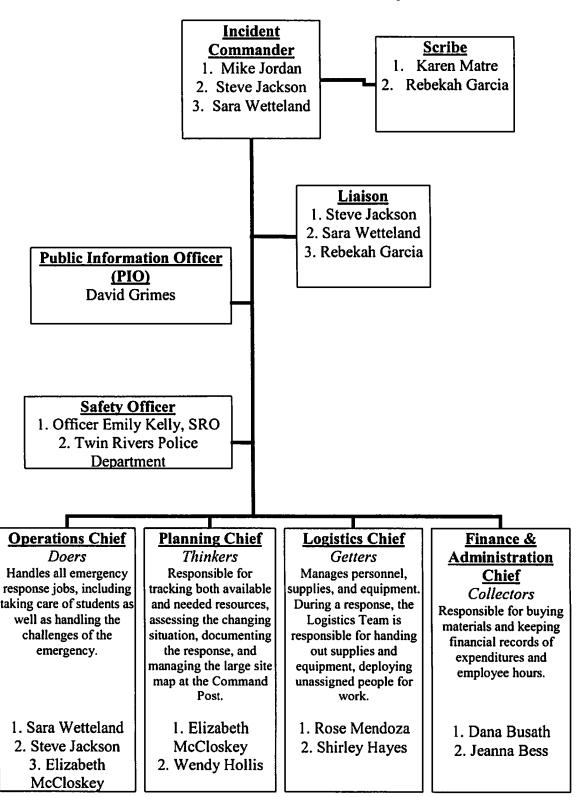
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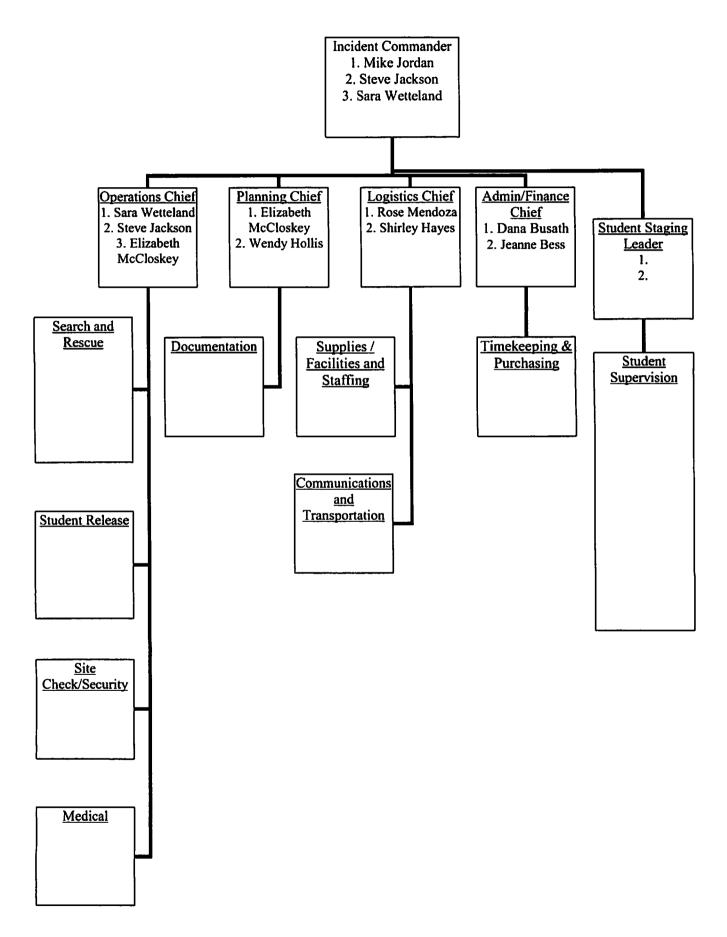
PART 1 CRISIS MANAGEMENT

SECTION 1 INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) is a nationally recognized organizational structure that provides for role assignment and decision-making while planning for and reacting to critical incidents of all types. Implementing ICS will allow for all school personnel to know their area of responsibility during a crisis and to plan and practice the management of their specific role. This type of delegation limits the number of functions under any one manager, allowing each person to focus on just one or two aspects of the incident. These managers then provide information to the incident commander (principal) and help that person make informed decisions. Using this type of organizational system during a critical incident creates clear communication channels that will help limit the chaos and uncertainty associated with emergency incidents. Plans can be made, policy established, and training conducted well in advance of any emergency incident. This type of forward thinking will be needed during a critical incident and is a key component to a school being properly prepared.

Center High School Incident Command System





Incident Command Descriptions

Incident Commander: The Incident Commander is the overall leader during an emergency incident. This person is normally the principal or assistant principal of the school. The Incident Commander makes decisions based on the information and suggestions being provided from the Liaison and ICS Section Chiefs.

- Assume Command
- Establish the Command Post
- Conduct briefings of the Command Staff
- Identify level of threat by assessing situation
- Set specific objectives and direct development of incident action plans
- Direct protective actions to stabilize the school
- Activate and oversee ICS functions
- Establish Unified Command with responding agencies
- Update EOC as situation evolves
- Approve information to send to the EOC for media briefings
- Set objectives for resumption of normal activities
- Maintain an activity log (scribe) and oversee action reports

Admin/Finance Chief

- Report to Command Post if directed to do so; otherwise, provide finance duties as secondary duty
- Keep an envelope or box for all receipts and overtime cards
- Provide a cost-accounting update for the IC as requested
- Maintain an activity log (scribe) and write after-action report
- Check attendance for that day for both students and adults

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

- Report to Command Post (immediately or upon handing off students)
- Participate in briefing sessions, helping to identify required resources and personnel or advising of their availability
- Provide equipment, supplies, personnel, busses/cars as required by Operations
- Establish and maintain communications (radios, bullhorns, etc.)
- Stage resources (or Team Leaders) so they are readily available
- Coordinate and re-assign staff to other teams as needed by Operations
- Maintain a visible chart of available resources as a reference for Ops and the IC Team
- Provide food and water as needed (and available) for staff and students
- Maintain an activity log (scribe) and write after-action report

Operations Chief: The Operations Chief manages the members of the Operations Team. The Chief reports directly to the Liaison. This group, referred to as the "Doers", performs the "hands on" response.

- Immediately report to Command Post
- Supervise and direct activities of all groups assigned to Operations through the Team Leaders
- Identify alternate staging areas as needed (to IC and Logistics)
- Identify alternate resource requirements (to IC and Logistics)
- Deploy resources
- Make changes as necessary to action plan based upon reports from group leaders and Planning Chief
- Update IC and IC Team with status reports
- Maintain an activity log (scribe) and write after-action report

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

- Report to Command Post (immediately or upon handing off students)
- Collect EOC forms and develop a briefing on incident size and scope for IC Team.
- With Ops, gather incident information and updates from team leaders.
- Send and supervise runners, if needed, to gather incident information
- Share information needed for decision making with IC Team
- Prepare estimates of incident escalation or de-escalation for IC Team
- Report to Safety any conditions that may cause danger
- Maintain an activity log (scribe) and write after-action report

Communications: This person will work to ensure that a communication system is in place (phones, walkie-talkies, etc). They will communicate crisis progress or changes within the site and with District Office.

Documentation: This person will collect, evaluate and document information about the development of the incidents and the status of resources.

Liaison: The liaison is the link between the Incident Commander and the Section Chiefs. The liaison may provide general information to the Incident Commander but does not make command decisions. The liaison is also the contact person/link for other community agencies, such as local police and fire departments.

Medical Team: Members of this team will take roll with their own class, send in their EOC form, and then ask a supervising teacher to watch their students. They

will then report directly to the Team Leader in a pre-determined First Aid Staging Area and organize first aid supplies. The medical area should provide privacy for the injured and easy access for cars used to transport people with major injuries.

If necessary, Medical Team members will take medical supplies and report to classrooms where injuries are being reported by Search and Rescue. They will stay in communication with Operations Chief via radio.

The Medical Team will use the First Aid and START to provide treatment and continue to prioritize injuries. Students with minor injuries can be walked to the medical area for first aid treatment. The Medical Team will determine if a student needs to be transported to the hospital. Written records must be kept of any students who are to be transported. If a transported student's name is not known, use a cell phone to take a photo of that student and document where he/she was transported to. Also, get the name of the ambulance company and the badge # of the ambulance personnel.

Off-Site Evacuation Coordinator: The duties of this position focus on organizing the off-site evacuation location during an emergency situation. This includes planning the movement of the students to the location and assisting with accounting of the students once they are moved. Many aspects of this assignment involve planning for the use of a location and planning the evacuation route to safely move the students. When organizing an evacuation, consider the special needs students and plan for how those students will be moved and what assistance will be required.

Scribe: The scribe will take roll with their own class, send in the EOC form, and then ask a supervising teacher to watch his/her students. The scribe then reports to the Command Post. The scribe stays with the Incident Commander at all times. The scribe will maintain a written record of the incident including actions taken, actions reported to the Incident Commander, time, names, dates, etc.

Search and Locate: This team is responsible to "sweep" the bathrooms, hallways, and other areas for students, visitors, and staff. This team may need to search for unaccounted for people. Emergency responders will perform any major rescue efforts if necessary. Members will take roll with their own class, send in their EOC form, and then ask a supervising teacher to watch their students. Search and Rescue Team members should report to their Team Leader in a pre-determined location. It may be near (but not in) the Command Post or by the Student Staging Area. The Operations Chief will direct the Team Leader as to the location of the missing or injured. Room by room searches are not conducted by Search and Rescue until after they have gone to all the rooms with known problems and then only if it is deemed safe to do so. As Search and Rescue teams (2 each for safety) proceed, they should check back in with the Team Leader to report

progress and/or need for additional help. The Team Leader reports progress/needs to the Operations Chief.

Site Check/Security Team: Members of this team will take roll with their own class, send in their EOC form, and then ask a supervising teacher to watch their students. The Team Leader will report to the Operations Chief and then, if it is safe, send the team to check on utilities, etc. The Site Check/Security Team will notify the utility companies of a break or suspected break in utilities. The team will then proceed to the entrances where public safety and/or parents may arrive and help direct people to the Command Post or Student Reunification Areas. If neighbors arrive, the team should direct them to help support Traffic Control.

A violent crime or other situation near a school may require that the school staff take steps to quickly secure the school from outside intruders. This will involve developing specific assignments for school personnel during such an emergency and creating a check system to make sure the school is secure. This person would then act as a liaison with the agency handling the local event.

Situation Analysis: The person in charge of situation analysis will provide ongoing analysis of situation and resources status - What if...

Staffing Assignment Coordinator: The role of this position is to use available personnel to assist with carrying out the core functions associated with an incident. Any teacher not assigned students during an incident and any school personnel arriving at the incident should directly report to this person. Working closely with the Incident Supervisor, the person will direct staff to the areas that need assistance. Those responsible for organizing the various areas will coordinate with this person in requesting manpower during the incident. This person will keep a roster of assignments and manpower needs and make requests of administrative offices when needed.

Student Release a.k.a. Parent Reunion Coordinator: This team will supervise the release of students. They will document the persons picking up students. They must record the time, signature, and where they will be taking the student. Pictures of each child with the adult picking them up may be useful. Members will take roll with their own class, send in their EOC form, and wait to be called up. Before parents begin arriving, the Team Leader will begin setting up the Reunification Center, with support if needed, in a predetermined location. They will gather information regarding attendance from the Admin/Finance Team. When parents begin arriving, the Team Leader will call up the rest of the team and notify the Operations Chief. As more parents arrive, more teachers and classified staff will be assigned to this staging area. Students will be re-assigned to other Supervising Teachers. If evacuating the site, before leaving the school grounds, the Student Release Team will post a notice on the front door informing

parents where to pick up their children. If the front door is no longer there, the notice will be placed on the flagpole.

Student Supervision Team: This team supervises all students unless otherwise assigned. Other teachers who have designated responsibilities that take them away from their class will be reporting to a member of the Student Supervision Team before they leave their class in his care. This team will be working closely with the Student Release Team to make sure that students do not leave until their parent or adult has signed them out from the release area.

Supplies/Facilities: This person will locate and provide facilities, equipment, supplies and materials as needed.

Timekeeping & Purchasing: This person will maintain accurate records of staff hours and of purchases.

Transportation: The school staff member responsible for organizing this operation works with the district Transportation Department to coordinate the arrival of buses and the loading of students onto the proper bus. Responsibilities for this person include: arranging for buses, supervising loading and moving of buses, and arranging alternative forms of transportation as needed. The Operations Chief will direct the team to move students off campus, if necessary.

SECTION 2 STAGING AREAS

Indoor Command Post:

- 1. Principal's Office
- 2. Library

Outdoor Command Post:

- 1. Stadium Press Box
- 2. Quad

Triage Area: Library/Quad

Parent Reunification Area: Stadium or K-Mart Parking Lot

Bus Staging Area: Stadium

Media Staging Area: K-Mart Parking Lot

Off-Site Evacuation Location:

Directions:

SECTION 3 LOCKDOWN PROCEDURES

The school lockdown procedure serves many functions during an emergency situation:

- When a lockdown is initiated, the majority of students and teachers will be taken away from the threat.
- The dangerous situation can be isolated from much of the school.
- Accounting for students can accurately take place in each classroom.
- Depending on the situation, an organized evacuation can take place away from the dangerous area.

In addition to an onsite emergency, lockdown procedures can be modified for use during a local incident in which the school population is not in direct danger. A local incident might be a sheriff or fire event nearby or an injury on school grounds that requires limiting student movement in the area.

When a lockdown is announced, several steps should take place. Someone must be assigned to the dangerous situation or area to ensure students and staff do not enter the area. Immediate notification should be made to the 911, fully explaining what is known at that time. The bells must be held and instructions to ignore the fire alarm should be given.

When ordering a lockdown, the following announcements should be made and repeated several times:

A) Classes in progress (not during lunch)

"Teachers, please secure your students in your classrooms immediately. All students report directly to your classrooms and ignore any fire alarms."

B) Class change in progress

"Teachers and students, it is necessary to begin a lockdown of classrooms. All students report directly to your next assigned class and ignore any fire alarms."

C) Lunch is in session

Add the following to either announcement:

"Students in the cafeteria, follow the instructions of the faculty in the cafeteria."

Unassigned teachers should ensure that students in hallways are placed in classrooms immediately. Staff members should check restrooms and other areas where students may be found. If students are found and are not close to their classroom, students should go into the closest occupied classroom. Then teachers should stay in a locked room and notify the office of their location.

During a lockdown, special attention should be given to the areas of the school where numerous students are gathered in an unsecured environment, such as the

cafeteria, auditorium, or library. Arrangements should be made so that students in these areas can be moved to nearby locations that can be secured.

When a teacher with a class hears one of the lockdown announcements he or she should follow these directions:

- 1. Lock the classroom door immediately.
- 2. Keep all students sitting on the floor, away from the door and windows.
- 3. Use caution and discretion in allowing students entry into the classroom.
- 4. Advise the students that there is some type of emergency but you don't know what it is.
- 5. Take attendance and prepare a list of missing students and extra students in the room. Prepare to take this list with you when you are directed to leave the classroom.
- 6. If there is a phone in your classroom, do not use the telephone to call out. Lines must be kept open, unless there is an emergency situation in the classroom.
- 7. Ignore any fire alarm activation. The school will not be evacuated using this method.
- 8. Project a calm attitude to maintain student behavior.
- 9. When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
- 10. Remain in the room until a member of the Crisis Management Team comes to the room with directions, or a sheriff arrives with directions.

Teachers should be aware of the emotional response some students may have to a lockdown situation. For example, teachers could prepare for frightened students vomiting by keeping plastic bags and cleaning supplies available in the classroom. Another idea is to keep a supply of gum, mints, or hard candy in each room to help relax students.

Depending on the grade level, students will ask many questions that teachers will not be able to answer. Being familiar with the lockdown procedures and the role of the ICS will provide a better understanding of what is taking place and what can be expected.

As a lockdown is taking place, the Incident Command Team should ensure that several functions are taking place. Depending on the situation, the school may need to be completely secured from the inside. This will require specific individuals being assigned to lock any open doors. Notifications will continue to be made to school administration and possibly the sheriff department if the sheriff has not arrived on the scene. Any known injuries should also be reported to the administration, who will relay that information to the sheriff.

Communication via school radio is permissible as long as the incident does not involve an explosive device or a suspect in possession of a radio or scanner. The

sheriff liaison member of the Incident Command Team should be prepared to gather all known information and respond to the first arriving sheriff personnel and brief them on the situation.

Once a lockdown has been started, wait for the sheriff department to arrive before arranging for evacuation of the school. This will allow for a more secure environment during the evacuation and assist the sheriff if a tactical operation is necessary.

Special areas of concern:

Special attention should be paid to the playground area of each school. Teachers must be able to hear the lockdown announcement and an alternate lockdown location must be identified. This location can be indoors or outdoors, if students can be safely hidden on the playground. In either case the lockdown location must be determined during initial crisis planning and the information should be clearly communicated to all staff members.

SECTION 4 EVACUATION PROCEDURES

General Evacuation

Evacuation decisions are very incident-specific. If the release occurs slowly, or if there is a fire that cannot be controlled within a short time, then evacuation may be the sensible option. Evacuation during incidents involving the airborne release of chemicals is sometimes necessary. If a general evacuation is ordered, the school population will be sent home, to the off site evacuation location, or to another location. Students are evacuated by walking or on school busses. If the school has been evacuated, the response personnel will need to decide when it is safe to return. They will need to verify data collected by the monitoring crews and consider the advice of the health officials concerned.

Evacuation of School Grounds

In the event the school cannot be occupied following an evacuation, it may be necessary to evacuate the school grounds. We will evacuate to the off site evacuation location.

The principal will call the Superintendent. Before leaving the school grounds, the Student Release Team will post a notice on the front door informing parents where to pick up their children. If the front door is no longer there, the notice will be placed on the flagpole.

During evacuation, the students will walk quickly, quietly, and in single file. If busses are available, students will board {insert location}. When releasing students to the care of parents or other adults, refer to the section entitled, "Release of Students to Parents".

School Evacuation Instructions

Exit the Building

- Go to the designated assembly area.
- Immediately upon hearing the fire alarm signal or instructions to "leave the building" over the intercom, students, faculty and others in the building shall evacuate the building via prearranged evacuation route quickly, quietly and in single file. The last person out of the room shall pull the door closed, but will not lock it. All will proceed to the designated assembly area.

Teachers

- Take class lists, red/green cards and student emergency card.
- Make special provisions to assist handicapped students.
- Exit the building through assigned exit or nearest unblocked exit.
- Lead the class out of the building to pre-designated area at least 500 feet from building. Area must be free from hazards such as overhead power lines, gas lines and motor vehicle traffic.

- Take roll and report any missing students (by name) to the Student Supervision Leader at pre-designated location away from building.
- · Necessary first aid should be performed.

Students

In homeroom class

- Leave all personal items in classroom.
- Follow their teacher and exit in a guiet and orderly manner.

NOT in homeroom

- Leave all personal items in classroom.
- Exit with their supervisor, or if alone, exit the nearest unblocked exit.
- Remain with the class with which they exited until it is deemed safe for the student to return to his/her regular class.

At recess / break

- During recess, students should go to their assembly area.
- Students should go to the assembly area of their Advocacy teacher.

Staff Not Assigned To Classrooms

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

Principal or Designee

- Report any missing persons to emergency response personnel.
- If building is determined to be safe to re-enter:
 - Determine WHEN it is safe to re-enter.
 - Notify teachers by all clear signal or runner. DO NOT USE FIRE ALARM SIGNAL for re-entry.
- If building is unsafe to re-enter, evacuate the school site, using predetermined plan.

Instruct teachers to:

- Release students to responsible adults using predetermined procedure.
- Students will exit school grounds to the blacktop/field either to board busses or to walk to {insert location}.

Evacuation of Students with Disabilities

Students with sensory, developmental, cognitive and mobility disabilities will have evacuation protocol in place that meets the requirements of their Individualized Education Plan, their Health Plan and/or Americans with Disabilities Act requirements. During an evacuation:

- A pre-designated staff member will assist with the evacuation.
- The staff member will describe the situation and actions to be taken in advance of beginning the evacuation procedures.
- The staff member will use facial expressions and hand gestures as clues when describing the procedures.
- The staff member will give one direction at a time during the evacuation.
- The student will never be left unattended.

Exit Route

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

SECTION 5 STUDENT RELEASE PROCEDURES

Early Dismissal

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

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

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

Follow the "Release of Students to Parents" plan.

Release of Students to Parents

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

Prior to the approved adult taking the student, a release form must be filled out and signed. (See student release form.)

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

STUDENT RELEASE FORM

DateTime Teacher Room #Grade PERSON CHECKING OUT STUDENT: Signature IF NOT PARENT/GUARDIAN, PLEASE PRINT THE FOLLOWING INFORMATION: Name Address Phone #
PERSON CHECKING OUT STUDENT: Signature IF NOT PARENT/GUARDIAN, PLEASE PRINT THE FOLLOWING INFORMATION: Name Address Phone #
PERSON CHECKING OUT STUDENT: Signature IF NOT PARENT/GUARDIAN, PLEASE PRINT THE FOLLOWING INFORMATION: Name Address Phone #
Signature IF NOT PARENT/GUARDIAN, PLEASE PRINT THE FOLLOWING INFORMATION: Name Address Phone #
IF NOT PARENT/GUARDIAN, PLEASE PRINT THE FOLLOWING INFORMATION: Name Address Phone #
IF NOT PARENT/GUARDIAN, PLEASE PRINT THE FOLLOWING INFORMATION: Name Address Phone #
NameAddressPhone #
Address Phone #
Phone #
STUDENTS UNACCOUNTED FOR
Teacher's
NameRoom
Students unaccounted for:

SECTION 6 SCHOOL PARTNERSHIPS

Off Site Partnership

Phone Number:

Contacts:

Directions:

SECTION 7 RESOURCES

Staff Special Skills

Confidential Information which is found in the emergency bag in the principals' office.

SECTION 8 COMMUNICATIONS

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

Communication between the custodial staff and the office staff will be by radio. One radio shall be assigned to each of the following people:

Principal
Secretary
Day Custodian
Night Custodian
Noon Duty Aide
Resource Teacher
Counselor
Operations Chiefs
Planning Chiefs
Logistics Chiefs
Incident Commanders

Telephone Communication

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

SECTION 9 CRISIS PHONE DIRECTORY

- Sheriff/Fire Department: 911
- Twin Rivers Police Department: (916) 566-2777
- Poison Control Center, UCD Medical Center: (916) 734-3692
- Citizens Utilities (Water): (916) 568-4200
- SMUD (Electricity): (916) 456-7683
- PG&E (Gas): (916) 743-5000
- Superintendent's Office: (916) 338-6409
- Maintenance, Operations, Transportation (MOT):
 - o Craig Deason, Assistant Superintendent: (916) 338-6337
 - o Carol Surryhne, Assistant Superintendent's Secretary: (916) 338-6337
 - o Kim Rogers, Staff Secretary: (916) 338-6417
- Child Protective Services (CPS): (916) 875-5437
- Spinelli Elementary School: (916) 338-6490
- Dudley Elementary School: (916) 338-6470
- Oak Hill Elementary School: (916) 338-6460
- Wilson C. Riles Middle School: (916) 787-8100
- Center High School: (916) 338-6420
- Antelope View Charter School: (916) 339-4690
- Global Youth Charter School: (916) 339-4680
- McClellan High School: (916) 338-6445

SECTION 10 LETTERS HOME

Dear Parents:

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

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

- 1. In case of a fire alarm, students will be evacuated from the building. In the event of an **actual** fire that requires evacuation, students will be evacuated to {insert location}. If possible, notification will be sent to parents through the automatic dialing system; otherwise, parents will be informed by school officials during or after the evacuation.
- 2. If an emergency evacuation occurs before parents can be reached, a notice will be left on the front door informing parents where to find their children. Only parents or adults listed on the emergency information cards will be permitted to pick up students. Please make sure the information on the emergency card includes everyone you would permit to pick up your child. Bused students will only be returned home during regular times and only if it is deemed safe.
- 3. If there is an earthquake, students will be kept in classrooms until quaking stops. Students will then be evacuated from the building. If there is too much damage to use the school as shelter, see number 1.
- 4. Floods, power outages, severe storms or any other disaster will normally result in students being held at school in regular classes until the usual departure time or sent home as in number 2.
- 5. Parents should discuss the above information with their children and assure them that school personnel will care for them just as they do each day, until they can be re-united with parents.

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

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

SECTION 11 AFTERMATH

Counseling

The need for a proactive counseling program can not be overlooked. Many dangerous situations can be avoided with early intervention by trained professionals. Available resources should be identified and used on a regular basis when the first sign of depression, anger, or other alarming changes in a student is observed. During a crisis, the CMT member responsible for counseling must quickly organize a counseling program to help students, parents, faculty, and the community heal from the incident. Counselors at the effected school may handle some incidents, while other incidents could easily require the cooperation of many services. Identifying resources within the school system, county, and community should be planned and well organized before a crisis occurs.

SECTION 12 TRAINING AND UPDATING

Drills

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

Once yearly, a full scale disaster drill will be held to give the staff an opportunity to fully implement the Incident Command System.

Training

The staff has participated in the following trainings:

- SEMS video Spring 2013
- CPR Training Spring 2013
- Mandated Child Abuse Reporter Training Spring 2013
- Triage Training Spring 2013

PART 2 CRISIS READINESS

SECTION 1 ACTIVITY IN THE VICINITY

Upon notification of a dangerous situation near the school, several steps should be taken to protect the school population from the incident.

- Obtain as much information about the incident as you can. The Sacramento County Sheriff's Communication Center will be able to provide an overview of the incident. Call (916)874-5115.
- Convene a meeting of the Incident Command Team and discuss the situation and/or recommendations from the sheriff or fire department.
- Bring classes being conducted in trailers into the school.
- Secure the school building, if necessary.
- Coordinate with team members and faculty to ensure all doors are secured and post lookouts inside the school who can alert you to approaching danger.
- Notify the District's Central Office.
- Assign sheriff and fire liaison member of Incident Command Team to monitor situation and provide updates as needed.
- Prepare for possible lockdown or evacuation depending on the situations. Follow sheriff or fire guidance.
- If sheriff or fire have not resolved the situation by dismissal time, plans will need to be made to alter or delay dismissal of students and transportation should be contacted with information.
- Informational letter for parents should be developed in conjunction with district office and sheriff or fire officials.

SECTION 2 BOMB THREAT

Because an explosive device can be controlled electronically, school radio usage should not take place inside the school during a bomb threat since radio waves could detonate the device accidentally. Radio usage can resume 300 feet away from the building, allowing for communication from the evacuation staging area.

Bomb Threat Procedures

- I. Office Personnel
 - a. If the threat is made by any means other than telephone, immediately notify an administrator.
 - b. If the threat is made by telephone, the person receiving the call is to do the following:
 - i. Mentally form a picture of the caller is the caller male or female? Juvenile or an adult? Does the voice sound familiar? If so, who? As soon as possible, indicate your impressions on the Bomb Threat Form.
 - ii. Ask the caller three questions, in this order:
 - 1. When is the bomb going to explode? (The caller may or may not respond to this question. If the threat is real, chances are he/she will say something. If the caller just hangs up without any comment to your questions, the chances are great that it is a prank call.)
 - 2. Where is the bomb located? What kind of bomb is it? (If the caller responds to these questions, he/she will probably lie, but it will keep the caller talking and give you more time to identify him/her.)
 - 3. Why are you doing this? Where are you now? (The caller's answer to these questions will give you a clue as to whether or not it is a real threat. If he says he wants money, or is representing some group or organization, the chances that it is a real threat are increased. In no event suggest a reason to him by asking something like, "Do you want money?" Let the caller provide the reason.)
 - iii. Note the time the call was received and immediately notify the principal or designee.
 - c. Call the Sacramento County Sheriff (911) and ask for a sheriff's unit to be dispatched to the school.

II. Administration

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

- a. Notify teachers to evacuate their rooms by announcing "code red" followed by the fire drill signal. All students should be at least 500 ft. away from the building.
- b. Wait for the sheriff's unit to arrive. Assist the officers as needed.

- c. Provide a designated employee(s) to assist law enforcement in search of suspicious objects on school grounds.
- d. Administrator must determine if students will need to evacuate the school grounds if no suspicious item is found.
- e. Maintenance, Operations, & Transportation will be called to provide busses for students, if necessary.

III. Teachers

- a. Upon receiving the notice to evacuate for a "code red", have your students assemble outside your classroom in an orderly manner and wait for you.
- b. Check your room before you leave for anything out of the ordinary. Take a 360-degree sweep from eye level to floor and if you see anything suspicious, report it to an administrator.
- c. Keep your group together and walk with them to the field. Take your roll sheet and emergency information and call roll when you get there. Get your group together in an orderly manner and stay with them. You will probably be there for awhile, so take your time with these tasks and make sure students obey you perfectly.
- d. When you hear the all clear signal (announcement over the intercom or on the bullhorn) return to your classroom in an orderly manner.
- e. Do not let the students know that we have a bomb threat. Treat this as a routine "fire drill."

IV. Custodians, Cooks, and other Classified Employees

- a. Check your work areas. Do a 360 degree visual check of your room(s) as described under "Teachers" above.
- b. Assist Administration as needed.

BOMB THREAT FORM

RECEIVING A BOMB THREAT

INS	STR	UC	ĨΤ	:OI	NS:

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

Exact time	of call:	·			
Exact word	ds of caller:				
2. Whe 3. Wha 4. Wha 5. Wha 6. Did 7. Why 8. Whe 9. Wha	n is the bom re is the bor t does it loo t kind of bor t will cause you place th ? re are you o t is your ado	mb? k like? mb is it? it to detona e bomb? alling from? dress?	te?		
Caller's Vo	ice (Circle):				
Calm Stutter Giggling Stressed	Disguised Slow Deep Accent	Nasal Sincere Crying Loud	Angry Lisp Squeaky Slurred	Broken Rapid Excited Normal	
Voice Description (Circle):					
Male Calm Young Rough	Female Nervous Old Refined	Middle-Aged			
Accent: Y	es No	Describe_			

Speech Impediment: Yes No Describe							
Unusual Phrases							
Recognize Voice? If so, who do you think it was?							
Background Noises (Circle):							
Music TV Traffic Running Motor (type) Horns Whistles Bells Machinery Aircraft Tape Recorder Other							
Additional Information:							
A. Did the caller indicate knowledge of the facility? If so, how? In what ways?							
B. What line did the call come in on?							
C. Is the number listed? Private number? Whose?							
D. Person Receiving Call							
E. Telephone number the call was received at							
F. Date							
G. Report call immediately to: (Refer to bomb incident plan)							
Signature Date							

THREATENING PHONE CALL FORM

Time call was received	_ Time caller hung up			
Try to get another person on the of person:	line and record the conversation.	Exact words		
Questions to ask if not already co	overed by caller's statement (recor	d exact words)		
1. What is your name?				
2. What are you going to do?				
3. What will prevent you from	doing that?			
4. Why are you doing this? _				
5. When are you doing this?_				
6. Where is the device right n	ow?			
7. What kind of device or mat	erial is it?			
Person receiving the call	Person monitoring the cal	I		
Department	Department			
Dept Phone No	Dept. Phone No			
Home Address Home Address				

SECTION 3 BUS ACCIDENT

Field Trip Preparedness for Staff Members

- School buses are required to carry a first aid kit. Make sure it is in the bus.
- Teachers who participate in a large number of field trips should be encouraged to train in CPR and first aid procedures.
- Always take a complete roster and emergency care cards of students on a field trip.
- Maintain a complete list of teachers' and chaperones' home phone numbers, emergency contacts and work phone numbers for spouse.
- Develop an emergency phone number directory for field trips.
 Directory should contain emergency phone numbers for the school system and main phone numbers to the school and administrative offices.

SECTION 4 CHEMICALS/BIOHAZARD/GAS ODOR

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

The fire department shall be informed by the principal once each year of all chemicals used in the building and where they are stored. In the event of a hazardous material accident in the building, the principal (or designee) will decide if and how the building will be evacuated. If any accident should occur, the fire department, Center Joint Unified School District Superintendent, and Sacramento County Health Department should be notified.

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

In order for the "in-place-shelter procedure" to be effective, the effected population must be advised to follow the guidelines listed below:

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

SECTION 5 DEATH/SUICIDE

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

Principal or designee shall:

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

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

SECTION 6 EARTHQUAKE

During the Quake

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

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

After the Quake

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

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

Re-entry of Building

Follow the procedures of the re-entry instructions (after "Building Evacuation") except: the building should be inspected by a qualified person who has been trained in Building Analysis. This person will perform an inspection on structural

soundness, electrical wiring, water distribution, oil, gas, and other fuel systems, and boiler and heating systems.

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

SECTION 7 FIRE/EXPLOSION

Fire

- 1. In the event of a natural gas fire, sound alarm and then turn off main gas valves. If the fire is small, use the fire extinguisher AFTER the gas is turned off.
- 2. In the event of an electrical fire, sound alarm and then turn off electricity. Do not use water or water-acid extinguishers on electrical supported fires. Only small fires should be fought with an extinguisher.
- 3. The person locating the fire will sound the school alarm.
- 4. Follow the "Building Evacuation" instructions.
- 5. The principal will notify the superintendent's office.
- 6. The office staff will notify the utility companies of a break or a suspected break in utilities.
- 7. Keep access road open for emergency vehicles.
- 8. All staff will be responsible to peek in the door of classroom on either side and make sure they were informed of the fire.
- 9. The custodian is responsible for checking exits daily to make sure they are functional. All exits should be obvious, maintained and clear of obstructions.

Computer Labs

All labs are to be equipped, as their needs require, for proper fire control and for emergency purposes.

Lunchrooms and Kitchens

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

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

Fire Drill Procedures

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

1. When the signal is sounded, the teaching staff will proceed to the evacuation assembly area (blacktop/field) with their classes. Staff not assigned a regular class of children will report to the same area to render any needed assistance to teachers.

- 2. Once each month, all teachers will instruct their classes in the correct procedures and behaviors to utilize during fire drills.
- 3. Once each month, a fire drill will be conducted by the school staff.
- 4. Students stand facing away from the building in silent lines.
- 5. Supervising staff will take roll. The whereabouts of all students should be known.
- 6. Any student in attendance at school but not with class or in a special class should be reported immediately to the Student Supervision Leader.

Silent Fire Drill / Neighborhood Disaster Plan

- 1. Silent fire drills and neighborhood disaster procedures will be used in the event of bell and/or intercom failure.
- 2. When a silent fire drill is in progress, a monitor appears at the door with a sign stating "silent fire drill." The monitor will remain until the teacher sees the sign. The procedures to follow are the same as during a regular fire drill.
- 3. When a silent intruder on campus drill is in progress, a monitor appears at the door with a sign stating "Duck and Cover". The monitor will remain until the teachers see the sign.

Fire Extinguishers

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

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

Fire Extinguisher Inspections

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

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

SECTION 8 FLOOD

When there is a flood at the school site

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

After the danger is over

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

Minor Flooding

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

SECTION 9 GAS ODOR

If odors are detected outside the building, it is not necessary to evacuate the building. Call the police and fire non-emergency number to report the smell (874-5115). Call the district office.

If the odor is detected inside a school building, convene the crisis management team and evacuate the building immediately.

- Call 9-1-1
- Arrange to have the students moved to an off-site evacuation location
- The incident command system member responsible for student accounting begins the process of tracking all students
- Make sure the critical incident response kits leave the school with the students

SECTION 10 HOSTAGE SITUATION

<u>Intruder or Hostage Situation</u>

Organized or unorganized terrorists would usually find themselves in one or two places within the school building. Either they would penetrate into the administration office, or they would infiltrate a classroom. The administration and staff have only two "weapons" in which to combat the situation: time and specific procedures. The school staff should not attempt to disarm terrorists.

The procedures for the following situations are as follows:

Terrorist or Intruder Enters the Classroom

- 1. The teacher will try to make contact with the office via intercom phone.
- 2. If the teacher cannot get to the communication system, he/she should attempt to send a note out the door with a student. Do not take a chance if there is any doubt that the child will be seen exiting. If one is able to leave, he/she should crawl past any windows so as not to be seen.
- 3. Any teacher receiving the note from a student or other adult should immediately lock all doors, inform the office, and close the blinds.
- 4. If there is another teacher, adult, or student who can safely make a call, call the office at {insert phone number} or the administrator at {insert phone number}. The office's number should be visibly posted near phone.
- 5. Immediately brief the students to sit down and be quiet if you are faced with an intruder.
- 6. Try to obey all commands of the terrorist/intruder.
- 7. The office personnel upon receiving a "help" signal will verbally call for a lock down over the intercom. Teachers will immediately lock all outside doors including workroom doors and close the blinds. Students should assume the duck and cover position under their desks.
- 8. Office will immediately dial 911.
- 9. No one will evacuate the building unless instructed to do so by the principal or uniformed police officer.
- 10. Remain in your room until an "all clear" signal is given.
- 11. Any student finding himself or herself en route to a classroom from the bathroom, office, library, or another classroom needs to go to the nearest classroom or building. If the door is locked, he/she is to knock and loudly announce one's self.

Terrorist or Intruder Enters the Office

- 1. If the administrators, secretary, office assistants, or any other staff members are able to phone out of the school without bringing harm to themselves, they will call 911.
- 2. The principal or secretary will notify the Superintendent, if possible.
- 3. The school office personnel shall attempt to follow all commands of the terrorists.

Terrorist or Intruder Appears on Campus During Recess

- The teacher on yard duty who first notices an armed individual (gun, knife, or other dangerous weapon) on campus will signal other adults on the playground with four short blasts on a whistle. An adult will send a student to the closest classroom door to enter and ask the teacher inside to inform the office immediately.
- 2. The office will announce the intruder alert. All students and teachers in classrooms will react accordingly by assuming the duck and cover position.
- 3. Students on the playground hearing four short whistle blasts or hearing the Duck and Cover signal will look for the nearest teacher and follow instructions. Students need to be aware that four short whistle blasts designate a problem. If the intruder has a weapon but is not firing, teachers should exit students as quickly as possible via one of the escape routes in that particular duty area.
- 4. Teachers will go in the opposite direction of the intruder.
- 5. If an intruder arrives on the playground and starts firing shots, students and teachers should drop to the ground.
- 6. Teachers will need to keep an eye on the intruder at all times to determine what to do next. This type of a situation is unpredictable and unfortunately cannot be covered with pre-determined procedures. The main concern is to get as many students as possible off the playground and into a safe building.

SECTION 11 HOSTILE VISITOR

Domestic or Civil Disturbance

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

To reduce the potential for problems, these steps are standard procedure:

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

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

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

Procedure to Deal with Civil Disturbances

Violent Person:

Teachers are to be notified by intercom to close and lock classrooms until the situation is cleared by the administration and/or police. The "duck and cover" drill will be initiated. Students located in the halls shall be moved to the nearest classroom as quickly as possible. While contact is made with law enforcement, one person (determined by the administration) may attempt to establish rapport

with the person, otherwise do not confront this person; contact the office immediately. The office will call 911. Administrators will inform the Superintendent.

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

Mob:

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

Unidentified Person(s) Taking Control:

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

SECTION 12 KIDNAPPING/ATTEMPTED KIDNAPPING

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

- 1. Principal or designee will contact the Sacramento Sheriff (911).
- 2. Principal or designee will contact the Superintendent and report the situation.
- 3. Principal or designee will contact the parent or guardian of the kidnapping victim.
- 4. Principal or designee will inform the teachers of the situation and give further instructions regarding child safety.
- 5. Principal or designee will inform secretary on how to respond to phone calls regarding the incident.

SECTION 13 MEDICAL EMERGENCY

Our school shall be prepared to provide basic first aid while summoning necessary emergency assistance. A list of qualified persons who have had First Aid and CPR training should be maintained by the principal. This list must be updated and distributed to the staff annually.

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

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

The general emergency number 9-1-1 will be explained each year to all school personnel, and this number will be readily visible on all telephones.

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

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

First Aid Stations

A first aid station is always maintained in the nurse's office. In the event of a large scale emergency that requires an evacuation, a medical station will be set up by the Medical Team in a pre-determined location. If evacuation is not necessary, the nurse's station and/or the multi-purpose room will be used.

Rescue

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

With a serious or critical injury, do the following:

- 1. Evaluate the situation. Unless the victim is in further danger, do not move him/her.
- 2. Be sure the victim is breathing.
- 3. Control serious breathing.
- 4. Send a runner to notify the office.
- 5. Treat for shock.
- 6. Keep comfortable and try to maintain normal body temperature.

With non-critical illness or injury, do the following:

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

With critical illness or injury, do the following:

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

FIRST AID INSTRUCTIONS

Eyes	
Fainting	
Fracture	
Frostbite	
Head Injury	
Heart Attack	
Nosebleeds	
Pandemic Flu Plan	
Poisoning	
Puncture Wounds	
Seizure	
Shock	
Sunstroke	
Wounds	

Abdominal Pain

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

Artificial Respiration

- 1. Steps for mouth-to-mouth artificial respiration:
 - Clear airway

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

Bleeding

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

Bone Injuries

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

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

Breathing - Unconscious Person

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

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

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

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

Rescue Breathing:

- 1. Giving mouth-to-mouth rescue breathing to an adult:
 - a. Put your hand on the victim's forehead, pinching the nose shut with your fingers. Your other hand is lifting the victim's chin to maintain an open airway.
 - b. Place your mouth over the victim's, making a tight seal.
 - c. Breathe slowly and gently into the victim until you see the chest rise.

 Give 2 breaths, each lasting about 1½ seconds. Pause between breaths

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

Burns

- 1. Degrees:
 - Skin red (1st degree)
 - Blisters develop (2nd degree). Never break open blisters.
 - Deep tissue damage (3rd degree)
- 2. First Aid for thermal burns (1st and 2nd degree burns) to exclude air:
 - Submerge in cold water
 - Apply a cold pack
 - Cover with a thick dressing or plastic. (Do not use plastic on face.)
 - After using cold water or ice pack, cover burned area with a thick, dry, sterile dressing and bandage firmly to exclude air.
- 3. First Aid for 3rd degree burns:
 - Apply a thick, dry sterile dressing and bandage to keep out air.
 - If large area, wrap with a clean sheet or towel.

- Keep burned hands and feet elevated and get medical help immediately.
- Treat the same as shock victim, giving fluids as indicated; warmth necessary.
- 4. First Aid for chemical burns
 - Wash chemical away with water.
- 5. Acid burn to the eye (also alkali burns)
 - Wash eye thoroughly with a solution of baking soda (1 teaspoon per 8-ounce glass of water) or plain water for 5 minutes.
 - If victim is lying down, turn head to side. Hold the lid open and pour from inner corner outward. Make sure chemical isn't washed out onto the skin.
 - Have victim close the eye, place eye pad over lid, bandage and get medical help.

Choking (Heimlich Maneuver)

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

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

If the victim is on his back:

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

Convulsions or Seizures

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

These seizures are seldom dangerous, but they are frightening.

- 2. Causes
 - Head injuries

- Severe infections
- Epilepsy

3. Treatment

- Prevent patient from hurting himself
- Loosen tight clothing
- Do not restrain
- If breathing stops, apply mouth to mouth resuscitation
- Do not give liquids nor put patient in warm water
- When the seizure is over, treat as for shock keeping patient warm

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

Diabetics

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

Dog/Animal Bites

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

Ears

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

Electric Shock

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

Eyes

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

<u>Fainting</u>

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

Fracture

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

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

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

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

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

Frostbite

1. The frostbitten area will be slightly reddened with a tingling sensation of pain. The skin becomes grayish-yellow, glossy and feels numb. Blisters eventually appear.

2. Re-warm the area by quickly submerging it in warm water (start with 98 degrees and gradually warm to 102-103 degrees). Don't rub the area nor break the blisters.

Head Injury

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

Heart Attack

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

Nosebleeds

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

Pandemic Flu Plan

Seasonal Flu:

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

Mild to Moderate Pandemic:

 Caused by new influenza virus that has not previously circulated and can be easily spread.

- It is likely most people will have no immunity to the new virus; it will likely cause illness in high numbers of people and more severe illness and deaths than seasonal influenza.
- Symptoms are similar to seasonal flu, but may be more severe and have more serious complications.
- Healthy adults may be at increased risk for serious complications.

Severe Pandemic:

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

Measures to limit the spread of flu:

- Promote hand-washing/use of antibacterial wipes, cough hygiene via modeling by school staff.
- Cover nose and mouth with a tissue or upper arm if a tissue is not available
- Dispose of used tissue in a waste basket and wash hands after coughing, sneezing or blowing nose.
- Use warm water and soap or alcohol-based sanitizers to clean hands.
- Wash hands before eating or touching eyes, nose or mouth.

Encourage vaccination of staff and students for whom the flu vaccine is recommended.

Persons developing symptoms at school should be sent home as soon as possible and instructed not to return until well.

Social distancing:

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

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

Open windows if weather permits while room is occupied or when students leave the room for lunch. Consider possible school closure for a short amount of time early in the course of a community outbreak.

Consult www.pandemicflu.gov for new and updated information.

Poisoning

1. In all oral poisoning, give liquids to dilute the poison.

2. Procedures for handling specific oral poisoning cases should be reviewed by teachers of classes in areas where poisoning may take place.

Puncture Wounds (knife and qunshot)

A puncture wound may be caused by a pointed object such as a nail, piece of glass, or knife that pierces the skin. Gunshot wounds are also considered to be puncture wounds. Generally, puncture wounds do not bleed a lot and are therefore susceptible to infection. Severe bleeding can result if the penetrating object damages internal organs or major blood vessels.

If an object is impaled in a wound, DO NOT REMOVE IT.

- Place several dressings around the object to keep it from moving.
- Bandage the dressings in place around the wound.
- Call 911 and contact parents.

A puncture wound to the chest can range from minor to life threatening. A sucking chest wound is one in which the rib cage has been penetrated and you can hear a sucking sound every time the victim takes a breath.

- Without proper care, the victim's condition will quickly worsen.
- Cover the wound with a dressing that does not allow air to pass through it.
- A plastic bag, latex glove, or plastic wrap taped over the wound will help keep air circulating through the lungs.
- Give additional care as needed. Watch for shock.
- Call 911 and contact parents.

Seizure

An alarming sight, a person experiencing a seizure may exhibit limbs jerking violently, eyes that roll upward, and breath that becomes heavy with dribbling or even frothing at the mouth. Breathing may stop in some seizures, or the victim may bite his or her tongue so severely that it blocks the airway. Do not attempt to force anything into the victim's mouth. You may cause injury to the victim or yourself.

1. During a seizure:

- a. There is little you can do to stop a seizure.
- b. Call for help.
- c. Let the seizure run its course.
- d. Help the victim to lie down and keep from falling to avoid injury.
- e. Do not use force.
- f. Loosen restrictive clothing.
- g. Do not try to restrain a seizure victim.
- h. Cushion the victim's head using folded clothing or a small pillow.
- i. If a seizure lasts 10 minutes in a known epileptic, or 5 minutes in a person with no seizure history, call 911.

- 2. After a seizure:
 - a. Check to see if the victim is breathing. If not, immediately begin rescue breathing.
 - b. Check to see if the victim is wearing a MEDIC ALERT or similar bracelet. It describes emergency medical requirements.
 - c. Check to see if the victim has any burns around the mouth. This would indicate poison.
- 3. The victim of a seizure may be conscious but confused and not talking when the intense movement stops. Stay with the victim and be certain that breathing continues. When the victim is able to move, get medical attention.

After the seizure is over, the pupil can be taken to the office to lie down until the dazed phase is over and parents are notified. The student should be attended to continuously until fully recovered.

Very rarely a condition called "status epilepticus" occurs in which one seizure follows another for a long period of time. This is a medical emergency; call 911.

Shock

- 1. Shock is likely to develop in any serious injury or illness. Shock may be serious enough to cause death even though the injury itself may not be fatal. Four important symptoms of shock are:
 - Pale, cold, moist skin
 - Weak and/or rapid pulse
 - Rapid breathing
 - Altered consciousness
- 2. The symptoms of shock may appear immediately or may be delayed for an hour or more. Give shock care to all seriously injured persons:
 - Have the victim lie down.
 - Control any external bleeding.
 - Help the victim maintain body temperature, cover to avoid chilling.
 - Reassure the victim.
 - Elevate legs about 12 inches unless you suspect head, neck, or back injuries or broken bones involving hips or legs.
 - Do not provide anything to eat or drink.
 - Call 911.
 - Call parents.

Sunstroke

1. A person with sunstroke will have nausea, weakness, headache, cramps, pounding pulse, high blood pressure and high temperatures (up to 106

- degrees.) The armpits are dry; skin flushed initially but later turns ashen or purplish. Delirium or coma is common.
- 2. Medical help is crucial. While waiting for medical aid, reduce temperature with a cold bath, sponging with alcohol or water, until the temperature is down. Hospitalization should be immediate.

Wounds

An abrasion is a wound caused by scraping off the outer layer of skin. An abrasion is usually superficial with little bleeding but infection can occur unless the wound is cleaned with soap and water. Wash away from the wound.

An incision is a cut caused by a sharp object such as a knife, razor blade, or piece of glass. Bleeding is a serious problem. Medical help is often necessary in case the wound must be sewn.

A laceration is a tear or jagged, irregular wound caused by a hard object such as a rock, machine tool, bicycle or automobile. Animal bites are also lacerations. Surrounding tissue is damaged and bleeding may be profuse. A minor laceration can be cleaned with soap and water, but if the bleeding is severe, a pressure dressing may be needed. If the laceration is caused by an animal, medical help is required for testing and treatment of the animal.

A puncture wound is caused by deep penetration of a sharp object such as a pencil, nail, ice pick, bullet, spear or arrow. There may be little surface bleeding, but severe internal bleeding can result. A puncture would is difficult to cleanse and may require a tetanus shot to guard against infection.

SECTION 14 MISSING STUDENT

Maintaining strict visitor control procedures and enforcing the requirement for employees to wear identification badges will help control unwanted and dangerous access to the school. Penal Code section 626 will help control access by outsiders to the school.

Access into Building

- All doors are to be locked during the school day, with the exception of the main entrance.
- Signs must be posted on all doors directing visitors to report to the main office.

Student Accountability

• Elementary and middle school students shall not be left alone unsupervised anywhere in the building or on school grounds during the school day.

Photo Identification Badges

- All personnel who work in or regularly visit schools in the course of business are required to wear an assigned identification badge. This regulation includes full and part-time staff, food services personnel, and bus drivers/attendants.
- Badges must be worn in a manner that makes them readily visible.

Visitor Badges and Log

- Schools must issue numbered visitor badges that include the name of the school and the current school year.
- School staff must be aware of visitor badge procedures and their responsibility in reporting violations.

In a missing child incident, assign a member of the Incident Command Team to organize a search of the school. Call 911. Record the name and contact number of person reporting the child missing. If the case involves abduction, begin gathering witness information for the sheriff. Confirm child attended school that day. Assign staff member to begin checking last known location of the child.

- 1. Begin gathering information on the child, including:
 - Description, including height, weight, skin color, eye color, clothing, backpack, etc.
 - Obtain photo, if available.
 - Home address, phone number, parents' contact numbers
 - Class schedule, special activities
 - Bus or walking route information
- 2. Contact custodial parents.
- 3. Convene crisis management team.
- 4. Begin recording events.

- 5. If incident is happening during the school day, consider holding the bells until the matter is either resolved or school has been completely searched for the student.
- 6. Notify the Center Joint Unified District Office.
- 7. Obtain information on possible witnesses, friends, and last person to see student.
- 8. If incident occurred while student was on the way home, contact bus driver, safety patrol, crossing guard.
- 9. Double check circumstances. Could child have ridden the wrong bus or walked home? Did someone pick-up the child? Is the child at another activity?
- 10. Assist the sheriff's department with investigation.
- 11. Arrange for counseling of students as needed.

At any point during these steps, if the child is found, inform everyone who has been notified of the incident that the child is no longer missing.

SECTION 15 PUBLIC DEMONSTRATION

Most groups will give advance warning of a planned protest. When the warning comes:

- Identify a spokesperson for the group.
- Obtain information on when, why, how many.
- Contact the Center Joint Unified District Office. The District Office should contact the sheriff and advise them of the situation.
- Notify faculty of the planned demonstration.
- Develop an information letter to parents.
- Continually work with the Office of Community Relations on any statements or contact with the demonstrating group.
- If demonstration occurs, curtail class changes to limit confusion.
- Do not allow students to be interviewed by media or join in demonstration.
- Assign CMT members to act as liaison with police, media, and the demonstrating group.
- Direct one staff member to handle all incoming calls.
- Prepare to establish areas where demonstrators can set up without affecting the operation of the school.
- Notify transportation of demonstration and any possible impact buses may encounter arriving at or departing from the school.

SECTION 16 SEVERE WEATHER

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

If severe weather conditions develop while school is in session, the Emergency Coordinator will monitor the latest developments via radio and keep in contact with the principal. The principal will keep in contact with the superintendent's office.

If it is decided to close school, the following action will be taken:

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

SECTION 17 SHOOTING/STABBING

Assess the situation

- Is the suspect in the school?
- Has weapon been found and/or secured?
- Has suspect been identified?

In most cases, initiate lockdown procedures to isolate students from danger or send students to a secure area.

Provide information in announcement about incident and outline expectations of the teachers and staff.

Disable the bell system, if possible.

Once situation has been assessed:

- Provide first aid to the injured.
- Call 911 requesting police and medical aid to injured parties.
- Notify the Center Joint Unified District Office.
- Provide full information about what has occurred and what is known at this time.
 - o If the suspect is still in the school, attempt to identify his or her location and begin planning for evacuation once police arrive.
 - o If suspect has left, secure all exterior doors to prevent re-entry.
- Explain what steps the school has taken (lockdown).
- Identify command post for police to respond.
- Isolate and separate any witnesses. Instruct witnesses to write statement of events while awaiting police.
- Gather crisis management team in command post.
- Initiate the Incident Command System.
- Gather information and emergency cards on anyone involved in the incident.
- Organize evacuation to an off-site location, if necessary, or prepare to continue with classes. Keep crime scene secure.
- Prepare written statements for telephone callers and media in cooperation with the sheriff and the District Office.
- Prepare letter for students to take home in cooperation with sheriff and the Office of Community Relations.
- Arrange for crisis counseling immediately and during subsequent days.
- Provide liaison for family members of any injured students.
- Continue to provide informational updates to students, family, and faculty during next few days to squelch rumors.

PART 3 SITE ACTION PLAN

SECTION 1 DISTRICT AND SITE MISSION STATEMENTS

Center Joint Unified School District Mission Statement
Students will realize their dreams by developing communication skills, reasoning, integrity, and motivation through academic excellence, a well rounded education, and being active citizens of our diverse community.

School Mission Statement

The mission of Center High School is to guide and encourage each student to reach his/her unique potential as a productive, respectful and responsible member of a multi-ethnic community.

SECTION 2 People and Programs: Create a "caring and connected" school climate

DESCRIPTION OF SCHOOL CLIMATE

Center High School is located in the northern region of Antelope and serves students in grades nine through twelve following a traditional calendar. At the beginning of the 2012-13 school year, 1365 students were enrolled at Center High School. Parents are encouraged to get involved in their child's learning environment either by volunteering in the classroom, participating in a decision-making group, or simply attending school events. Parents stay informed on upcoming events and school activities through ConnectEd (automated telephone message delivery system), email, flyers, letters, parent conferences, progress reports, the school marquee, school newsletters, the school website, daily bulletins, and the "Blue and Gold" newspaper.

SECTION 3 SCHOOL CLIMATE GOALS

The School Climate

An action plan for people and programs reflecting the school's social environment

- Objective #1:
 - Expectations
 - Supporting Data:
 - Parent Survey
 - o Q18: At Center High School, there is a culture of high academic and behavior expectations for everyone.
 - 2012-2013 Survey- 81.16% strongly agree or agree
 - Student Survey
 - o Q13: At Center High School, there is a culture of high academic and behavior expectations for everyone.
 - 2012-2013 Survey- 78.7% strongly agree or agree
 - Staff Survey
 - Q13: At Center High School, there is a culture of high academic and behavior expectations for everyone.
 - 2012-2013 Survey- 69.6% strongly agree or agree

As a result of the following policies and procedures, parents, teachers, and community members will feel encouraged to participate in school activities and shall receive an approval rating of 95% or higher on staff, parent and student surveys.

Related Activities

- AVID class has grown from 19 in 2008-2009 to 42 in 2009-2010.
- Study of subgroups' CAHSEE results.
- In 2008-2009, a schedule was adopted to accommodate weekly collaboration and professional development
- A computer lab has been added to be utilized by Humanities classes.
- Video projectors have been added to many classrooms within the last two school years.
- An increase in number of sections of Honors Junior English looking toward an added section of AP English for the 2010-2011 school year.
- New electives to be added in the 2010-2011 school year are: Strictly Games, Digital Photography, Beginning and Advanced Guitar, and AVID 10th Grade.
- The autism class began in the 2008-09 school year which currently has nine students enrolled.

- Six co-teaching sections have been added for support of the special education students in the general education setting.
- The special education department implemented full-inclusion for grades 9 and 10 RSP students during the 2009-2010 school year.
- During the 2010-2011 school year, 11th grade RSP students will begin full-inclusion.
- During the 2011-2012 school year, 12th grade RSP students will begin full-inclusion.
- SDC CAHSEE intervention class was added to increase the probability of SDC students passing the CAHSEE.
- A Special Education math lab was created to support the students enrolled in general education math courses.
- Study Skills classes have taken the place of Learning Center and are now grade alike.
- A Smart Board has been purchased by the Business Department.
- Utilization of online course selection through Aeries HomeLink.
- Assistant Principals' utilize an electronic referral system with information available to be viewed by all staff.

• Objective #2:

School Connectedness

Supporting Data:

- 2012-2013 Parent Survey
 - o Q7: How much does feeling like you don't belong to your child's school community prevent you from becoming involved with your child's school?
 - Response- "Not at all" 67.14%
 - Response- "A little bit" 17.14%
 - o Q12: I feel welcome at Center High School
 - Response- "Strongly Agree" 40.58%
 - Response- "Agree" 50.72%
- 2012-2013 Student Survey
 - o Q4: I feel welcome at Center High School
 - Response- "A Tremendous Amount" 21.6%
 - Response- "Quite a Bit" 34.5%
- 2012-2013 Staff Survey
 - o Q8: I feel welcome at Center High School
 - Response- "Strongly Agree" 26.1%
 - Response- "Agree" 63.8%

As a result of the following policies and procedures, parents teachers, and community members will feel encouraged to participate in school activities and shall receive an approval rating of 95% or higher on staff, parent and student surveys.

- Opportunities to Volunteer
 - o Chaperone Field Trips
 - o Chaperone School Dances
 - Coaching Sports
 - o Fundraising Activities
 - o Tutoring
- Committees
 - Athletic Booster Clubs
 - o AVID Advisory Council
 - o District English Learner Advisory Council
 - o GATE Advisory Council
 - o Migrant Education Advisory Council
 - o School Site Council
 - WASC Committee
 - o Cougar Boosters
 - o Advisory Council for Academies
- School Activities
 - o Athletic Events
 - o Back to School Night
 - o Open House
 - o Recognition Assemblies
 - Sports Events
 - Spring Electives Fair
 - Student Orientation
 - Student Performances
 - Student Recognition Assemblies
 - o Parent Forum Meeting

• Objective #3:

In an effort to meet compliance with AB 9 "Seth's Law", a comprehensive bullying prevention program will be developed. This program will meet the following criteria:

- Prohibit discrimination, harassment, intimidation, and bullying based on the actual or perceived characteristics of race, ethnicity, national origin, religion, or sexual orientation.
- Have a defined process to receive and investigate complaints including immediate action by teachers/staff and administrators.
- o Define strategies for universal prevention, early intervention, and intense intervention.

The strategy to meet this objective is to follow this action plan:

- 1. Develop a team or task force
- 2. Create a definition of Bullying
- 3. Review or develop district policy
 - a. Enforce policy
- 4. Assess Bullying at CHS
- 5. Provide staff training
- 6. Provide parent training
- 7. Develop prevention strategies
 - a. Universal prevention
 - b. Early intervention
 - c. Intense intervention
- 8. Evaluation

SECTION 4 Place

Create a physical environment that communicates respect for learning and for individuals.

DESCRIPTION OF PHYSICAL ENVIRONMENT

Center High School is located at 3111 Center Court Lane in Antelope at the north end of Sacramento County. The campus experiences mild vandalism during evening hours, however, the school site and the district are committed to eradicating graffiti as soon as possible and preferably before students come back to campus. The immediate area around the school includes single family dwellings, duplexes and apartments as well as some retail outlets and restaurants.

The school site encompasses 10 acres. The school has 75 classrooms, as well as a theater, gymnasium, music building, wood shop, auto shop, library, multipurpose room, multiple athletic fields and courts, and a newly renovated stadium and an all-weather track.

The majority of the campus is surrounded by permanent fencing. Only 1 pedestrian gate is unlocked during the school day. All other gates are locked during the school day. During the school day, staff members including two full-time campus monitors and three administrators provide campus supervision. A Safe School Officer is assigned to Center High School but is available to support other schools in the district as well.

It shall be the practice of Center High School and Center Joint Unified to remove all graffiti from school property before pupils arrive to begin their school day. Other acts of vandalism are promptly addressed.

Maintenance of School Buildings/Classrooms

The school's physical facility is well maintained and generally looks neat and clean. District personnel periodically examine the school's physical facility and help eliminate obstacles to school safety. Additionally, health and fire department inspectors contribute to school safety. The grounds are monitored for safety and appearance by the administration, custodians and individual classroom teachers. The students take pride in the appearance of the school.

Internal Security Procedures

Center High School has established procedures in the following areas: Emergency preparedness, suspension, school discipline rules and procedures, and an adopted school-wide dress code. Pupils may be suspended or recommended for expulsion for certain acts. For specific student violations, a mandatory expulsion recommendation shall be submitted by the administration of Center High School. Site administrators contribute to a positive school climate, promote positive pupil

behavior and help reduce inappropriate conduct. The principal/designee uses available district and other appropriate records to inform teachers of each pupil identified under. E.C. 49079. Law enforcement is contacted and consulted to help maintain and to promote a safe and orderly school environment. Center High School employees comply with all legal mandates, regulations and reporting requirements for all instances of suspected child abuse. If appropriate, additional internal security procedures affecting the integrity of the school facility include classroom intercoms and an emergency bell system. Community involvement is encouraged to help increase school safety using the WE TIP hotline to report suspected vandalism, drug use or other illegal activity. An outdoor surveillance system consisting of multiple cameras has been installed to deter vandalism and/or apprehend vandals.

SECTION 5 PHYSICAL ENVIRONMENT GOALS

The Physical Environment

An action plan for places reflecting the school's physical environment including crisis response procedures and policies relating to student safety. The following objectives were developed as the result of feedback from students, staff and parents on our Safe School Survey.

Objective #1:

Supporting Data:

2011-2012 Academic Year

- o 682 Referrals to the office
- o 108 At Home Suspensions
- o 18 Expulsions

2012-13 Academic Year- in progress 8.8.12 – 3.15.13 approximately 73% of year complete

- o 547 Referrals to the office
- o 36 At Home Suspensions
- o 6 Expulsions

As a result of new and existing programs, we will continue to reduce the number of student referrals to the office and suspensions. For the 2012-2013 school year, we will reduce the number of referrals to the office as well as the number of suspensions by 10% as compared to the 2011-2012 school year.

Related Activities

- Build and strengthen relationships with students by following the school wide expectations for the staff.
- Utilize the school's Guidance Team to identify "at-risk" students and develop strategies to support their success such as parent-teacher meetings to promote open communication with the family, Student Study Team meetings to evaluate the need for psychological, academic, emotional and/or physical evaluation.
- Development of a digital referral system which minimizes paper consumption, and most importantly provides for the opportunity to gather and evaluate data related to behavior issues.
- Utilize team collaboration meetings to identify at risk students and share accommodations that have been tried in the classroom and how successful were they.
- Reward students for making positive choices as outlined above.

Objective #2:

Parent/Student/Staff Safety

Supporting Data:

- Parent Survey
 - Q19: At Center High School students and parents feel safe.
 - 2011-2012 Survey- 52.8% strongly agree or agree
 - 2012-2013 Survey- 88.73% strongly agree or agree
- Student Survey
 - o Q19: At Center High School students and parents feel safe.
 - 2011-2012 Survey- 18.0% strongly agree
 - 2012-2013 Survey- 65.3% agree
- Staff Survey
 - Q14: At Center High School staff members feel safe.
 - 2012-2013 Survey- 23.9% strongly agree
 - 2012-2013 Survey- 60.6% agree

As a result of the following policies and procedures, the safety of all students and staff is of utmost importance and shall receive an approval rating of 90% or higher on parent, student and staff surveys on questions regarding parents, students and staff feeling safe at school.

- Related Activities
 - Practice drills for fire and intruder on campus are held monthly
 - Specific emergency procedures are listed in this handbook and are distributed to all staff members with copies in the office available to parents and law enforcement
 - The plan is updated yearly and approved by SSC and The Board of Trustees
 - The plan is reviewed by the staff at least once a year
 - Center High Schools Safety Committee meets yearly to amend or review the plan and make recommendations
 - Safety information is included in the parent handbook which is posted on Center High School's website
 - The staff is instructed to implement a lock down if there is any doubt regarding a stranger on campus
 - All adults must register in the office and wear an identification badge before going to classrooms or any other building or outdoor area on campus
 - Posters are prominently displayed in windows with a warning that parents and neighbors have been given the number to the WE TIP Hotline to report suspicious activity or vandalism
 - Graffiti, broken windows and any other damage found in the morning is reported immediately to the district's maintenance office
 - It is taught and reinforced that students are to report any dangerous object including broken glass, a weapon, lighters,

- matches, etc. to an adult immediately and not to touch that object
- The District's Volunteer Policy requires fingerprint clearance, TB test and Megan's Law database check
- The District shares a partnership with Twin Rivers Police Dept.
 Officers assigned to Center High School
- School staff will have a more visible presence as they are monitoring student passing from their doorways during passing periods and are consistent about being at their assigned duty stations for before and after school supervision.
- Coordinate with the district transportation department to monitor and supervise the bus drop off and pick-up location at the south parking lot to facilitate safer traffic patterns for the buses.
- Cooperate with the district transportation department to address behavioral and safety issues with students who ride the district buses.
- A Safe School Officer from the Twin Rivers Police Department will drive in his/her marked car along the roads neighboring the campus during dismissal each day.
- Personnel from the Twin Rivers Police Department will be invited to attend our major parent night events throughout the year (BTSN, Open House, sporting events, dances, etc.).

SECTION 6 SIGNATURE SHEET

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

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

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

Member Title Signature

Michael Jordan Principal Mell D

Peter Graham Teacher

Elizabeth McCloskey Counselor

Karen Matre Classified Staff

Heather Woods SSC Parent

Heather Woods

Appendix A

FACULTY AND STAFF 2011/2012

Mike Jordan, Principal Steve Jackson, Assistant Principal Sara Wetteland, Assistant Principal

Nadia Abdelmalek Phyllis Hicks Christine Allain Wendy Hollis Marc Allaman Curtis Hunter Molly Anderson Digol J'Beily Walt Anderson Tori Karakas **Tonia Beenties** Emily Kelly Linda Bender Judy Ketcherside Melinda Berry Ben Klatt Vernon Bisho Kari Knutson Dana Busath Jin Lee Matt Chamberlain Sylvia Leger Amy Chaney Jeff Leino Kristen Clements Yvonne Lewis Angela Clopton Tim Liegerot Keith Collins Mark Loftus Leigh-Ann Converse Rebecca Lukes Anne Cowan Karen Matré **Cathy Cummings** Elizabeth McCloskey Irene DeLeon Rob McInnes Linh Duong Harvey McLeod Sherry Edgar Rose Mendoza Deborah Eischens Lisa Miller Mark Espinoza Tom Miller Deanna Frazeé Julie Mullen Ray Gagnon Holland Myers Ed Gaither Prem Nath John Gallagher Ann Neal Rebekah Garcia Patricia Norem Marcelina Golik Janine Orr Joe Gomes Shawna Pacheco Vivian Gonsolin Michael Palmer Peter Graham

Gary Habedanck

Rich Hayes

Shirley Hayes

Janet Paluch

Emma Pitman

Alex Perez

Ana Perez

Jane Purdy Susan Radi-Blatnick Soledad Ramirez Tim Ridge Marie Robb **Anatoliy Rub** Brianca Ryan **Bonnie Schiro** Linda Schroyer Irina Sedykh Jennifer Shaffer **Edmund Simental** Linda Simms **Amanda Simons** Lucas Smpardos **Danielle Stout** Robert Strayer Kathy Summers Sheryl Sumner Joaquin Tongol Manuel Torres Mathew Tozzi Guylene Tree Julie Walker Sandy Weaver Joe Whalen Phyllis Wharton Larry White Shirley White Jennifer Wilson Jennifer Winborne Heather Woods Michael Wright Tanya Zaccone

Janet Pollard-Hjelden

Appendix B

Staff's Classroom Telephone Numbers

Certificated Staff	<u> </u>	ROOM
Allain, Christine	339-4705	103
Allaman, Marc	339-4754	604
Anderson, Molly	339-4777	500
Anderson, Walt	339-4753	111
Beentjes, Tonia	339-4736	208
Bisho, Vernon	339-4741	305
Chamberlin, Matt	339-4738	
Chaney, Amy	339-4735	
Clements, Kristen	339-4734	
Collins, Keith	339-4748	
Cowan, Anne	339-4717	
Converse, Leigh-	339-4742	
Ann		
Cummings, Cathy	339-4750	
Edgar, Sherry	338-6367	
	339-4770	
Frazee, Deanna	339-4747	
Gagnon, Ray	339-4746	
Gallagher, John	338-6366	
Gomes, Joe	339-4779	<u></u>
Graham, Peter	339-4704	
Habedanck, Gary	338-6366	
Hayes, Rich	339-4723	
Higgins, Douglas	339-4747	
Hunter, Curtis	339-4729	
J'Beily, Digol	338-4703	
Klatt, Ben	339-4709	
Leino, Jeff	339-4769	
<u>Liegerot, Tim</u>	339-4726	
Loftus, Mark	339-4719	
McInnes, Rob	338-6437	
McLeod, Harvey	339-4749	
Miller, L	339-4739	
Miller, Tom	339-4724	
Myers, Holland	339-4781	
Orr, Janine	339-4766	
Palmer, Michael	339-4743	
Paluch, Janet	339-4733	
Perez, Alex	339-4732	
Purdy, Jane	339-4702	
Radi, Susan	339-4778	
Ramirez, Soledad	339-4713	
Ridge, Tim	339-4715	
Robb, Marie	339-4721	.l

Schroyer, Linda	339-4744	· · · · · · · · · · · · · · · · · · ·
Shaffer, Jennifer	339-4714	
Stout, Danielle	339-4711	
Strayer, Robert	338-7569	
Summers, Kathy	339-4712	
Sumner, Sheryl	339-4706	
Tozzi, Mathew	339-4728	
Tree, Guylene	339-3701	

Appendix C Utility Shut-off Map

Appendix D Evacuation Map

Appendix E Off Campus Evacuation Map

Appendix F

EOC Message Form

Date:						
Time:		Priority (Circle One)				
	ROUTINE	EMERGENCY URGENT				
	(Life Threatened)	(Property Threatened) (All Others)				
	To:	From:				
Name:		Name:				
Title:		Title:				
Location:		Location:				
Check One:	□Take Action	□For Information □Other				
Category	<u>Number</u>	<u>Description</u>				
A.	#	Fatalities				
В.	# Minor	Injuries				
		Minor: In need of First Aid attention only				
	#Major	Major: Unable to treat on site, i.e. airway and breathing difficulties, cardiac arrest, uncontrolled or suspected severe bleeding, severe head injuries, severe medical problems, open chest or abdominal wounds, severe shock.				
	#Moderate	Moderate: Burns, major multiple fractures, back injuries with or without spinal cord damage.				
C.	#of Injured	Injuries (Ambulance)				
D.	Circle One:	Property Damages				
	Major	Major damage: building collapse, building leaning, major ground movement causing large cracks in ground.				
	Moderate	Moderate damage: Falling hazards present, hazard present (toxic chemical spill, broken gas line, fallen power lines).				
	Minor	Minor damage: Dislodged overhead air duct terminals, light fixtures, suspended ceiling grid, overhead mechanical systems and broken windows.				
E.	Ambulance PG & E	Resources Needed				
	Other	Other: Describe				
Transmit data only, $A - E$ above, in $30 - 45$ seconds. After transmission, wait for EOC's request to elaborate.						
Additional Informati						
Disposition:						

Appendix G

California Child Abuse and Neglect Reporting Law

The first child abuse reporting law in California was enacted in 1963. That early law mandated only physicians to report physical abuse.

Over the years, numerous amendments have expanded the definition of reportable child abuse and the persons required to report it.

It is important for mandated reporters to keep updated on periodic amendments to the law. Your local Child Abuse Prevention Council or county welfare department has current reporting law information. Also visit www.leginfo.ca.gov for updated information on the law and any other code section referenced in this material.

The California Child Abuse and Neglect Reporting Law is currently found in Penal Code (P.C.) Sections 11164 - 11174.3. The following is only a partial description of the law. Mandated reporters should become familiar with the detailed requirements as they are set forth in the Penal Code.

Who Are Mandated Reporters?

P.C. 11165.7 defines "mandated reporters" as any of the following:

- 1) A teacher.
- 2) An instructional aide.
- 3) A teacher's aide or a teacher's assistant employed by any public or private school.
- 4) A classified employee of any public school.
- An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of any public or private school.

- 6) An administrator of a public or private day camp.
- An administrator or employee of a public or private youth center, youth recreation program, or youth organization.
- An administrator or employee of a public or private organization whose duties require direct contact and supervision of children.
- Any employee of a county office of education or the California Department of Education, whose duties bring the employee into contact with children on a regular basis.
- A licensee, an administrator, or an employee of a licensed community care or child day care facility.
- 11) A Head Start program teacher.
- 12) A licensing worker or licensing evaluator employed by a licencing agency as defined in P.C. 11165.11.
- 13) A public assistance worker.
- 14) An employee of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities.
- A social worker, probation officer, or parole officer.
- 16) An employee of a school district police or security department.
- 17) Any person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in any public or private school.
- 18) A district attorney investigator, inspector, or local child support agency caseworker unless the investigator, inspector, or

- caseworker is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor.
- 19) A peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of the Penal Code, who is not otherwise described in P.C. 11165.7.
- 20) A firefighter, except for volunteer firefighters.
- 21) A physician, surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage, family and child counselor, clinical social worker, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code.
- 22) Any emergency medical technician I or II, paramedic, or other person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code.
- 23) A psychological assistant registered pursuant to Section 2913 of the Business and Professions Code.
- 24) A marriage, family and child therapist trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions
- 25) An unlicensed marriage, family, and child therapist intern registered under Section 4980.44 of the Business and Professions Code.
- 26) A state or county public health employee who treats a minor for venereal disease or any other condition.
- 27) A coroner.
- 28) A medical examiner, or any other person who performs autopsies.
- 29) A commercial film and photographic print processor, as specified in subdivision (e) of P.C. 11166. For purposes of the California Child Abuse Reporting Law, "commercial film and photographic print processor" means any person who develops exposed photographic film into negatives, slides, or prints, or who makes prints from nega-

- tives or slides, for compensation. The term includes any employee of such a person; it does not include a person who develops film or makes prints for a public agency.
- 30) A child visitation monitor. For purposes of the California Child Abuse Reporting Law, "child visitation monitor" means any person who, for financial compensation, acts as monitor of a visit between a child and any other person when the monitoring of that visit has been ordered by a court of law.
- 31) An animal control officer or humane society officer. For purposes of the California Child Abuse Reporting Law, the following terms have the following meanings: (A) "Animal control officer" means any person employed by a city, county, or city and county for the purpose of enforcing animal control laws and regulations. (B) "Humane society officer" means any person appointed or employed by a public or private entity as a humane officer who is qualified pursuant to Section 14502 or 14503 of the Corporations Code.
- 32) A clergy member, as specified in subdivision (d) of P.C. 11166. For purposes of the California Child Abuse Reporting Law, "clergy member" means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple, or recognized denomination or organization.
- 33) Any custodian of records of a clergy member, as specified in P.C. 11165.7 and subdivision (d) of Section 11166.
- 34) Any employee of any police department, county sheriff's department, county probation department, or county welfare department.
- 35) An employee or volunteer of a Court Appointed Special Advocate program, as defined in Rule 1424 of the Rules of the Court.
- 36) A custodial officer as defined in Section 831.5 of the Penal Code.
- 37) Any person providing services to a minor child under Section 12300 or 12300.1 of the Welfare and Institutions Code.

Note: Unless otherwise stated, volunteers are not mandated reporters.

Why Must You Report?

The primary intent of the reporting law is to protect an abused child from further abuse. Protecting the identified child may also provide the opportunity to protect other children. It is equally important to provide help for the parents. Parents may be unable to ask for help directly, and child abuse may be their way of calling attention to family problems. The report of abuse may be a catalyst for bringing about change in the home environment, which in turn may help to lower the risk of abuse in the home.

What Do You Have To Report?

Under the law, when the victim is a child (a person under the age of 18) and the perpetrator is any person (including a child), the following types of abuse must be reported by all legally mandated reporters:

- a. A physical injury inflicted by other than accidental means upon a child. (P.C. 11165.6)
 Note that child abuse does not include a "mutual affray" between minors. It also does not include an injury caused by "reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment."

 (P.C. 11165.6)
- b. Sexual abuse of a child, including both sexual assault and sexual exploitation. "Sexual assault" includes sex acts with a child, lewd or lascivious acts with a child, and intentional masturbation in the presence of a child. "Sexual exploitation" includes preparing, selling, or distributing pornographic materials involving children; employing a minor to perform in pornography; and employing or coercing a child to engage in prostitution. (P.C. 11165.1)
- willful harming or injuring of a child or the endangering of the person or health of a child, including inflicting or permitting unjustifiable physical pain or mental suffering. (P.C. 11165.3)

Note: Any mandated reporter may report any child who is suffering serious emotional damage or is at substantial risk of suffering serious emotional damage. (P.C. 11166.05)

- d. Willful infliction of cruel or inhuman corporal punishment or injury resulting in a traumatic condition. (P.C. 11165.4)
- e. Neglect of a child, whether "severe" or "general," by a person responsible for the child's welfare. The term "neglect" includes both acts or omissions harming or threatening to harm the child's health or welfare. (P.C. 11165.2)

When Do You Have To Report?

Child abuse must be reported when a mandated reporter, "in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect." (P.C. 11166 (a))

"Reasonable suspicion" occurs when "it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect." (P.C. 11166 (a)(1)) Although wordy, the intent of this definition is clear: if you suspect that abuse has occurred, make a report.

You must make a report immediately (or as soon as practicably possible) by telephone and you must prepare and send, fax or electronically transmit a written report within 36 hours of receiving the information regarding the incident. (P.C. 11166 (a)) Written reports must be submitted on Department of Justice form (SS 8572), which can be downloaded from the California Attorney General's Web site at www.ag.ca. gov (click on Child Protection Program; click on forms; click on SS 8572). The mandated reporter may include with the report any nonprivileged documentary evidence he or she possesses related to the incident.

To Whom Must You Report?

The report must be made to any police department or sheriff's department (not including a school district police or security department), county probation department, if designated by the county to receive mandated reports, or county welfare department. (P.C. 11165.9)

Any mandated reporter who knows or reasonably suspects that the home or institution in which the child resides is unsuitable for the child because of abuse or neglect shall inform the agency about the unsuitability of the home at the same time he or she reports the abuse or nelect. (P.C. 11166 (f))

When two or more persons who are required to report jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, a single person from the group may make the report. Any group member who knows that the report was not made, however, shall make the report. (P.C. 11166 (h))

Immunity

Mandated reporters have immunity from criminal and civil liability for any report required or authorized under the Child Abuse Reporting Law. This immunity applies even though the knowledge or reasonable suspicion of abuse was acquired outside his or her professional capacity or outside the scope of his or her employment. (P.C. 11172 (a)) And if a mandated reporter is sued for making a report, he or she may be able to receive compensation for legal fees incurred in defending against the action. (P.C. 11172 (c))

Any person who makes a report of child abuse, even though he or she is not a mandated reporter, has immunity unless the report is proven to be false and it is proven that the person either knew the report was false or made it with reckless disregard of its truth or falsity. (P.C. 11172 (a))

Additional Safeguards for Mandated Reporters

No supervisor or administrator may impede or

inhibit a mandated reporter's reporting duties or subject the reporting person to any sanction for making a report. (P.C. 11166 (i)(1))

Any supervisor or administrator who violates the above cited code section is guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000), by not more than six months in a county jail, or by both a fine and imprisonment. (P.C. 11166.01(a)) If however, death or great bodily injury happens to the child as a result of the abuse, the supervisor or administrator who impeded or inhibited the report is guilty of a misdemeanor punishable by not more than one year in a county jail, by a fine not to exceed five thousand dollars (\$5,000), or by both. (P.C. 11166.01(b))

The mandated reporter's identity is confidential and may only be disclosed to specified persons and agencies. (P.C. 11167 (d)(1))

Mandated reporters and others acting at their direction are not liable civilly or criminally for photographing the victim and including the photograph with their report. (P.C. 11172 (a))

A clergy member who acquires knowledge or a reasonable suspicion of child abuse during a penitential communication is not mandated to report the abuse. For purposes of the Child Abuse Reporting Law, "penitential communication" means communication, intended to be in confidence, including, but not limited to, a sacramental confession made to a clergy member. (P.C. 11166 (d)(1))

Liability for Failure to Make A Required Report

A mandated reporter who fails to make a required report of child abuse is guilty of a misdemeanor punishable by up to six months in jail or by a \$1,000 fine or by both a fine and imprisonment. (P.C. 11166 (c)) If however, death or great bodily injury happens to the child as a result of the abuse, the mandated reporter is guilty of a misdemeanor punishable by not more than one year in a county jail, by a fine

not to exceed five thousand dollars (\$5,000), or by both. (P.C. 11166.01 (b)) He or she may also be found civilly liable for damages, especially if the child-victim or another child is further victimized because of the failure to report. (Landeros v. Flood (1976) 17 Cal.3d 399.)

If a mandated reporter conceals his or her failure to report abuse or "severe" neglect, the failure to report is a continuing offense until the failure is discovered by an agency specified in Section 11165.9. (P.C. 11166 (c)) Because it is a continuing offense, the statute of limitations does not start to run until the failure to report is discovered.

Responsibilities of Agencies Employing Mandated Reporters

On and after January 1, 1985, persons entering employment which makes them mandated reporters must sign statements, provided and retained by their employers, informing them that they are mandated reporters and advising them of their reporting responsibilities and of their confidentiality rights. (P.C. 11166.5 (a))

On and after January 1, 1993, any person who acts as a child visitation monitor, prior to engaging in monitoring the first visit in a case, shall sign a statement provided and retained by the court which ordered the monitor's presence to the effect that he or she has knowledge of the provisions of the Child Abuse Reporting Law and will comply with them. (P.C. 11166.5 (a))

Employers are strongly encouraged to provide their employees who are mandated reporters with training in the duties imposed by the Child Abuse Reporting Law. Training in the duties imposed by the reporting law shall include training in child abuse identification and reporting. Whether or not employers provide their employees with training, they shall provide their employees who are mandated reporters with the statement required in subdivision (a) of Section 11166.5. (P.C. 11165.7 (c)) The absence

of training shall not excuse a mandated reporter from the duties imposed by the reporting law. (P.C. 11165.7 (e))

EXCEPTION: Any person providing services to a minor child under Section 12300 or 12300.1 of the Welfare and Institution Code shall not be required to make a child abuse report unless that person has received training, or instructional material in the appropriate language, on the duties imposed by the Child Abuse Reporting Law, including identifying and reporting abuse and neglect. (P.C. 11166.5 (e))

Feedback to Mandated Reporters

After the investigation is completed or the matter reaches a final disposition, the investigating agency is obligated to inform the mandated reporter of the results of the investigation and any action the agency is taking with regards to the child or family. (P.C. 11170 (b)(2))

Changes in the law for 2007 are underlined. Please note that the California Child Abuse Reporting Law may have changed since the printing of this material. This material has been reprinted to assist mandated reporters in determining their reporting responsibilities. It is not intended to be and should not be considered legal advice. In the event there are questions about reporting responsibilities in a specific case, the advice of legal counsel should be sought.

A special thank you to Delta Dental of California for their work in developing the original material.

For additional information on child abuse prevention, you may contact:

Crime and Violence Prevention Center California Attorney General's Office 1300 | St., Suite 1120 (916) 324-7863 www.safestate.org

Appendix H Child Abuse Reporting Form

SUSPECTED CHILD ABUSE REPORT To Be Completed by Mandated Child Abuse Reporters

Reset Form

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DEFINITIONS AND INSTRUCTIONS ON REVERSE

Appendix I

Williams Uniform Complaint Procedure

NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS: COMPLAINT RIGHTS

Parents/Guardians, Pupils, and Teachers:

Pursuant to Education Code 35186, you are herby notified that:

- 1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
- 2. School facilities must be clean, safe, and maintained in good repair.
- 3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

- 4. Pupils, including English learners, who have not passed one or both parts of the exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
- 5. A complaint form can be obtained at the school office, district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site:

 http://www.cde.ca.gov/re/cp/uc.

(8/05 11/05) 11/07

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, teacher vacancy or misassignment, or the provision of intensive instruction and services to pupils who did not pass one or both parts of the high school exit examination by the end of grade 12. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Contact Information:		
Name:		
Address:		
	Evening:	
E-mail address, if any:		
Location of the problem that i	s the subject of this complaint:	
School:		
Course title/grade level and te	acher name:	
Room number/name of room/	location of facility:	
Data problem was observed.		

Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please use the appropriate district complaint procedure.

Specific issue(s) of the complaint: (Please check all that apply. A complaint may contain more than one allegation.)

Appendix J School Discipline Rules and Procedures

DISCIPLINE PROCEDURES

An important part of the philosophy of Center High School is that all teachers have the right to teach, and all students have the right to learn. Students should be provided with every opportunity to fully experience wholesome and worthwhile learning experiences. The maintenance of good school discipline is an important part of the educational process. The presence of chronic behavior and/or attendance issues is not conducive to effective teaching/learning situations and will not be tolerated.

In order to help students understand what is expected and what consequences follow violation of the rules, the district has developed a Behavior Code, established to guarantee the right of all students to an education in a positive environment. A positive school climate comes from an understanding among the school community that statements and actions which degrade others will not be tolerated. A standard procedure for dealing with violations of the school's Behavior Code has been developed to ensure fairness to students. For each offense during an academic year, there is a prescribed consequence. A copy of the district's Behavior Code is given to students during the first week of school. Copies of this plan are also available in the CHS Main Office.

SUSPENSIONS / EXPULSIONS

Students are expected to read and understand the CJUSD Discipline Matrix. Student may be suspended and/or expelled for violations of 48915 and 48900 offenses EVEN on the first offense. Administrators have the authority to suspend students from school for up to five (5) days. Teachers have the authority to suspend students from the classroom for up to two (2) days. Upon the third class suspension within a semester, an administrator may suspend a student from school. A parent conference will be held for the purpose of addressing the inappropriate behavior. Suspensions shall be imposed only when other means of correction fail to bring about proper conduct. A student may be immediately suspended for offenses (a) through (m) of the Suspension Form if the student presents a danger to persons or property, or if the student threatens to disrupt the instructional process.

Appendix K

CENTER UNIFIED

SUSPENSION NOTICE

Date		School	Grade	Student	DOB	Parent			
Add	ress	S Home F	hone	Work Phone	Teacher _				
Spe	Special Education: YES NO								
SUS	PEN	ISION FROM SCH	100L: <u>□1 □ 2</u>	<u> </u>	ate(s) of Suspen	sion Date to Return to School			
Num	— iber	of <u>DAYS</u> suspende	ed accumulated	d with this suspen		3			
					•	<u> </u>			
N.I	.b	of TIMES avenue		<u>20</u> 	-				
		OI <u>LIMES</u> SUSPERC T/PUPIL/PRINC		•		<u>]3 </u>			
				_		 ı Date: Time			
		TION CODE, SE			apii Notinoation	7 mc			
		·			use physical iniu	ry to another person.			
	•) <i>Willfully</i> used for			• • •	•			
	•	Possessed, sold, or the case of posses	r otherwise fun	nished any firearn th object, the pup	n, knife, explosiv il had obtained v	ve, or other dangerous object unless, in written permission from a certificated signee of the principal.			
	(c)	• •				under the influence of any controlled ode, alcoholic beverage, or intoxicant of			
	(d) Unlawfully offered or arranged or negotiated to sell any controlled substance, as defined in Section 11053 of the Health and Safety Code, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance or material as a controlled substance, alcoholic beverage, or intoxicant.								
	(e)	Committed robbe	ry or extortion.						
	(f)	Caused or attemp	oted to cause d	amage to school p	property or prival	le property.			
	(g)	Stolen or attempt	ed to steal scho	ool property or priv	vate property.				
	(h)	including, but smokeless tob	t not limited acco, snuff,	to, cigarettes chew packets	, cigars, mini , and betel. l	ing tobacco or nicotine products, inture cigars, clove cigarettes, However, this section does not wn prescription products.			
	(1)	Committed an ob	scene act or er	gaged in habitual	profanity or vulg	garity.			
	(j)		•	•	•	arranged, or negotiated to sell 4.5 of the Health and Safety			
	(k)					nority of supervisors, teachers,			

	(I) Knowin	Knowingly received stolen school property or private property.								
	(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.									
	(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.									
	(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.									
	48900.2	Committed sexual harassment as defined in Education Code 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile or offensive educational environment. This ground for suspension/expulsion shall not apply to students enrolled in grades K through 3.								
	48900.3 Att	rempted to cause, threatened to cause, or participated in an act of hate violence, as defined in								
	subdivision (e) of Section 33032.5. 48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.									
	48900.7	Made terrorist threats against school officials or school property, or both.								
ED	UCATION (CODE 48915 - Mandatory expulsion recommendation and mandatory expulsion:								
	(c-1)	Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil has obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if an employee of a school district verifies the possession.								
	(c-2)	Brandishing a knife at another person.								
Cod	(c-3) de.	Unlawfully selling a controlled substance listed in Chapter 2 of Division 10 of the Health and Safety								
	(c-4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.									
		CODE 48915 - Mandatory expulsion recommendation (unless inappropriate) and expulsion:								
	(a-1)	Causing serious physical injury to another person, except in self-defense.								
	(a-2)	Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.								
	(a-3) Unlawful possession of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.									

	(a-4)	Robbery or extortion.	
emp	(a-5) loyee.	Assault or battery, as defined in Sections 24	40 and 242 of the Penal Code, upon any school
FAC	CTS LEADI	NG TO DECISION TO SUSPEND	
Coo bee Purs office	le of the St n explained suant to Se cial's reque student's p	ate of California, Sections 48900, 48910 d to the pupil, and he/she has had an opp ection 48911, the parent or guardian is re- st for a conference regarding this suspen	peen issued in compliance with the Education and 48911. The reason for this suspension has portunity to explain his/her version of the incident quired to respond without delay to a school sion, please telephone 338-6470. Cess to the pupil records as provided by Section
		E: DURING THIS PERIOD OF SUSPENS AR ANY SCHOOL CAMPUS, OR MAY E	SION FROM SCHOOL, THE PUPIL MUST NOT BE SUBJECT TO ARREST.
For	offenses 4	8900 A-E and 48915 refer to Action Subj	ect to Expulsion Form.
Tea	cher's Sigr	nature	Date
and	/or		
Adr	ninistrator's	s Signature	Date
Cop	oies: Origin	al - Parent, Pink - Superintendent, Golde	nrod - School

Appendix L

Center Joint Unified School District Previous Suspension/Expulsion Notification

Dated:		
То:	Teacher's Name	_
From:		_
Re:	Student Name	_
сорус		de 49079, this notice is to inform you that our office has received a file. The cumulative file includes previous suspension or expulsion ears.
conve	nience. Please sign this notice indicating	a may check out the cumulative file from the office at your that you have been made aware of the prior suspensions/expulsions r. Then, return the form to my office as soon as possible.
Signat	ure:	Date:

Appendix M

Hate Motivated Behavior

As California's population becomes more diverse, it is important that school districts provide a safe and harmonious learning environment for all students. Pursuant to Education Code 201, schools have an affirmative obligation to combat racism, sexism, and other forms of bias, as well as a responsibility to provide equal educational opportunity. Developing policy to address hate-motivated behavior is one way districts can help teach students respect and understanding of diversity.***

In its publication entitled "Hate-Motivated Behavior in Schools", the California Department of Education defines hate-motivated behavior as an act, or attempted act, motivated by hostility towards a victim's real or perceived ethnicity, national origin, immigrant status, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. Some hate-motivated behavior may also be a crime as defined in state or federal law. These crimes include, but are not limited to: bomb threats, cross burnings, destruction or defacement of property, and certain types of vandalism and assaults.***

The following optional policy is for use by districts in the implementation of a prevention strategy for hate-motivated incidents and should be modified to reflect district practice. Elements of this policy should also be integrated into existing school plans, such as the school safety and staff development plan, as well as any policies developed by the district regarding Positive School Climate and Multicultural Education; see BP 5137 and BP 6141.6, respectively.***

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

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

Appendix N

Nondiscrimination/Harassment

District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age or sexual orientation.

The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision. The district may provide male and female students with separate shower rooms and sexual health and HIV/AIDS prevention classes in order to protect student modesty.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

The Board hereby designates the following position as Coordinator for Nondiscrimination to handle complaints regarding discrimination and inquiries regarding the district's nondiscrimination policies:

Director of Personnel 8408 Watt Avenue Antelope, California 95843 (916) 338-6419

Any student who feels that he/she is being harassed should immediately contact the Coordinator for Nondiscrimination, the principal or any other staff member. Any student who observes an incident of harassment should report the harassment to a school employee, whether or not the victim files a complaint.

Employees who become aware of an act of harassment shall immediately report the incident to the Coordinator for Nondiscrimination. Upon receiving a complaint of discrimination or harassment, the Coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment. Where the Coordinator finds that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim.

The Coordinator shall also advise the victim of any other remedies that may be available. The Coordinator shall file a report with the Superintendent or designee and refer the matter to law enforcement where required.

Appendix O

STUDENT APPEARANCE

Students are expected to attend school in clean, neat clothing, and properly groomed. It is the mission of the district to provide a sound academic education as well as education in manners, dress and grooming, as these are elements of good citizenship. Any clothing or accessories worn should not detract from this mission. Research has shown that student dress and appearance affect student attitudes and conduct while at school. These guidelines are intended to define "appropriate student attire" and personal grooming. The purpose is to prevent disruption of the classroom atmosphere, enhance classroom decorum, eliminate disturbances among other students, and minimize distraction so as not to interfere with the educational process. It is also intended to help protect the health and welfare of the individual student. At all times, all students are expected to abide by the following guidelines:

- a. All clothing and accessories shall be within the bounds of decency, safety, and good taste as appropriate for school. Garments shall be sufficient to conceal undergarments at all times: no bare midriffs, no gap between pants and shirt, no spaghetti straps, shorts/skirts at an appropriate length for business attire, no off the shoulder tops, no sagging pants.
- b. Hair shall be clean and neatly groomed.
- c. Shoes must be worn at all times. NO SLIPPERS.
- d. Commercial lettering or printing will be allowed on clothing and accessories as long as it is school-appropriate. Crude or vulgar printing or pictures depicting drugs, alcoholic beverages, violence, or those that are sexually suggestive are not permitted.
- e. Head coverings may not be worn inside school buildings. Head coverings may not be altered or considered gang attire.
- f. In order to foster a positive environment, any clothing or accessories related to gangs are not acceptable (colors, sagging pants, altered hats, bandanas, etc.). The School Board has given CHS the authority to moderate any clothing or accessories that may have gang connotations.

Students violating any part of this dress code will be issued one warning and will be sent home to change into appropriate clothing, if necessary. A second violation of the same nature will result in the student being issued a school suspension.

NOTE: Coaches and teachers in classes, such as shop, may impose more stringent requirements than the above consistent with the needs of the particular sport and/or class.

Center Joint Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	Facilities & Operations Department	Action ItemX
То:	Board of Trustees	Information Item
Date:	May 15, 2013	# Attached Pages2
From: Assist. Sup	Craig Deason, Assist. Supt. t. Initials: ()>	

SUBJECT:

PSA for Loy Mattison Enterprises

CONSULTANT'S NAME:

Loy Mattison

COMPANY NAME (if applicable):

Loy Mattison Enterprises

SERVICES TO BE RENDERED:

E-Rate Services

DATES OF SERVICE:

July 1, 2013 - June 30, 2014

PAYMENT PER HOUR:

\$102.50

SERVICES RENDERED AS NEEDED

FUNDING SOURCE:

01-0000-0-5800-106-0000-8110-007-000

RECOMMENDATION: That the CJUSD Board of Trustees approves the

Professional Services Agreement as presented.



Center Unified School District 8408 Watt Avenue Antelope, California 95843

PROFESSIONAL SERVICES AGREEMENT

This agreement for professional services is entered into this by and between the Center Unified School District and the hereinafter described as CONTRACTOR. Persons performing themselves out to be independent contractors, not employee DISTRICT harmless from claims under workers' compensation to that he/she/it is/are in the business of providing the dispersons/organizations desiring such services, that such services a Unified School District. CONTRACTOR also holds the DISTRICT I damage, or injury while performing the stipulated services.	e person(s) or firm described belong services under this contract has s of the DISTRICT, and hold(s) the
Contractor Name: MATISON ENTERINGES	
Address: 3420 FENDON Way BRANDE B	of . (1) 95746
Phone: CILASYY 0502 Taxpayer!	D#
Full description of services to be provided: ERATE: FILING TRACKING CREPMS, RESPONDING TO PIA/ ANSWERING & ADRESSING USAC DUDNE	USAE QUESTIONS
Payment \$ 10250 per Mark CONTRACTOR will frequently than monthly, detailing services provided and charges. For days after receipt of invoice or service, whichever is later. Beginning Date of Service: Tury 1, 2013 Frequency of Ending Date of Service: Tyre 30, 2014	,
Method of Payment and Tax Reporting: (check one) Variable Payroll - W-2 Generated (Requires completion Accounts Payable - 1099 Generated (Requires completic	of W-4 & I-9 in Personnel Dept.) on of W-9 on back of this form).
otal amount of this contract \$ Budget #	
leason service cannot be provided by a District employee:	·. ·.
ignature of CONTRACTOR: ignature of District employee requesting service: ignature of Accounting Supervisor: ate Board of Trustees Approved (If over \$500.00):	Date: 4/29/2013 Date:
gnature of Authorized Contracting Official;	Date:
	Laig.

· · · CONTRACT NOT VALID WITHOUT AUTHORIZED DISTRICT SIGNATURE • · ·

Form **W-9**(Rev. January 2011)

(Rev. January 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

	Name (as shown on your income tax return)				
2	Loy Mattison				
	Business name/disregarded entity name, if different from above				
eg					
ä	Check appropriate box for federal tax				
ns or	classification (required):	ership Trust/estate			
Print or type Specific Instructions on page	☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ►				
Ž Ë	☐ Other (see instructions) ▶				
- <u>ş</u>	Address (number, street, and apt. or suite no.) Réquester's	name and address (optional)			
ĕ	5420 Fenton Way				
Ś	City, state, and ZIP code				
See	Granite Bay, CA 95746				
	List account number(s) here (optional)				
Par	Taxpayer Identification Number (TIN)				
Enter		octal security number			
to avo	old backup withholding. For individuals, this is your social security number (SSN). However, for a				
entitie	ent alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other es, it is your employer identification number (EIN). If you do not have a number, see How to get a				
	n page 3.				
Note.	. If the account is in more than one name, see the chart on page 4 for guidelines on whose	nployer idantification number			
numb	per to enter.				
		-			
Par	t II Certification				
Unde	r penalties of perjury, I certify that:				
1. Th	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 a	ım a U.S. citizen or other U.S. person (defined below).				
becau intere gener instru	fication instructions. You must cross out item 2 above if you have been notified by the IRS that you are use you have failed to report all interest and dividends on your tax return. For real estate transactions, iterest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individently, payments other than interest and dividends, you are not required to sign the certification, but you must on page 4.	m 2 does not apply. For mortgage ual retirement arrangement (IRA), and			
Sign Here	Signature of U.S. person > Page Apr	il 29, 2013			

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:

- 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 PART I		
1. Has this category of worker of	YES	NO
during the IRS compliance and the compliance and th		/
		V
Service and 44800-45060/97000 97222	- 1	•
service and 44800-45060/87000-87333 define certificated service. The IRS	- 1	
predisposes an employer/employee relationship when state law mandates such a	1	J
3. Is the individual already on and the state of the stat	- 1	V
 3. Is the individual already an employee of the district in another capacity? 4. Has the individual performed substantially the same services for the district as an employee in the past? 	$-\!\!+\!\!\!\!-$	
an employee in the page?		✓
Is the individual retired returning to the	1	
	1	$\int \int$
5. Are there currently employees of the district doing substantially the same services as will be required of this individual?		<u>~</u>
6. Does the district have the legal right to control the method of performance by this individual?	- 1	$J \perp$
this individual?		<u>~</u>
Consider whether the diameter	- 1	
when, where, how, and in what order to work. Does the distriction as to	- 1	
when, where, how, and in what order to work. Does the district require the individual indicate the district maintains control sufficient for an arrangement.	- 1	- 1
indicale the district maintains and the same the	- 1	1
relationship. However, it is not necessary that the district exercise this right or have	10	/
the expertise required to do so. In many cases this would not be practical nor	"	- [
7. Are the services or being the services of	- 1	
7. Are the services, as being provided, an integral part of school operations? Are the services being provided necessary to the approximation of the services.		1
Are the services being provided, an integral part of school operations? project, etc.? This indicates the district has an integral in the most in the	7	7
project, etc.? This indicates the district has an interest in the method of performance and implies the maintenance of legal control.		1
		1
If the answer to any of the above questions is "VEG"	1	1

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		
8. Must the required service be performed by this individual? Consider whether or not the individual?	YES	NO
without the district's knowledge or approval 9. Does the district base a satisfactory of the work		1
9. Does the district have a continuing relationship with this individual? 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.		
relationship exists. 10. Can this relationship be terminated without the consent of both parties? If the answer to questions 8.0		
If the answer to questions 8, 9, or 10 is "YES", there is a good we it is	1	



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

Does the individual operate on independent of the individual operate on independent operate on independent operate on independent operate on individual operate opera

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

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

13. Does the individual provide all materials and support services necessary for	YES	NO
		T^{-}
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.	/	
14. Is this paid by the job or on a commissis 2		
15. Does the individual bear the cost of any travel and business	<u> </u>	
	J	
Generally, these types of expenses are paid by an employer, however, some contracts provide for payment of airfare, mileage, etc. for consultants.	\checkmark	

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.



CONSENT AGENDA

Center Joint Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	Facilities & Operations Department	Action ItemX
To:	Board of Trustees	Information Item
Date:	May 15, 2013	# Attached Pages2
From: Assist. Sup	Craig Deason, Assist. Supt. t. Initials:	

SUBJECT:

Approval of PSA for Monte Lund

CONSULTANT'S NAME:

Monte Lund

COMPANY NAME (if applicable):

SERVICES TO BE RENDERED:

Disking of Rex Fortune Property

DATES OF SERVICE:

May 2013- June 1, 2013

PAYMENT PER DAY:

\$700

TOTAL AMOUNT OF CONTRACT:

Not to Exceed \$700.00

FUNDING SOURCE:

35-7710-0-5800-106-9615-8500-007-000

RECOMMENDATION:

That the CJUSD Board of Trustees approves the

Professional Services Agreement as presented.



8408 Watt Avenue Antelope, California 95843

PROFESSIONAL SERVICES AGREEMENT

This agreement for professional services is entered by and between the Center Unified School District hereinafter described as CONTRACTOR. Person themselves out to be independent contractors, no DISTRICT harmless from claims under workers' com that he/she/it is/are in the business of provice persons/organizations desiring such services, that such Unified School District. CONTRACTOR also holds the damage, or injury while performing the stipulated services.	rict and the person(s) or firm described below as performing services under this contract ho by the employees of the DISTRICT, and hold(s) the opensation laws. CONTRACTOR further declared ding the described service for any and a ch services are not provided exclusively for Center DISTRICT harmless from claims arising from loss
Contractor Name: Monte Lund	·
Address: 9250 Walerga Road, Roseville,	CA 95747
Phone: (916) 771-0437	Taxpayer ID #
Full description of services to be provided:	
Disk field - Rex Fortune School site pr	roperty.
Payment \$	RACTOR will submit a signed invoice not more declarges. Payment will be made within forty-five ater.
Beginning Date of Service: May 2013 Ending Date of Service: Ture 1, 2013	
Method of Payment and Tax Reporting: (check one) Variable Payroll - W-2 Generated (Requires	s completion of W-4 & I-9 in Personnel Dept.) ires completion of W-9 on back of this form).
Total amount of this contract \$ 700 000	Budget #
Reason service cannot be provided by a District emplo	oyee:
Signature of CONTRACTOR Signature of District employee requesting service: Signature of Accounting Supervisor: Date Board of Trustees Approved (If over \$500.00):	Date: 4/37/13 Date:
Signature of Authorized Contracting Official:	Date:
*** CONTRACT NOT VALID WITHOUT AUT	HORIZED DISTRICT SIGNATURE * * *

Certification	Number a	noissailitnebl
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	Revenue	
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(2002	Menuel	(KOA'

List account number(5) here (optional) Specific City, state, and ZIP code Walerga Requestar's name and address (optional 920 Instructions Aqmax3 |-Addiess (number, street, and apt. or suite no.) **₹ ₽410** qinzanna9 Corporation Individual Sole proprietor Check appropriate box: X 8 Business name, if different from above

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN), Taxpayer Identification Number (TIN)

See How to get a TIN on page 2. page 2. For other entitles, it is your employer identification number (EIN). If you do not have a number, However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on

Certification Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number

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

3. I am a U.S. person (including a U.S. resident allen). 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 (RS) that I am subject to backup withholding as a tesuit of a failure to report all interest or dividends, or (c) the IRS has

G.M. WAT

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withholding, or

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Fram 'V-9 to request bour IIM, you must use the

Hotes if a requester gives you a form citive than

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S. Certify you are not subject to backup

Louise ed of redmun e not gablew ens uoy

3. Claim exemption from backup withholding it

1. Certify the TIM you are giving is correct (or

till to the person requesting it (the requester)

(including a resident allen), to give your correct

cancellation of debt, or contibutions you made

example, income paid to you, real estate

return with the IRS must get your correct

acquisition or abandonment of secured property. naneactions, mortgage interest you paid,

taxpayer identification number (TIN) to report, for

notem who is neguted to file any nocreq A

Under pensities of perjury, I certify that:

Use Form W-9 only if you are a U.S. person

ippropriate Form W-8. See Pub. 515, If you are a foreign person, use the

you are a U.S. exempt payee.

and, when applicable, to:

Purpose of Form

withholding because you have falled to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup

uBIS For mondage 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

Signature of ■ norneq .2.U

White is backup withholding? Persons making ■ elsO

accounts opened after 1983 only. above (for reportable interest and dividend are not subject to backup withholding under a 5. You do not certify to the requester that you

Employer Identification number

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

Social security number

the Requester of Form W.9. not another the separate instructions for Certain payees and payments are exempt from backup withholding. See the Part II

Rolling to furnish 11 you fail to furnish your Penaities

correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your

wilth neglect. failure is due to reasonable cause and not to

Civil penalty for false information with respect

backup withholding, you are subject to a \$500 mematers ealer a elem uoy il griblondisw of on ni attuent tedt alsed eldenozzat on diiv.

griphect you to criminal penalties including Villally talsulying certifications or affirmations Criminal penalty for falsifying information.

"Semenad tentimina bae bylo of stellect to civil and criminal Mause of TiMe, if the requester discloses or uses TiMs in violation of Federal law, the fines and/or imprisonment.

w. (tino stinatiiviti tuni, tearatni aldonogat kolj muntal and work no cheabhilt bins tearni moy lis. packup withholding because you did not report 4. The IRS tells you that you are subject to

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tot agen in structions on page 2 for

1. You do not furnish your 11M to the

Payments you receive will be subject to

and dividends on your tax return.

& You do not contily your fild when required

certifications, and report all your taxable interest

estate transactions are not subject to backup

broker and barter exchange transactions, rents,

withholding. Payments that may be subject to backup withholding include interest, thyldends,

after December 31, 2003). This is called "backup

such payments after December 31, 2001 (29%

conditions withhold and pay to the IRS 30% of

certain payments to you must under certain

payments from fishing boat operators. Real

royaitles, nonemployee pay, and certain

requester your correct TIM, make the proper

on payments you receive it you give the Pribloditive quitact at taylors ad for live up?

funished an incorrect TIM, or

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INDEPENDENT CONTRACTOR OR EMPLOYEE? DISTRICT GUIDELINES

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

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 Must the required service be performed by this individual? YES NO Consider whether or not the individual may designate someone else to do the work without the district's knowledge or approval Does the district have a continuing relationship with this individual? 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. Can this relationship be terminated without the consent of both parties?

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

Does the individual operate an independent to 1. YES NO

11. Does the individual operate an independent to describe the little of	YES	NO	
11. Does the individual operate an independent trade or business that is available to the general public? A determining factor in judging independence is the performance of services to the general public. In evaluating this criteria, school districts are considered to be separate entities. Keep in mind: if the district is utilizing this individual's services on a full-time basis, the individual is not available to the general public. NOTE: Possession of a business license or incorporation does not automatically satisfy this requirement. The determination must be made on the actual relationship between the district and the individual performing services. 12. Does the individual have a substantial investment in his/her business, i.e.	1		
maintains a facility, equipment, etc.? This is indicative of economic risk inherent in business enterprises. An independent contractor must be able to make a profit or sustain a loss.	1		

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

13. Does the individual provide all materials and support services necessary for	YES	NO
		T
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.	1	
14. Is this paid by the job or on a commission?		
15. Does the individual bear the cost of any travel and business expenses incurred to perform this service?		
Generally, these types of expenses are paid by an employer, however, some contracts provide for payment of airfare, mileage, etc. for consultants.		

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.

CONSENT AGENDA

Center Joint Unified School District

	The first the second se	
		AGENDA REQUEST FOR:
Dept./Site:	Facilities & Operations Departm	nent
То:	Board of Trustees	Action Item X
Date:	May 15, 2013	Information Item
From:	Craig Deason, Assist. Supt.	# Attached Pages <u> 6</u>
Assist. Sup	ot. Initials: <u>C</u>	

SUBJECT:

Contract with All Phase Construction & Engineering for Center High School Tennis Courts Paving Project

The Facilities and Operations Department would like to enter into a contract with All Phase Construction & Engineering, the low bidder, for paving tennis courts at Center High School. This project will be paid by bond funds.

RECOMMENDATION: That the Board of Trustees approves the contract with All Phase Construction & Engineering to pave tennis courts at Center High School.

AGENDA ITEM # XIV-19

ARTICLE 1. AGREEMENT FOR CONSTRUCTION

THIS AGREEMENT is made and entered into as of this 2 day of 1000 day, 2013, by and between the Center Joint Unified School District (hereinafter referred to as "District"), and

All Phase Construction, an independent contractor (hereinafter referred to as "Contractor").

8 "Contrac

District and Contractor hereby mutually agree as follows:

11
12 Section 1 - SCOPE OF WORK.
13 Contractor agrees to furnish a

Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor and materials and transportation necessary to perform and complete in a good and workmanlike manner to the satisfaction of District, all work called for and in the manner designated in, and in strict accordance with, the Contract Documents as defined in Section 2 hereof, the Work for the Center High School Tennis Courts Paving Project, # 13-08, as described in Specifications Section 00800 - Special Provision.

 Section 2 - CONTRACT DOCUMENTS.

The Contract Documents, sometimes also referred to as "the Contract", consist of the Notice to Bidders, the Instructions to Bidders, the Proposal Form, this Agreement, the Bid Bond, the Payment Bond, the Performance Bond, Contractor's Guarantee Form, the General Conditions, the Special Provisions, Exhibits, the General Requirements, the Technical Specifications, the Plans and Specifications, all duly issued addenda, interpretations, Change Orders, supplemental drawings, and the accepted Construction Schedule.

Section 3 - DEFINITIONS

Unless otherwise specifically provided herein, all words and phrases defined in the General Conditions shall have the same meaning and intent in this Agreement.

Section 4 - CONTRACT AMOUNT.

 In addition to the above lump sum amount is an allowance in the amount of FIVE THOUSAND DOLLARS (\$5,000.00). The Contractor shall not be entitled to draw against this allowance without the prior written approval of the Owner's Representative. Any unused allowances shall revert to the District. The Contractor shall provide the District with a monthly accounting of its use of any part of the allowances.

Section 5 - MONTHLY PROGRESS PAYMENTS.

Monthly progress payments shall be made in accordance with Article 12 of the General Conditions of the Contract Documents.

Section 6 - FINAL PAYMENT.

Final payment shall be made in accordance with Article 21 of the General Conditions.

Section 7 - RETENTION OF SUMS CHARGED AGAINST CONTRACTOR.

When, under this provisions of the Contract Documents, District shall charge any sum of money against Contractor, District shall deduct and retain the amount of such charge from the amount of the next succeeding progress payment, or from any other monies due or that may become due to Contractor from District. If, on completion or termination of the Contract, sums due Contractor are insufficient to pay District's charges against Contractor, District shall have the right to recover the balance from Contractor or its sureties.

Section 8 - TIME OF COMPLETION.

The Work shall be commenced on the date specified in the District's "Notice to Proceed," and shall be fully completed as described in the Contract Documents, including, without limitation, the General Conditions, within the time set forth in the Preliminary Construction Schedule, together with such additional time as may be provided by any change order issued pursuant to the Contract Documents.

Time is of the essence in this Agreement and the Contract Documents. Failure of Contractor to complete the Work by the completion date and in the manner provided for by the Contract Documents shall subject Contractor to liquidated damages as hereinafter provided in this Agreement and the Contract Documents.

Section 9 - NO WAIVER OF REMEDIES.

Neither the inspection by District or its agents, nor any order or certificate for payment of money, nor any payment for, nor acceptance of the whole or any part of the Work by District, nor any extensions of time, nor any position taken by District or its agents shall operate as a walver of any provision of this Agreement or the Contract Documents or of any power herein reserved to District or any right to damages herein provided, nor shall any waiver of any breach of this Agreement or of the Contract Documents be held to be a waiver of any other or subsequent breach. All remedies provided in this Agreement and in the Contract Documents shall be taken and construed as cumulative; that is, in addition to each and every other remedy provided in this Agreement and/or the Contract Documents, and District shall have any and all equitable and legal remedies, which it would in any case have.

Section 10 - LIQUIDATED DAMAGES.

Liquidated damages may be assessed against Contractor in accordance with Article 14 of the General Conditions and in the amount of five hundred dollars (\$500) per calendar day if Contractor fails to complete the Work within the Contract Time. The provision for liquidated damages in the Contract Documents shall not be applicable nor act as a limitation upon District if Contractor abandons the Work. In such event, Contractor shall be liable to District for all Losses incurred.

Section 11 - PERFORMANCE AND PAYMENT BONDS.

Contractor, before beginning the Work, shall file a Performance Bond and a Payment Bond with District, each made payable to District. These bonds shall be issued by surety company authorized to do business in the State of California and shall be maintained during the entire life of the Contract at the expense of Contractor. Each bond shall be in the amount of one hundred percent (100%) of the Contract. The Performance Bond shall guarantee the faithful performance of the Contract. The Payment Bond shall be in accordance with the requirements of Part 4, Title 15, Chapter 7, Division Three of the Civil Code of the State of California. Any alteration or alterations made in any provision of the Contract shall not operate to release any surety from any liability on any bond required hereunder and the consent to make such alterations is hereby given, and any surety on sald bonds hereby waives the provisions of Section 2819 of the Civil Code.

Section 12 - LABOR CODE COMPLIANCE.

Contractor and all subcontractors shall fully comply with all provisions of the California Labor Code governing the performance of public works contracts, including, but not limited to, payment of prevailing wages, limitations on time worked, compliance with apprentice requirements, maintenance of payroll records and prohibition against discrimination.

Section 13 - UNFAIR COMPETITION.

The following provision is included in this Agreement pursuant to California Public Contract Code section 7103.5.

"In entering into a public works contract or subcontract to supply goods, services, or materials pursuant to a public works contract, the contractor or subcontractor offers and agrees to assign to the awarding body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700 of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the contractor, without further acknowledgment by the parties."

Section 14 - ASSIGNMENT.

Neither this Agreement nor any rights herein of Contractor shall be assigned without the written consent of District first obtained.

Section 15 - NO THIRD PARTY BENEFICIARIES.

This Agreement is entered into solely between District and Contractor. There are no third party beneficiaries, intended, unintended, or otherwise to this Agreement.

Section 16 - AGREEMENT BINDING.

This Agreement shall bind and insure to the heirs, devisees, assignees and successors in interest of Contractor and to the successors in interest of District in the same manner as if such parties had been expressly named herein.

Section 17 - AGREEMENT CONTROLS.

In the event of a conflict between the terms and conditions set forth in this Agreement and the terms and conditions set forth in the other Contract Documents, the terms and conditions set forth in this Agreement shall prevail.

Section 18 - FINGERPRINTING

Education Code section 45125.1 applies to this Agreement. Contractor shall, prior to commencement of Work, require any person affiliated with Contractor (or, in appropriate cases, himself or herself) to be fingerprinted by the Department of Justice ("DOJ") if that person will have unsupervised access to school campuses. Upon verification from DOJ that those persons fingerprinted have no record of a serious or violent felony, Contractor will so certify by signing and submitting to the Governing Board of District the certification form attached as Exhibit A and incorporated by reference. In addition, Contractor shall submit the names of those persons who have received clearance and are authorized to have unsupervised access to school campuses on a form as indicated in Exhibit B. Any person whose name is not on the cleared list may not have such access. In that case, Contractor must make arrangements with District for appropriate access. No person with a violent or serious felony as reported by DOJ may have access to the school campuses.

Failure to comply with this Section 18 of this Agreement, or permitting unsupervised access by an employee whose name has not been cleared by DOJ as certified by Contractor shall constitute grounds for termination of this Agreement.

Center Joint Unified School District Center High School Tennis Courts Paving Project Bid Package #13-08

1	Section 19 - GOVERNING LAW.	
2	This Agreement will be governed by and cons	strued in accordance with the laws of the State of California.
3	AND THE COLUMN TO THE COLUMN T	
4 5	IN WITNESS WHEREOF, the parties hereto	have executed this Agreement the day and year first above written.
6	Contractors are required by law to be lie	ensed and regulated by the Contractor's State License Board,
7	which has jurisdiction to investigate con	nplaints against contractors if a complaint is filed within three
8	vears of the date of the alleged violation.	Any questions concerning a contractor may be referred to the
9	Registrar, Contractors' State License Boar	rd, P.O. Box 26000, Sacramento, California 95826.
10	•	
11		
12		
13 14		District: Center Joint Unified School District
15		Av.
16		Ву:
17		lts:
18		
19		-
20 21		Board Approval Date:
22		
23	(Corporate Seal)	Contractor: All Phase Construction
24		
25		By: Heidi Essley
26 27		Its: Officer
28		
29		Business Address: PO POX 8716
30		Roseville 00 95661
31 32		
33		License Number: 88 6396
34		
35		Federal I.D. #: <u>27-0355560</u>
36 37		
38	CORPORATE CERTIFICATE	
39	1. Heidi Easley	
40 41		certify that I am the Secretary of the corporation named as
42	Contractor in the foregoing contract; that	herein to this Agreement; that said contract was
43	duly signed for and on behalf of said corpora	ation by authority of its governing body and is within the scope of its
44	corporate powers.	The scope of its
45		
46	(Companie Coal)	\ NI JOJAN 7/10/11
47 48	(Corporate Seal)	Starter
49		Secretary
50		END OF SECTION

EXHIBIT A TO FORM OF CONTRACT

CERTIFICATION

certify that, pursuant to Education Code Section 45125.1 and 45125.2 and Article 18 of this Agreement, this business entity has conducted the required criminal background check(s) of all persons who will be providing continual supervision and monitoring of all persons who will be providing services to the Center Joint Unified School District on behalf of this business entity, and that none of those persons have been reported by the Department of Justice as having been convicted of a serious or violent felony as specified in Penal Code sections 667.5(c) and/or 1192.7(c). I understand that this Certification is not to be signed and submitted until I have received clearance from DOJ regarding those persons named.

4597890

1254557

8 10 20

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

day of May d Executed this

(Seal of business)

, 2013, in PlaseUIIL, Placer County, California

Name of Contractor's Authorized Representative endi Easley

(Please print)

Time I Signature)

LIST OF EMPLOYEES WHO ARE AUTHORIZED TO PROVIDE SUPERVISION AND MONITORING SERVICES ON SCHOOL CAMPUSES

Name:	Center High School
Brandon hopez	
Laanv Easter	
Travis Carpenter	
Travis Carpenter	

CONSENT AGENDA

Center Joint Unified School District

	., s,	
		AGENDA REQUEST FOR:
Dept./Site:	Facilities & Operations Departme	ent
То:	Board of Trustees	Action Item X
Date:	May 15, 2013	Information Item
From:	Craig Deason, Assist. Supt.	# Attached Pages 6
Assist, Sur	ot Initials: CD	

SUBJECT:

Contract with All Phase Construction & Engineering for Dudley, Spinelli, & McClellan School Playgrounds and Parking Lot Paving Project

The Facilities and Operations Department would like to enter into a contract with All Phase Construction & Engineering, the low bidder, for paving playgrounds and parking lots at Dudley (seal coat only), Spinelli, and McClellan Schools. This project will be paid by bond funds.

RECOMMENDATION: That the Board of Trustees approves the contract with All Phase Construction & Engineering to pave playgrounds and parking lots at Dudley (seal coat only), Spinelli, and McClellan Schools.

SECTION 00300 - FORM OF CONTRACT

ARTICLE 1. AGREEMENT FOR CONSTRUCTION

THIS AGREEMENT is made and entered into as of this 2 day of way, 2013, by and between the Cen Joint Unified School District (hereinafter referred to as "District"), and All Phase Construction, an independent contractor (hereinafter referred to as "Contractor").	er referred to as "District"), and
---	------------------------------------

District and Contractor hereby mutually agree as follows:

Section 1 - SCOPE OF WORK.

 Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor and materials and transportation necessary to perform and complete in a good and workmanlike manner to the satisfaction of District, all work called for and in the manner designated in, and in strict accordance with, the Contract Documents as defined in Section 2 hereof, the Work for the Dudley, Spinelli & McClellan School Playgrounds and Parking Lot Paving Project #13-06, as described in Specifications Section 00800 - Special Provision.

Section 2 - CONTRACT DOCUMENTS.

The Contract Documents, sometimes also referred to as "the Contract", consist of the Notice to Bidders, the Instructions to Bidders, the Proposal Form, this Agreement, the Bid Bond, the Payment Bond, the Performance Bond, Contractor's Guarantee Form, the General Conditions, the Special Provisions, Exhibits, the General Requirements, the Technical Specifications, the Plans and Specifications, all duly issued addenda, interpretations, Change Orders, supplemental drawings, and the accepted Construction Schedule.

Section 3 - DEFINITIONS.

Unless otherwise specifically provided herein, all words and phrases defined in the General Conditions shall have the same meaning and intent in this Agreement.

Section 4 - CONTRACT AMOUNT.

District agrees to pay and Contractor agrees to accept, for the full and complete performance of this Agreement in full payment for the Work performed the sum of <u>eight two thousand two hundred ning</u> police DOLLARS (\$62,000.10_), subject to adjustment as provided in the Contract Documents.

In addition to the above lump sum amount is an allowance in the amount of **TWENTY THOUSAND DOLLARS** (\$20,000.00). The Contractor shall not be entitled to draw against this allowance without the prior written approval of the Owner's Representative. Any unused allowances shall revert to the District. The Contractor shall provide the District with a monthly accounting of its use of any part of the allowances.

Section 5 - MONTHLY PROGRESS PAYMENTS.

Monthly progress payments shall be made in accordance with Article 12 of the General Conditions of the Contract Documents.

Section 6 - FINAL PAYMENT.

Final payment shall be made in accordance with Article 21 of the General Conditions.

Section 7 - RETENTION OF SUMS CHARGED AGAINST CONTRACTOR.

When, under this provisions of the Contract Documents, District shall charge any sum of money against Contractor, District shall deduct and retain the amount of such charge from the amount of the next succeeding progress payment, or from any other monies due or that may become due to Contractor from District. If, on completion or termination of the Contract, sums due Contractor are insufficient to pay District's charges against Contractor, District shall have the right to recover the balance from Contractor or its sureties.

Section 8 - TIME OF COMPLETION.

The Work shall be commenced on the date specified in the District's "Notice to Proceed," and shall be fully completed as described in the Contract Documents, including, without limitation, the General Conditions, within the time set forth in the Preliminary Construction Schedule, together with such additional time as may be provided by any change order issued pursuant to the Contract Documents.

Time is of the essence in this Agreement and the Contract Documents. Failure of Contractor to complete the Work by the completion date and in the manner provided for by the Contract Documents shall subject Contractor to liquidated damages as hereinafter provided in this Agreement and the Contract Documents.

Section 9 - NO WAIVER OF REMEDIES.

Neither the inspection by District or its agents, nor any order or certificate for payment of money, nor any payment for, nor acceptance of the whole or any part of the Work by District, nor any extensions of time, nor any position taken by District or its agents shall operate as a waiver of any provision of this Agreement or the Contract Documents or of any power herein reserved to District or any right to damages herein provided, nor shall any waiver of any breach of this Agreement or of the Contract Documents be held to be a waiver of any other or subsequent breach. All remedies provided in this Agreement and in the Contract Documents shall be taken and construed as cumulative; that is, in addition to each and every other remedy provided in this Agreement and/or the Contract Documents, and District shall have any and all equitable and legal remedies, which it would in any case have.

Section 10 - LIQUIDATED DAMAGES.

Liquidated damages may be assessed against Contractor in accordance with Article 14 of the General Conditions and in the amount of five hundred dollars (\$500) per calendar day if Contractor fails to complete the Work within the Contract Time. The provision for Ilquidated damages in the Contract Documents shall not be applicable nor act as a limitation upon District if Contractor abandons the Work. In such event, Contractor shall be liable to District for all Losses Incurred.

Section 11 - PERFORMANCE AND PAYMENT BONDS.

Contractor, before beginning the Work, shall file a Performance Bond and a Payment Bond with District, each made payable to District. These bonds shall be issued by surety company authorized to do business in the State of California and shall be maintained during the entire life of the Contract at the expense of Contractor. Each bond shall be in the amount of one hundred percent (100%) of the Contract. The Performance Bond shall guarantee the faithful performance of the Contract. The Payment Bond shall be in accordance with the requirements of Part 4, Title 15, Chapter 7, Division Three of the Civil Code of the State of California. Any alteration or alterations made in any provision of the Contract shall not operate to release any surety from any liability on any bond required hereunder and the consent to make such alterations is hereby given, and any surety on said bonds hereby waives the provisions of Section 2819 of the Civil Code.

Section 12 - LABOR CODE COMPLIANCE.

Contractor and all subcontractors shall fully comply with all provisions of the California Labor Code governing the performance of public works contracts, including, but not limited to, payment of prevailing wages, limitations on time worked, compliance with apprentice requirements, maintenance of payroll records and prohibition against discrimination.

Section 13 - UNFAIR COMPETITION.

The following provision is included in this Agreement pursuant to California Public Contract Code section 7103.5.

"In entering into a public works contract or subcontract to supply goods, services, or materials pursuant to a public works contract, the contractor or subcontractor offers and agrees to assign to the awarding body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700 of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the contractor, without further acknowledgment by the parties."

Section 14 - ASSIGNMENT.

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Neither this Agreement nor any rights herein of Contractor shall be assigned without the written consent of District first obtained.

Section 15 - NO THIRD PARTY BENEFICIARIES.

This Agreement is entered into solely between District and Contractor. There are no third party beneficiaries, intended, unintended, or otherwise to this Agreement.

Section 16 - AGREEMENT BINDING.

This Agreement shall bind and insure to the heirs, devisees, assignees and successors in interest of Contractor and to the successors in interest of District in the same manner as if such parties had been expressly named herein.

Section 17 - AGREEMENT CONTROLS.

In the event of a conflict between the terms and conditions set forth in this Agreement and the terms and conditions set forth in the other Contract Documents, the terms and conditions set forth in this Agreement shall prevail.

Section 18 - FINGERPRINTING.

Education Code section 45125.1 applies to this Agreement. Contractor shall, prior to commencement of Work, require any person affiliated with Contractor (or, in appropriate cases, himself or herself) to be fingerprinted by the Department of Justice ("DOJ") if that person will have unsupervised access to school campuses. Upon verification from DOJ that those persons fingerprinted have no record of a serious or violent felony, Contractor will so certify by signing and submitting to the Governing Board of District the certification form attached as Exhibit A and incorporated by reference. In addition, Contractor shall submit the names of those persons who have received clearance and are authorized to have unsupervised access to school campuses on a form as indicated in Exhibit B. Any person whose name is not on the cleared list may not have such access. In that case, Contractor must make arrangements with District for appropriate access. No person with a violent or serious felony as reported by DOJ may have access to the school campuses.

Failure to comply with this Section 18 of this Agreement, or permitting unsupervised access by an employee whose name has not been cleared by DOJ as certified by Contractor shall constitute grounds for termination of this Agreement.

Center Joint Unified School District Dudley, Spinelli & McClellan School Playgrounds and Parking Lot Paving Project Bid Package #13-06

1	Section 19 - GOVERNING LAW.	
2	This Agreement will be governed by and constr	ued in accordance with the laws of the State of California.
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4	IN WITNESS WHEREOF, the parties hereto ha	ave executed this Agreement the day and year first above written.
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6 7	Contractors are required by law to be lice	nsed and regulated by the Contractor's State License Board,
8	which has jurisdiction to investigate comp	plaints against contractors if a complaint is filed within three
9	Registrar Contractors' State License Board	Any questions concerning a contractor may be referred to the , P.O. Box 26000, Sacramento, California 95826.
10	Tragionari Communiciora Ciate License Duald	, F.O. Box 20000, Sacramento, Camornia 93826.
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13		District: Center Joint Unified School District
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15		Ву:
16 17		lan.
18		lts:
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20		Board Approval Date:
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22		01101
23 24	(Corporate Soal)	Contractor: All Phase Construction
25		By: Heidi Easley
26		or reduces and
27 28		Its: Officer
29		Business Address: PO Box 876
30		-
31 32		Roseville Ca 95/06/
33		License Number: 886326
34 35		Federal I.D. #: 27 - 6355560
36		
37	CORRODATE OFFICIALE	
38 39	CORPORATE CERTIFICATE	
40	1. Heidi Easley	certify that I am the Secretary of the corporation named as
41	Contractor in the foregoing contract: that	certify that I am the Secretary of the corporation named as
42	on panali di sala colporation is autholisad to t	UIIV DING ING COIDDISTION TO THIS Agreement: that said contract was
43	duly signed for and on behalf of said corporation	on by authority of its governing body and is within the scope of its
44	corporate powers.	\bigcap
45 46		\\//\.\-\/\.\\
47	(Corporate Seal)	Alloll /lblles

END OF SECTION

Center Joint Unified School District Dudley, Spinetli & McClellan School Playgrounds and Parking Lot Paving Project Bid Package #13-06

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EXHIBIT A TO FORM OF CONTRACT

CERTIFICATION

certify that, pursuant to Education Code Section 45125.1 and 45125.2 and Article 18 of this Agreement, this business entity has conducted the required criminal background check(s) of all persons who will be providing continual supervision and monitoring of all persons who will be providing services to the Center Joint Unified School District on behalf of this business entity, and that none of those persons have been reported by the Department of Justice as having been convicted of a serious or violent felony as specified in Penal Code sections 667.5(c) and/or 1192.7(c). I understand that this Certification is not to be signed and submitted until I have received clearance from DOJ regarding those persons named.

As further required by Education Code 45125.1, submitted herewith as Exhibit B is a list of names of the employees or agents of AII Phase (cv) Struction who will be providing continual supervision and monitoring of all persons who will be providing services to the Center Joint Unified School District on behalf of this business entity and who are required to be fingerprinted as provided in the Agreement. I agree to keep this list current and to notify Center Joint Unified School District of any addition/deletions as they occur.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed this a day of May

, 2013, in Proseville, Placer County, California.

(Seal of business)

[Name of Contractor's Authorized Representative]

(Please print)

(Signatura)

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LIST OF EMPLOYEES WHO ARE AUTHORIZED TO PROVIDE SUPERVISION AND MONITORING SERVICES ON SCHOOL CAMPUSES

<u>Name</u> :	Dudley Elementary School, Spinelli Elementary School and/or McClellan High School
Brandon Lupez	
Garn Easter	
Jeff Cummins	
Travis Carpenter	

CONSENT AGENDA

Center Joint Unified School District

AGENDA	DEOL	IEQT	END:
AULIUA		<i>)</i>	EUR.

Dept./Site: Facilities & Operations Department

To: Board of Trustees

Action Item X

Date:

May 15, 2013

Information Item

From:

Craig Deason, Assist. Supt.

Attached Pages 6

Assist. Supt. Initials: <u>CD</u>

SUBJECT:

Contract with California Pavement Maintenance Co., Inc., for North Country and Oak Hill Schools

Parking Lots Paving Repair Project

The Facilities and Operations Department would like to enter into a contract with California Pavement Maintenance Co., Inc., the low bidder, for paving repairs to parking lots at North Country and Oak Hill Schools. This project will be paid by bond funds.

RECOMMENDATION: That the Board of Trustees approves the contract with California Pavement Maintenance Co., Inc., for paving repairs to parking lots at North Country and Oak Hill Schools.

SECTION 00300 - FORM OF CONTRACT

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ARTICLE 1. AGREEMENT FOR CONSTRUCTION

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THIS AGREEMENT is made and entered into as of this 2nd day of May , 2013 by and between the Center Joint Unified School District (hereinafter referred to as "District"), and California Pavement Maintenance Company, Inc., an independent contractor (hereinafter referred to as

7 "Contractor"). 8

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District and Contractor hereby mutually agree as follows:

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Section 1 - SCOPE OF WORK.

Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor and materials and transportation necessary to perform and complete in a good and workmanlike manner to the satisfaction of District, all work called for and in the manner designated in, and in strict accordance with, the Contract Documents as defined in Section 2 hereof, the Work for the North Country and Oak Hill Schools Parking Lots Paving Repair Project #13-07. as described in Specifications Section 00800 - Special Provision.

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Section 2 - CONTRACT DOCUMENTS.

The Contract Documents, sometimes also referred to as "the Contract", consist of the Notice to Bidders, the Instructions to Bidders, the Proposal Form, this Agreement, the Bid Bond, the Payment Bond, the Performance Bond, Contractor's Guarantee Form, the General Conditions, the Special Provisions, Exhibits, the General Requirements, the Technical Specifications, the Plans and Specifications, all duly issued addenda, interpretations, Change Orders, supplemental drawings, and the accepted Construction Schedule.

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Section 3 - DEFINITIONS.

Unless otherwise specifically provided herein, all words and phrases defined in the General Conditions shall have the same meaning and intent in this Agreement.

Section 4 - CONTRACT AMOUNT.

District agrees to pay and Contractor agrees to accept, for the full and complete performance of this Agreement in full payment for the Work performed the sum of One Hundred Eighty Seven Thousand Nine Hundred and Fifty Eight DOLLARS (\$ 187,958.00), subject to adjustment as provided in the Contract Documents.

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In addition to the above lump sum amount is an allowance in the amount of Twenty-Five Thousand Dollars (\$25,000). The Contractor shall not be entitled to draw against this allowance without the prior written approval of the Owner's Representative. Any unused allowances shall revert to the District. The Contractor shall provide the District with a monthly accounting of its use of any part of the allowances.

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Section 5 - MONTHLY PROGRESS PAYMENTS.

Monthly progress payments shall be made in accordance with Article 12 of the General Conditions of the Contract Documents.

Section 6 - FINAL PAYMENT.

Final payment shall be made in accordance with Article 21 of the General Conditions.

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Section 7 - RETENTION OF SUMS CHARGED AGAINST CONTRACTOR.

When, under this provisions of the Contract Documents, District shall charge any sum of money against Contractor, District shall deduct and retain the amount of such charge from the amount of the next succeeding progress payment, or from any other monies due or that may become due to Contractor from District. If, on completion or termination of the Contract, sums due Contractor are insufficient to pay District's charges against Contractor, District shall have the right to recover the balance from Contractor or its sureties.

Section 8 - TIME OF COMPLETION.

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 The Work shall be commenced on the date specified in the District's "Notice to Proceed," and shall be fully completed as described in the Contract Documents, including, without limitation, the General Conditions, within the time set forth in the Preliminary Construction Schedule, together with such additional time as may be provided by any change order issued pursuant to the Contract Documents.

Time is of the essence in this Agreement and the Contract Documents. Failure of Contractor to complete the Work by the completion date and in the manner provided for by the Contract Documents shall subject Contractor to liquidated damages as hereinafter provided in this Agreement and the Contract Documents.

Section 9 - NO WAIVER OF REMEDIES.

Neither the inspection by District or its agents, nor any order or certificate for payment of money, nor any payment for, nor acceptance of the whole or any part of the Work by District, nor any extensions of time, nor any position taken by District or its agents shall operate as a waiver of any provision of this Agreement or the Contract Documents or of any power herein reserved to District or any right to damages herein provided, nor shall any waiver of any breach of this Agreement or of the Contract Documents be held to be a waiver of any other or subsequent breach. All remedles provided in this Agreement and in the Contract Documents shall be taken and construed as cumulative; that is, in addition to each and every other remedy provided in this Agreement and/or the Contract Documents, and District shall have any and all equitable and legal remedies, which it would in any case have.

Section 10 - LIQUIDATED DAMAGES.

Liquidated damages may be assessed against Contractor in accordance with Article 14 of the General Conditions and in the amount of five hundred dollars (\$500) per calendar day if Contractor fails to complete the Work within the Contract Time. The provision for liquidated damages in the Contract Documents shall not be applicable nor act as a limitation upon District if Contractor abandons the Work. In such event, Contractor shall be liable to District for all Losses incurred.

Section 11 - PERFORMANCE AND PAYMENT BONDS.

Contractor, before beginning the Work, shall file a Performance Bond and a Payment Bond with District, each made payable to District. These bonds shall be issued by surety company authorized to do business in the State of California and shall be maintained during the entire life of the Contract at the expense of Contractor. Each bond shall be in the amount of one hundred percent (100%) of the Contract. The Performance Bond shall guarantee the faithful performance of the Contract. The Payment Bond shall be in accordance with the requirements of Part 4, Title 15, Chapter 7, Division Three of the Civil Code of the State of California. Any alteration or alterations made in any provision of the Contract shall not operate to release any surety from any liability on any bond required hereunder and the consent to make such alterations is hereby given, and any surety on said bonds hereby waives the provisions of Section 2819 of the Civil Code.

Section 12 - LABOR CODE COMPLIANCE.

Contractor and all subcontractors shall fully comply with all provisions of the California Labor Code governing the performance of public works contracts, including, but not limited to, payment of prevailing wages, limitations on time worked, compliance with apprentice requirements, maintenance of payroll records and prohibition against discrimination.

Section 13 - UNFAIR COMPETITION.

The following provision is included in this Agreement pursuant to California Public Contract Code section 7103.5.

"In entering into a public works contract or subcontract to supply goods, services, or materials pursuant to a public works contract, the contractor or subcontractor offers and agrees to assign to the awarding body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700 of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the contractor, without further acknowledgment by the parties."

Section 14 - ASSIGNMENT.

Neither this Agreement nor any rights herein of Contractor shall be assigned without the written consent of District first obtained.

Section 15 - NO THIRD PARTY BENEFICIARIES.

This Agreement is entered into solely between District and Contractor. There are no third party beneficiaries, intended, unintended, or otherwise to this Agreement.

Section 16 - AGREEMENT BINDING.

This Agreement shall bind and insure to the heirs, devisees, assignees and successors in interest of Contractor and to the successors in interest of District in the same manner as if such parties had been expressly named herein.

Section 17 - AGREEMENT CONTROLS.

In the event of a conflict between the terms and conditions set forth in this Agreement and the terms and conditions set forth in the other Contract Documents, the terms and conditions set forth in this Agreement shall prevail.

Section 18 - FINGERPRINTING.

Education Code section 45125.1 applies to this Agreement. Contractor shall, prior to commencement of Work, require any person affiliated with Contractor (or, in appropriate cases, himself or herself) to be fingerprinted by the Department of Justice ("DOJ") if that person will have unsupervised access to school campuses. Upon verification from DOJ that those persons fingerprinted have no record of a serious or violent felony, Contractor will so certify by signing and submitting to the Governing Board of District the certification form attached as Exhibit A and incorporated by reference. In addition, Contractor shall submit the names of those persons who have received clearance and are authorized to have unsupervised access to school campuses on a form as indicated in Exhibit B. Any person whose name is not on the cleared list may not have such access. In that case, Contractor must make arrangements with District for appropriate access. No person with a violent or serious felony as reported by DOJ may have access to the school campuses.

Failure to comply with this Section 18 of this Agreement, or permitting unsupervised access by an employee whose name has not been cleared by DOJ as certified by Contractor shall constitute grounds for termination of this Agreement.

1	Section 19 - GOVERNING LAW.	
2	This Agreement will be governed by an	d construed in accordance with the laws of the State of California.
3 4		
5	with the barries in	ereto have executed this Agreement the day and year first above written.
6	Contractors are required by law to	be licensed and regulated by the Contractor's State License Board
7	willer has jurisdiction to investigat	9 COMDIAINIS against contractors if a complaint in filed within these
8	Agais of the nate of the slieded Alols	BLION. ANY QUESTIONS CONCERNING a contractor may be referred to the
9	Registrar, Contractors' State License	Board, P.O. Box 26000, Sacramento, California 95826.
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13		District Ocata Int 111 In 10 1 10 1
14		District: Center Joint Unified School District
15		Ву:
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17		lts:
18 19		
20		Percel Assessment Date
21		Board Approval Date:
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23	(Corporate Seal)	Contractor: California Pavement Maintenance Company, Inc.
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25 26		Ву:
20 27		7)
28		Its: Bruce Taylor - Vice President
29		Business Address: 9390 Elder Creek Road.
30		9390 Elder Creek Road
31		Sacramento, CA 95829
32 33		
34		License Number:374514
35		Federal I D. #
36		Federal I.D. #: 94-2743425
37		
38	CORPORATE CERTIFICATE	
39 40	I Time D. Fannau	
41	Contractor in the forecoing contract the	certify that I am the Secretary of the corporation named as
42	On behalf of said corporation is authorize	at Bruce Taylor , who signed said contract ded to fully bind the corporation to this Agreement; that said contract was
43	duly signed for and on behalf of said co	reporation by authority of its governing body and is within the scope of its
44	corporate powers.	restance by demonstry of the governing body and is within the scope of its
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47 48	(Corporate Seal)	
49		Secretary /
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51		END OF SECTION
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LIST OF EMPLOYEES WHO ARE AUTHORIZED TO PROVIDE SUPERVISION AND MONITORING SERVICES ON SCHOOL CAMPUSES

Name:	North Country and/or Oak Hill Elementary School
Mart Spread	Both Schools
Bure Tuylar	61 11
Carry Kinou	li il
Rich Shreat	ii si

Center Joint Unified School District

	A CONTRACTOR OF THE PROPERTY O	The state of the s
1	AGENDA REQUEST FOR:	
Dept./Site	Dept./Site: Facilities & Operations Department	
То:	Board of Trustees	Action Item X
Date:	May 15, 2013	Information Item
From:	Craig Deason, Assist. Supt.	# Attached Pages <u>6</u>
Assist. S	upt. Initials: <u>CD</u>	

SUBJECT: Contract with Horizon Brothers Painting for Spinelli,
North Country, & Oak Hill Elementary Schools Painting Project

The Facilities and Operations Department would like to enter into a contract with Horizon Brothers Painting, the low bidder, for painting doors and trim at Spinelli, North Country, and Oak Hill Elementary Schools. This project will be paid by bond funds.

RECOMMENDATION: That the Board of Trustees approves the contract with Horizon Brothers Painting to paint doors and trim at Spinelli, North Country, and Oak Hill Elementary Schools.

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ARTICLE 1. AGREEMENT FOR CONSTRUCTION

THIS AGREEMENT is made and entered into as of this 6 day of Mor ____, 2013, by and between the Center Joint Unified School District (hereinafter referred to as "District"), and Horizon Painting Grothers _, an independent contractor (hereinafter referred to as "Contractor").

District and Contractor hereby mutually agree as follows:

Section 1 - SCOPE OF WORK.

Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor and materials and transportation necessary to perform and complete in a good and workmanlike manner to the satisfaction of District, all work called for and in the manner designated in, and in strict accordance with, the Contract Documents as defined in Section 2 hereof, the Work for the Spinelli, North Country & Oak Hill Elementary Schools Painting Project, #13-03, as described in Specifications Section 00800 - Special Provision.

Section 2 - CONTRACT DOCUMENTS.

The Contract Documents, sometimes also referred to as "the Contract", consist of the Notice to Bidders, the Instructions to Bidders, the Proposal Form, this Agreement, the Bid Bond, the Payment Bond, the Performance Bond, Contractor's Guarantee Form, the General Conditions, the Special Provisions, Exhibits, the General Requirements, the Technical Specifications, the Plans and Specifications, all duly issued addenda, interpretations, Change Orders, supplemental drawings, and the accepted Construction Schedule.

Section 3 - DEFINITIONS.

Unless otherwise specifically provided herein, all words and phrases defined in the General Conditions shall have the same meaning and intent in this Agreement.

Section 4 - CONTRACT AMOUNT.

District agrees to pay and Contractor agrees to accept, for the full and complete performance of this Agreement in full payment for the Work performed the sum of Eighty Two Thousand Five Hundred-DOLLARS (\$ 82,500.00), subject to adjustment as provided in the Contract Documents.

Section 5 - MONTHLY PROGRESS PAYMENTS.

Monthly progress payments shall be made in accordance with Article 12 of the General Conditions of the Contract Documents.

Section 6 - FINAL PAYMENT.

Final payment shall be made in accordance with Article 21 of the General Conditions.

Section 7 - RETENTION OF SUMS CHARGED AGAINST CONTRACTOR.

When, under this provisions of the Contract Documents, District shall charge any sum of money against Contractor, District shall deduct and retain the amount of such charge from the amount of the next succeeding progress payment, or from any other monies due or that may become due to Contractor from District. If, on completion or termination of the Contract, sums due Contractor are insufficient to pay District's charges against Contractor, District shall have the right to recover the balance from Contractor or its sureties.

Section 8 - TIME OF COMPLETION.

The Work shall be commenced on the date specified in the District's "Notice to Proceed," and shall be fully completed as described in the Contract Documents, including, without limitation, the General Conditions, within the time set forth in the Preliminary Construction Schedule, together with such additional time as may be provided by any change order issued pursuant to the Contract Documents.

Time is of the essence in this Agreement and the Contract Documents. Failure of Contractor to complete the Work by the completion date and in the manner provided for by the Contract Documents shall subject Contractor to liquidated damages as hereinafter provided in this Agreement and the Contract Documents.

1 Section 9 - NO WAIVER OF REMEDIES.

Neither the inspection by District or its agents, nor any order or certificate for payment of money, nor any payment for, nor acceptance of the whole or any part of the Work by District, nor any extensions of time, nor any position taken by District or its agents shall operate as a waiver of any provision of this Agreement or the Contract Documents or of any power herein reserved to District or any right to damages herein provided, nor shall any waiver of any breach of this Agreement or of the Contract Documents be held to be a waiver of any other or subsequent breach. All remedies provided in this Agreement and in the Contract Documents shall be taken and construed as cumulative; that is, in addition to each and every other remedy provided in this Agreement and/or the Contract Documents, and District shall have any and all equitable and legal remedies, which it would in any case have.

Section 10 - LIQUIDATED DAMAGES.

Liquidated damages may be assessed against Contractor in accordance with Article 14 of the General Conditions and in the amount of five hundred dollars (\$500) per calendar day if Contractor fails to complete the Work within the Contract Time. The provision for liquidated damages in the Contract Documents shall not be applicable nor act as a limitation upon District if Contractor abandons the Work. In such event, Contractor shall be liable to District for all Losses incurred.

Section 11 - PERFORMANCE AND PAYMENT BONDS.

Contractor, before beginning the Work, shall file a Performance Bond and a Payment Bond with District, each made payable to District. These bonds shall be issued by surety company authorized to do business in the State of California and shall be maintained during the entire life of the Contract at the expense of Contractor. Each bond shall be in the amount of one hundred percent (100%) of the Contract. The Performance Bond shall guarantee the faithful performance of the Contract. The Payment Bond shall be in accordance with the requirements of Part 4, Title 15, Chapter 7, Division Three of the Civil Code of the State of California. Any alteration or alterations made in any provision of the Contract shall not operate to release any surety from any liability on any bond required hereunder and the consent to make such alterations is hereby given, and any surety on said bonds hereby waives the provisions of Section 2819 of the Civil Code.

Section 12 - LABOR CODE COMPLIANCE.

Contractor and all subcontractors shall fully comply with all provisions of the California Labor Code governing the performance of public works contracts, including, but not limited to, payment of prevailing wages, limitations on time worked, compliance with apprentice requirements, maintenance of payroll records and prohibition against discrimination.

Section 13 - UNFAIR COMPETITION.

The following provision is included in this Agreement pursuant to California Public Contract Code section 7103.5.

"In entering into a public works contract or subcontract to supply goods, services, or materials pursuant to a public works contract, the contractor or subcontractor offers and agrees to assign to the awarding body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700 of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the contractor, without further acknowledgment by the parties."

Section 14 - ASSIGNMENT.

Neither this Agreement nor any rights herein of Contractor shall be assigned without the written consent of District first obtained.

Section 15 - NO THIRD PARTY BENEFICIARIES.

This Agreement is entered into solely between District and Contractor. There are no third party beneficiaries, intended, unintended, or otherwise to this Agreement.

Section 16 - AGREEMENT BINDING.

This Agreement shall bind and insure to the heirs, devisees, assignees and successors in interest of Contractor and to the successors in interest of District in the same manner as if such parties had been expressly named herein.

Section 17 - AGREEMENT CONTROLS.

In the event of a conflict between the terms and conditions set forth in this Agreement and the terms and conditions set forth in the other Contract Documents, the terms and conditions set forth in this Agreement shall prevail.

Section 18 - FINGERPRINTING.

Education Code section 45125.1 applies to this Agreement. Contractor shall, prior to commencement of Work, require any person affiliated with Contractor (or, in appropriate cases, himself or herself) to be fingerprinted by the Department of Justice ("DOJ") if that person will have unsupervised access to school campuses. Upon verification from DOJ that those persons fingerprinted have no record of a serious or violent felony, Contractor will so certify by signing and submitting to the Governing Board of District the certification form attached as Exhibit A and incorporated by reference. In addition, Contractor shall submit the names of those persons who have received clearance and are authorized to have unsupervised access to school campuses on a form as indicated in Exhibit B. Any person whose name is not on the cleared list may not have such access. In that case, Contractor must make arrangements with District for appropriate access. No person with a violent or serious felony as reported by DOJ may have access to the school campuses.

Failure to comply with this Section 18 of this Agreement, or permitting unsupervised access by an employee whose name has not been cleared by DOJ as certified by Contractor shall constitute grounds for termination of this Agreement.

2	This Agreement will be governed by and construed in accordance with the laws of the State of California.		
3 4 5	IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.		
6 7 8 9	Contractors are required by law to be licensed and regulated by the Contractor's State License Board which has jurisdiction to investigate complaints against contractors if a complaint is filed within three years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.		
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13		District: Center Joint Unified School District	
14 15		By:	
16			
17		lts:	
18 19			
20		Board Approval Date:	
21		Board Approval Bate.	
22		11	
23 24	(Corporate Seal)	Contractor: Horizon Brothers Painting	
25		By	
26			
27 28		Its: Partner	
29		Business Address: 5915 76th Street.	
30			
31		Rio Linda, CA 95673	
32 33		License Number: 911168	
34			
35		Federal I.D. #: 45-33673%\	
36 37			
38	CORPORATE CERTIFICATE		
39			
40	l,	, certify that I am the Secretary of the corporation named as	
41 42	Contractor in the foregoing contract; that	fully bind the corporation to this Agreement; that said contract was	
43	duly signed for and on behalf of said corpora	tion by authority of its governing body and is within the scope of its	
44	corporate powers.	and by analysis to the governing body and is within the scope of its	
45 46			
46 47	(Corporate Seal)		
48	(Secretary	
49		,	
50		END OF SECTION	
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Section 19 - GOVERNING LAW.

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EXHIBIT A TO FORM OF CONTRACT

CERTIFICATION

certify that, pursuant to Education Code Section 45125.1 and 45125.2 and Article 18 of this Agreement, this business entity has conducted the required criminal background check(s) of all persons who will be providing continual supervision and monitoring of all persons who will be providing services to the Center Joint Unified School District on behalf of this business entity, and that none of those persons have been reported by the Department of Justice as having been convicted of a serious or violent felony as specified in Penal Code sections 667.5(c) and/or 1192.7(c). I understand that this Certification is not to be signed and submitted until I have received clearance from DOJ regarding those persons named.

As further required by Education Code 45125.1, submitted herewith as Exhibit B is a list of names of the employees or agents of Horizon Brothers fainting who will be providing continual supervision and monitoring of all persons who will be providing services to the Center Joint Unified School District on behalf of this business entity and who are required to be fingerprinted as provided in the Agreement. I agree to keep this list current and to notify Center Joint Unified School District of any addition/deletions as they occur.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

day of May Executed this

. 2013, in Sucramento

County, California.

(Seal of business)

By: Dimitrios P. Rozalis
[Name of Contractor's Authorized Representative]

(Please print)

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EXHIBIT B TO FORM OF CONTRACT

LIST OF EMPLOYEES WHO ARE AUTHORIZED TO PROVIDE SUPERVISION AND MONITORING SERVICES ON SCHOOL CAMPUSES

Nome	
<u>Name</u> :	Spinelli, North Country and/or Oak Hill
	Elementary Schools
	<u>Elementary Schools</u>
L	1

"see Attacked"

CONSENT AGENDA

Center Joint Unified School District

	rysty in 1990 – 1990 – 1990 – 1990 – 1990 – 1990 – 1990 – 1990 – 1990 – 1990 – 1990 – 1990 – 1990 – 1990 – 1990	AGENDA REQUEST FOR:
Dept./Site:	Facilities & Operations Departme	ent
To:	Board of Trustees	Action Item X
Date:	May 15, 2013	Information Item
From:	Craig Deason, Assist. Supt.	# Attached Pages <u>6</u>
Assist. Supt. Initials: <u>C</u>		

SUBJECT: Contract with J P A Designs for

Center High School Painting Project

The Facilities and Operations Department would like to enter into a contract with J P A Designs, the low bidder, for painting doors and trim at Center High School. This project will be paid by bond funds.

RECOMMENDATION: That the Board of Trustees approves the contract with J P A Designs to paint doors and trim at Center High School.

SECTION 00300 - FORM OF CONTRACT

ARTICLE 1. AGREEMENT FOR CONSTRUCTION THIS AGREEMENT is made and entered into as of this Ob day of May, 2013, by and between the Center Joint Unified School District (hereinafter referred to as "District"), and Centractor (hereinafter referred to as "Contractor").

District and Contractor hereby mutually agree as follows:

Section 1 - SCOPE OF WORK

 Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor and materials and transportation necessary to perform and complete in a good and workmanlike manner to the satisfaction of District, all work called for and in the manner designated in, and in strict accordance with, the Contract Documents as defined in Section 2 hereof, the Work for the Center High School Painting Project, # 13-02, as described in Specifications Section 00800 - Special Provision.

Section 2 - CONTRACT DOCUMENTS.

The Contract Documents, sometimes also referred to as "the Contract", consist of the Notice to Bidders, the Instructions to Bidders, the Proposal Form, this Agreement, the Bid Bond, the Payment Bond, the Performance Bond, Contractor's Guarantee Form, the General Conditions, the Special Provisions, Exhibits, the General Requirements, the Technical Specifications, the Plans and Specifications, all duly issued addenda, interpretations, Change Orders, supplemental drawings, and the accepted Construction Schedule.

Section 3 - DEFINITIONS.

Unless otherwise specifically provided herein, all words and phrases defined in the General Conditions shall have the same meaning and intent in this Agreement.

Section 4 - CONTRACT AMOUNT.

District agrees to pay and Contractor agrees to accept, for the full and complete performance of this Agreement in full payment for the Work performed the sum of first nine thousand thick handled seventy DOLLARS (\$ 57 | 370.00), subject to adjustment as provided in the Contract Documents.

Section 5 - MONTHLY PROGRESS PAYMENTS.

Monthly progress payments shall be made in accordance with Article 12 of the General Conditions of the Contract Documents.

Section 6 - FINAL PAYMENT.

Final payment shall be made in accordance with Article 21 of the General Conditions.

Section 7 - RETENTION OF SUMS CHARGED AGAINST CONTRACTOR.

When, under this provisions of the Contract Documents, District shall charge any sum of money against Contractor, District shall deduct and retain the amount of such charge from the amount of the next succeeding progress payment, or from any other monies due or that may become due to Contractor from District. If, on completion or termination of the Contract, sums due Contractor are insufficient to pay District's charges against Contractor, District shall have the right to recover the balance from Contractor or its sureties.

Section 8 - TIME OF COMPLETION.

The Work shall be commenced on the date specified in the District's "Notice to Proceed," and shall be fully completed as described in the Contract Documents, including, without limitation, the General Conditions, within the time set forth in the Preliminary Construction Schedule, together with such additional time as may be provided by any change order issued pursuant to the Contract Documents.

Time is of the essence in this Agreement and the Contract Documents. Failure of Contractor to complete the Work by the completion date and in the manner provided for by the Contract Documents shall subject Contractor to liquidated damages as hereinafter provided in this Agreement and the Contract Documents.

Section 9 - NO WAIVER OF REMEDIES.

Neither the inspection by District or its agents, nor any order or certificate for payment of money, nor any payment for, nor acceptance of the whole or any part of the Work by District, nor any extensions of time, nor any position taken by District or its agents shall operate as a waiver of any provision of this Agreement or the Contract Documents or of any power herein reserved to District or any right to damages herein provided, nor shall any waiver of any breach of this Agreement or of the Contract Documents be held to be a waiver of any other or subsequent breach. All remedies provided in this Agreement and in the Contract Documents shall be taken and construed as cumulative; that is, in addition to each and every other remedy provided in this Agreement and/or the Contract Documents, and District shall have any and all equitable and legal remedies, which it would in any case have.

Section 10 - LIQUIDATED DAMAGES.

Liquidated damages may be assessed against Contractor in accordance with Article 14 of the General Conditions and in the amount of five hundred dollars (\$500) per calendar day if Contractor fails to complete the Work within the Contract Time. The provision for liquidated damages in the Contract Documents shall not be applicable nor act as a limitation upon District if Contractor abandons the Work. In such event, Contractor shall be liable to District for all Losses incurred.

Section 11 - PERFORMANCE AND PAYMENT BONDS.

Contractor, before beginning the Work, shall file a Performance Bond and a Payment Bond with District, each made payable to District. These bonds shall be issued by surety company authorized to do business in the State of California and shall be maintained during the entire life of the Contract at the expense of Contractor. Each bond shall be in the amount of one hundred percent (100%) of the Contract. The Performance Bond shall guarantee the faithful performance of the Contract. The Payment Bond shall be in accordance with the requirements of Part 4, Title 15, Chapter 7, Division Three of the Civil Code of the State of California. Any alteration or alterations made in any provision of the Contract shall not operate to release any surety from any liability on any bond required hereunder and the consent to make such alterations is hereby given, and any surety on said bonds hereby waives the provisions of Section 2819 of the Civil Code.

Section 12 - LABOR CODE COMPLIANCE.

Contractor and all subcontractors shall fully comply with all provisions of the California Labor Code governing the performance of public works contracts, including, but not limited to, payment of prevailing wages, limitations on time worked, compliance with apprentice requirements, maintenance of payroll records and prohibition against discrimination.

Section 13 - UNFAIR COMPETITION.

The following provision is included in this Agreement pursuant to California Public Contract Code section 7103.5.

"In entering into a public works contract or subcontract to supply goods, services, or materials pursuant to a public works contract, the contractor or subcontractor offers and agrees to assign to the awarding body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700 of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the contractor, without further acknowledgment by the parties."

Section 14 - ASSIGNMENT.

Neither this Agreement nor any rights herein of Contractor shall be assigned without the written consent of District first obtained.

Section 15 - NO THIRD PARTY BENEFICIARIES.

This Agreement is entered into solely between District and Contractor. There are no third party beneficiaries, intended, unintended, or otherwise to this Agreement.

Section 16 - AGREEMENT BINDING.

This Agreement shall bind and insure to the heirs, devisees, assignees and successors in interest of Contractor and to the successors in interest of District in the same manner as if such parties had been expressly named herein.

Section 17 - AGREEMENT CONTROLS.

In the event of a conflict between the terms and conditions set forth in this Agreement and the terms and conditions set forth in the other Contract Documents, the terms and conditions set forth in this Agreement shall prevail.

Section 18 - FINGERPRINTING

Education Code section 45125.1 applies to this Agreement. Contractor shall, prior to commencement of Work, require any person affiliated with Contractor (or, in appropriate cases, himself or herself) to be fingerprinted by the Department of Justice ("DOJ") if that person will have unsupervised access to school campuses. Upon verification from DOJ that those persons fingerprinted have no record of a serious or violent felony, Contractor will so certify by signing and submitting to the Governing Board of District the certification form attached as Exhibit A and incorporated by reference. In addition, Contractor shall submit the names of those persons who have received clearance and are authorized to have unsupervised access to school campuses on a form as indicated in Exhibit B. Any person whose name is not on the cleared list may not have such access. In that case, Contractor must make arrangements with District for appropriate access. No person with a violent or serious felony as reported by DOJ may have access to the school campuses.

Failure to comply with this Section 18 of this Agreement, or permitting unsupervised access by an employee whose name has not been cleared by DOJ as certified by Contractor shall constitute grounds for termination of this Agreement.

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4	IN WITNESS WHEREOF, the parties hereto ha	ve executed this Agreement the day and year first above written.
6 7 8 9	which has jurisdiction to investigate comp years of the date of the alleged violation. A	nsed and regulated by the Contractor's State License Board, laints against contractors if a complaint is filed within three through the concerning a contractor may be referred to the P.O. Box 28000, Sacramento, California 95826.
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13		District: Center Joint Unified School District
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16		Mar.
17 18		lts:
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20		Board Approval Date:
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23	(Corporate Seal)	Contractor JPH 12519MS
24 25		Contractor SPA Designs By: Arthorn Ponomerako
26 26		
27		Its: (, E)
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29		Business Address: 6720 th: stleloop ct
30		Sacramento CA 95841
31		SACIAMENTO CH 420 IT
32 33		License Number: 957887
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35		Federal I.D. #: 46-1093426
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38	CORPORATE CERTIFICATE	
39 40	1 And Cay Bonda ask	cortify that I am the Secretary of the companion named as
41	Contractor in the foregoing contract that H	certify that I am the Secretary of the corporation named as responsible for the corporation named as who signed said contract was ally bind the corporation to this Agreement; that said contract was
42	on behalf of said corporation is authorized to fi	ully bind the corporation to this Agreement; that said contract was
43	duly signed for allo on penantor salo corporation	on by authority of its governing body and is within the scope of its
44	corporate powers.	
45		A .
46 47	(Corporate Seal)	-HOLDED
48	(Corporate Seal)	Secretary
49		Octional
50		END OF SECTION

This Agreement will be governed by and construed in accordance with the laws of the State of California.

51 52 Section 19 - GOVERNING LAW.

EXHIBIT A TO FORM OF CONTRACT

CERTIFICATION

certify that, pursuant to Education Code Section 45125.1 and 45125.2 and Article 18 of this Agreement, this

business entity has conducted the required criminal background check(s) of all persons who will be providing

continual supervision and monitoring of all persons who will be providing services to the Center Joint Unified

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School District on behalf of this business entity, and that none of those persons have been reported by the Department of Justice as having been convicted of a serious or violent felony as specified in Penal Code sections 667.5(c) and/or 1192.7(c). I understand that this Certification is not to be signed and submitted until I have received clearance from DOJ regarding those persons named. As further required by Education Code 45125.1, submitted herewith as Exhibit B is a list of names of the employees or agents of _______ who will be providing continual supervision and monitoring of all persons who will be providing services to the Center Joint Unified School District

on behalf of this business entity and who are required to be fingerprinted as provided in the Agreement. I agree

to keep this list current and to notify Center Joint Unified School District of any addition/deletions as they occur.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

May . 2013, in Sacramento

(Seal of business)

day of

Executed this () 6

By: Artyon Ponomerenko
[Name of Contractor's Authorized Representative]

County, California.

(Please print)

(Signature)

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LIST OF EMPLOYEES WHO ARE AUTHORIZED TO PROVIDE SUPERVISION AND MONITORING SERVICES ON SCHOOL CAMPUSES

Center High School

CONSENT AGENDA

Center Joint Unified School District

***	*	e vi fili da esti 1900 est
		AGENDA REQUEST FOR:
Dept./Site:	Facilities & Operations Departme	nt
To:	Board of Trustees	Action Item X
Date:	May 15, 2013	Information Item
From:	Craig Deason, Assist. Supt.	# Attached Pages <u> 6</u>
Assist Sunt Initials: (7)		

SUBJECT: Contract with J P A Designs for Old Junior High and McClellan High Schools Painting Project

The Facilities and Operations Department would like to enter into a contract with J P A Designs, the low bidder, for painting doors and trim at Old Junior High and McClellan High Schools. This project will be paid by bond funds.

RECOMMENDATION: That the Board of Trustees approves the contract with J P A Designs to paint doors and trim at Old Junior High and McClellan High Schools.

SECTION 00300 - FORM OF CONTRACT

3	ARTICLE 1. AGREEMENT FOR CONSTRUCTION
4	
5	THIS AGREEMENT is made and entered into as of this 06 day of, 2013, by and between the Center
6	Joint Unified School District (hereinafter referred to as "District"), and
7	an independent contractor (hereinafter referred to as
8	"Contractor").
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0	District and Contractor hereby mutually agree as follows:
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Section 1 - SCOPE OF WORK.

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47 48 Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor and materials and transportation necessary to perform and complete in a good and workmanlike manner to the satisfaction of District, all work called for and in the manner designated in, and in strict accordance with, the Contract Documents as defined in Section 2 hereof, the Work for the Old Junior High and McClellan High Schools Painting Project, #13-04, as described in Specifications Section 00800 - Special Provision.

Section 2 - CONTRACT DOCUMENTS.

The Contract Documents, sometimes also referred to as "the Contract", consist of the Notice to Bidders, the Instructions to Bidders, the Proposal Form, this Agreement, the Bid Bond, the Payment Bond, the Performance Bond, Contractor's Guarantee Form, the General Conditions, the Special Provisions, Exhibits, the General Requirements, the Technical Specifications, the Plans and Specifications, all duly issued addenda, interpretations, Change Orders, supplemental drawings, and the accepted Construction Schedule.

Section 3 - DEFINITIONS.

Unless otherwise specifically provided herein, all words and phrases defined in the General Conditions shall have the same meaning and intent in this Agreement.

Section 4 - CONTRACT AMOUNT.

District agrees to pay and Contractor agrees to accept, for the full and complete performance of this Agreement in full payment for the Work performed the sum of Sixty Fire thousand Seven hundred DOLLARS (\$ 64,700), subject to adjustment as provided in the Contract Documents.

Section 5 - MONTHLY PROGRESS PAYMENTS.

Monthly progress payments shall be made in accordance with Article 12 of the General Conditions of the Contract Documents.

Section 6 - FINAL PAYMENT.

Final payment shall be made in accordance with Article 21 of the General Conditions.

Section 7 - RETENTION OF SUMS CHARGED AGAINST CONTRACTOR.

When, under this provisions of the Contract Documents, District shall charge any sum of money against Contractor, District shall deduct and retain the amount of such charge from the amount of the next succeeding progress payment, or from any other monies due or that may become due to Contractor from District. If, on completion or termination of the Contract, sums due Contractor are insufficient to pay District's charges against Contractor, District shall have the right to recover the balance from Contractor or its sureties.

Center Joint Unified School District Old Junior High and McClellan High Schools Painting Project Bid Pack* ge #13-04

Section 8 - TIME OF COMPLETION.

The Work shall be commenced on the date specified in the District's "Notice to Proceed," and shall be fully completed as described in the Contract Documents, including, without limitation, the General Conditions, within the time set forth in the Preliminary Construction Schedule, together with such additional time as may be provided by any change order issued pursuant to the Contract Documents.

Time is of the essence in this Agreement and the Contract Documents. Failure of Contractor to complete the Work by the completion date and in the manner provided for by the Contract Documents shall subject Contractor to liquidated damages as hereinafter provided in this Agreement and the Contract Documents.

Section 9 - NO WAIVER OF REMEDIES.

Neither the inspection by District or its agents, nor any order or certificate for payment of money, nor any payment for, nor acceptance of the whole or any part of the Work by District, nor any extensions of time, nor any position taken by District or its agents shall operate as a waiver of any provision of this Agreement or the Contract Documents or of any power herein reserved to District or any right to damages herein provided, nor shall any waiver of any breach of this Agreement or of the Contract Documents be held to be a waiver of any other or subsequent breach. All remedies provided in this Agreement and in the Contract Documents shall be taken and construed as cumulative; that is, in addition to each and every other remedy provided in this Agreement and/or the Contract Documents, and District shall have any and all equitable and legal remedies, which it would in any case have.

Section 10 - LIQUIDATED DAMAGES.

Liquidated damages may be assessed against Contractor in accordance with Article 14 of the General Conditions and in the amount of five hundred dollars (\$500) per calendar day if Contractor fails to complete the Work within the Contract Time. The provision for liquidated damages in the Contract Documents shall not be applicable nor act as a limitation upon District if Contractor abandons the Work. In such event, Contractor shall be liable to District for all Losses incurred.

Section 11 - PERFORMANCE AND PAYMENT BONDS.

Contractor, before beginning the Work, shall file a Performance Bond and a Payment Bond with District, each made payable to District. These bonds shall be issued by surety company authorized to do business in the State of California and shall be maintained during the entire life of the Contract at the expense of Contractor. Each bond shall be in the amount of one hundred percent (100%) of the Contract. The Performance Bond shall guarantee the faithful performance of the Contract. The Payment Bond shall be in accordance with the requirements of Part 4, Title 15, Chapter 7, Division Three of the Civil Code of the State of California. Any alteration or alterations made in any provision of the Contract shall not operate to release any surety from any liability on any bond required hereunder and the consent to make such alterations is hereby given, and any surety on said bonds hereby waives the provisions of Section 2819 of the Civil Code.

Section 12 - LABOR CODE COMPLIANCE.

Contractor and all subcontractors shall fully comply with all provisions of the California Labor Code governing the performance of public works contracts, including, but not limited to, payment of prevailing wages, limitations on time worked, compliance with apprentice requirements, maintenance of payroll records and prohibition against discrimination.

Section 13 - UNFAIR COMPETITION.

The following provision is included in this Agreement pursuant to California Public Contract Code section 7103.5.

"In entering into a public works contract or subcontract to supply goods, services, or materials pursuant to a public works contract, the contractor or subcontractor offers and agrees to assign to the awarding body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700 of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the contractor, without further acknowledgment by the parties."

Section 14 - ASSIGN' 'ENT.

Neither this Agreement nor any rights herein of Contractor shall be assigned without the written consent of District
 first obtained.

Section 15 - NO THIRD PARTY BENEFICIARIES.

This Agreement is entered into solely between District and Contractor. There are no third party beneficiaries intended, unintended, or otherwise to this Agreement.

Section 16 - AGREEMENT BINDING.

This Agreement shall bind and insure to the heirs, devisees, assignees and successors in interest of Contractor and to the successors in interest of District in the same manner as if such parties had been expressly named herein.

Section 17 - AGREEMENT CONTROLS.

In the event of a conflict between the terms and conditions set forth in this Agreement and the terms and conditions set forth in the other Contract Documents, the terms and conditions set forth in this Agreement shall prevail.

Section 18 - FINGERPRINTING.

Education Code section 45125.1 applies to this Agreement. Contractor shall, prior to commencement of Work require any person affiliated with Contractor (or, in appropriate cases, himself or herself) to be fingerprinted by the Department of Justice ("DOJ") if that person will have unsupervised access to school campuses. Upon verification from DOJ that those persons fingerprinted have no record of a serious or violent felony, Contractor will so certify by signing and submitting to the Governing Board of District the certification form attached as Exhibit A and incorporated by reference. In addition, Contractor shall submit the names of those persons who have received clearance and are authorized to have unsupervised access to school campuses on a form as indicated in Exhibit B. Any person whose name is not on the cleared list may not have such access. In that case, Contractor must make arrangements with District for appropriate access. No person with a violent or serious felony as reported by DOJ may have access to the school campuses.

Failure to comply with this Section 18 of this Agreement, or permitting unsupervised access by an employee whose name has not been cleared by DOJ as certified by Contractor shall constitute grounds for termination of this Agreement.

	Section 19 - GOVERNI: G LAW.	
- 2	This Agreement will be governed by and construed in accordance with the laws of the State of California.	
	3 and construed in accordance with the laws of the State of California.	
9	IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written	
6	Contractors are required by law to be tighted to the contract of the contract	
7	minor rids julisuiciton to investigate security.	
8	years of the date of the alleged violeties. As a second declars if a complaint is filed within three	
9	years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramente, College of the contractor may be referred to the	
10	Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826.	
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13	District: Center Joint United Call Law	
14	District: Center Joint Unified School District	
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21	Board Approval Date:	
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23	(Corporate Seal)	
24	(Corporate Seal) Contractor: JPA Designs By: Artyon Ronomarchko	
25	\mathbf{p}_{ij} $\mathbf{A}_{c}1_{i,j}$	
26	by. ITI Tyom Vonomarenka	
27	Its:CEO	
28		
29 30	Business Address: 6720 this Helxp ct	
31	Sacramento CA 95842	
32		
33 34	License Number: 957897	
3 4 35		
36	Federal I.D. #: 46-10 93426	
37		
38	CORPORATE CERTIFICATE	
39 40	$\frac{1}{1}$ $\frac{1}{1}$ $\frac{1}{1}$ $\frac{1}{1}$	
40 41	Contract law Bondaruk Certify that I am the Socretary of the	
42	Contractor in the foregoing contract; that Artyom Pontmarenko who singled said contract on behalf of said corporation is authorized to the foregoing contract.	
43	on behalf of said corporation is authorized to fully bind the corporation to this Agreement; that said contract duly signed for and on behalf of said corporation by authority of its governing body and in within the corporation by	
44	duly signed for and on behalf of said corporation by authority of its governing body and is within the scope of its	
45	of its state powers.	
46	A	
47	(Corporate Seal)	
48		
49	Secretary	
50	END OF SECTION	
51	END OF SECTION	

EXHIBIT A TO FORM OF CONTRACT

2			
3	CERTIFICATION		
4	1, Artyon Ponomerento, on behalf of JPA Designs		
5	1, Hityom ronomorento, on behalf of JPH Disigns		
6	certify that, pursuant to Education Code Section 45125.1 and 45125.2 and Article 18 of this Agreement, this		
7	business entity has conducted the required criminal background check(s) of all persons who will be providing		
8	continual supervision and monitoring of all persons who will be providing services to the Center Joint Unified		
9	School District on behalf of this business entity, and that none of those persons have been reported by the		
10	Department of Justice as having been convicted of a serious or violent felony as specified in Penal Code sections		
11	667.5(c) and/or 1192.7(c). I understand that this Certification is not to be signed and submitted until I have		
12	received clearance from DOJ regarding those persons named.		
13			
14	As further required by Education Code 45125.1, submitted herewith as Exhibit B is a list of names of the employees or agents of		
15	of the employees or agents of 5PA 025/505 who will be providing continual		
16	supervision and monitoring of all persons who will be providing services to the Center Joint Unitied School District		
17	on behalf of this business entity and who are required to be fingerprinted as provided in the Agreement. I agree to		
18	keep this list current and to notify Center Joint Unified School District of any addition/deletions as they occur.		
19			
20	I declare under penalty of perjury under the laws of the State of California that the		
21	foregoing is true and correct.		
22	- · · · · · · · · · · · · · · · · · · ·		
23	Executed this 06 day of May, 2013, in Sacramento County, California.		
24			
	(Seal of business) By: Artyom Ponomace n to [Name of Contractor's Authorized Representative]		
	(Seal of business) By: Hrtyom Ponumace nho		
	[Name of Contractor's Authorized Representative]		
	CEO (Please print)		
	(Title)		

(Signature)

6

LIST OF EMPLOYEES WHO ARE AUTHORIZED TO PROVIDE SUPERVISION AND MONITORING SERVICES ON SCHOOL CAMPUSES

Name:	
Artyom Ponomerenke	Old Junior High and/or McClellan High Schools
Andrey Bondaruk	
Andrey Bondaruk Pavel Haloreka, K	

CONSENT AGENDA

Center Joint Unified School District

5.17		
		AGENDA REQUEST FOR:
Dept./Site:	Facilities & Operations Departmen	nt
То:	Board of Trustees	Action Item X
Date:	May 15, 2013	Information Item
From:	Craig Deason, Assist. Supt.	# Attached Pages <u> 6</u>
Assist. Supt. Initials: <u>C î</u>		

SUBJECT: Contract with J P A Designs for

Wilson Riles Middle School Painting Project

The Facilities and Operations Department would like to enter into a contract with J P A Designs, the low bidder, for painting doors and trim at Wilson Riles Middle School. This project will be paid by bond funds.

RECOMMENDATION: That the Board of Trustees approves the contract with J P A Designs to paint doors and trim at Wilson Riles Middle School.

AGENDA ITEM # XIV-25

SECTION 00300 - FORM OF CONTRACT

ARTICLE 1. AGREEMENT FOR CONSTRUCTION

District and Contractor hereby mutually agree as follows:

Section 1 - SCOPE OF WORK.

1 2

Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor and materials and transportation necessary to perform and complete in a good and workmanlike manner to the satisfaction of District, all work called for and in the manner designated in, and in strict accordance with, the Contract Documents as defined in Section 2 hereof, the Work for the Wilson Riles Middle School Painting Project, #13-05, as described in Specifications Section 00800 - Special Provision.

Section 2 - CONTRACT DOCUMENTS.

The Contract Documents, sometimes also referred to as "the Contract", consist of the Notice to Bidders, the Instructions to Bidders, the Proposal Form, this Agreement, the Bid Bond, the Payment Bond, the Performance Bond, Contractor's Guarantee Form, the General Conditions, the Special Provisions, Exhibits, the General Requirements, the Technical Specifications, the Plans and Specifications, all duly issued addenda, interpretations, Change Orders, supplemental drawings, and the accepted Construction Schedule.

Section 3 - DEFINITIONS.

Unless otherwise specifically provided herein, all words and phrases defined in the General Conditions shall have the same meaning and intent in this Agreement.

Section 4 - CONTRACT AMOUNT.

District agrees to pay and Contractor agrees to accept, for the full and complete performance of this Agreement in full payment for the Work performed the sum of forth Seven through DOLLARS (\$ 17,700), subject to adjustment as provided in the Contract Documents.

Section 5 - MONTHLY PROGRESS PAYMENTS.

Monthly progress payments shall be made in accordance with Article 12 of the General Conditions of the Contract Documents.

Section 6 - FINAL PAYMENT.

Final payment shall be made in accordance with Article 21 of the General Conditions.

Section 7 - RETENTION OF SUMS CHARGED AGAINST CONTRACTOR.

When, under this provisions of the Contract Documents, District shall charge any sum of money against Contractor, District shall deduct and retain the amount of such charge from the amount of the next succeeding progress payment, or from any other monies due or that may become due to Contractor from District. If, on completion or termination of the Contract, sums due Contractor are insufficient to pay District's charges against Contractor, District shall have the right to recover the balance from Contractor or its sureties.

Section 8 - TIME OF COMPLETION.

The Work shall be commenced on the date specified in the District's "Notice to Proceed," and shall be fully completed as described in the Contract Documents, including, without limitation, the General Conditions, within the time set forth in the Preliminary Construction Schedule, together with such additional time as may be provided by any change order issued pursuant to the Contract Documents.

Time is of the essence in this Agreement and the Contract Documents. Failure of Contractor to complete the Work by the completion date and in the manner provided for by the Contract Documents shall subject Contractor to liquidated damages as hereinafter provided in this Agreement and the Contract Documents.

Section 9 - NO WAIVER OF REMEDIES.

1 2

 Neither the inspection by District or its agents, nor any order or certificate for payment of money, nor any payment for, nor acceptance of the whole or any part of the Work by District, nor any extensions of time, nor any position taken by District or its agents shall operate as a waiver of any provision of this Agreement or the Contract Documents or of any power herein reserved to District or any right to damages herein provided, nor shall any waiver of any breach of this Agreement or of the Contract Documents be held to be a waiver of any other or subsequent breach. All remedies provided in this Agreement and in the Contract Documents shall be taken and construed as cumulative; that is, in addition to each and every other remedy provided in this Agreement and/or the Contract Documents, and District shall have any and all equitable and legal remedies, which it would in any case have.

Section 10 - LIQUIDATED DAMAGES.

Liquidated damages may be assessed against Contractor in accordance with Article 14 of the General Conditions and in the amount of five hundred dollars (\$500) per calendar day if Contractor fails to complete the Work within the Contract Time. The provision for liquidated damages in the Contract Documents shall not be applicable nor act as a limitation upon District if Contractor abandons the Work. In such event, Contractor shall be liable to District for all Losses incurred.

Section 11 - PERFORMANCE AND PAYMENT BONDS.

Contractor, before beginning the Work, shall file a Performance Bond and a Payment Bond with District, each made payable to District. These bonds shall be issued by surety company authorized to do business in the State of California and shall be maintained during the entire life of the Contract at the expense of Contractor. Each bond shall be in the amount of one hundred percent (100%) of the Contract. The Performance Bond shall guarantee the faithful performance of the Contract. The Payment Bond shall be in accordance with the requirements of Part 4, Title 15, Chapter 7, Division Three of the Civil Code of the State of California. Any alteration or alterations made in any provision of the Contract shall not operate to release any surety from any liability on any bond required hereunder and the consent to make such alterations is hereby given, and any surety on said bonds hereby waives the provisions of Section 2819 of the Civil Code.

Section 12 - LABOR CODE COMPLIANCE.

Contractor and all subcontractors shall fully comply with all provisions of the California Labor Code governing the performance of public works contracts, including, but not limited to, payment of prevailing wages, limitations on time worked, compliance with apprentice requirements, maintenance of payroll records and prohibition against discrimination.

Section 13 - UNFAIR COMPETITION.

The following provision is included in this Agreement pursuant to California Public Contract Code section 7103.5.

"In entering into a public works contract or subcontract to supply goods, services, or materials pursuant to a public works contract, the contractor or subcontractor offers and agrees to assign to the awarding body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700 of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the contractor, without further acknowledgment by the parties."

Section 14 - ASSIGNMENT.

Neither this Agreement nor any rights herein of Contractor shall be assigned without the written consent of District first obtained.

Section 15 - NO THIRD PARTY BENEFICIARIES.

This Agreement is entered into solely between District and Contractor. There are no third party beneficiaries, intended, unintended, or otherwise to this Agreement.

Section 16 - AGREEMENT BINDING.

This Agreement shall bind and insure to the heirs, devisees, assignees and successors in interest of Contractor and to the successors in interest of District in the same manner as if such parties had been expressly named herein.

Section 17 - AGREEMENT CONTROLS.

In the event of a conflict between the terms and conditions set forth in this Agreement and the terms and conditions set forth in the other Contract Documents, the terms and conditions set forth in this Agreement shall prevail.

Section 18 - FINGERPRINTING.

Education Code section 45125.1 applies to this Agreement. Contractor shall, prior to commencement of Work, require any person affiliated with Contractor (or, in appropriate cases, himself or herself) to be fingerprinted by the Department of Justice ("DOJ") if that person will have unsupervised access to school campuses. Upon verification from DOJ that those persons fingerprinted have no record of a serious or violent felony, Contractor will so certify by signing and submitting to the Governing Board of District the certification form attached as Exhibit A and incorporated by reference. In addition, Contractor shall submit the names of those persons who have received clearance and are authorized to have unsupervised access to school campuses on a form as indicated in Exhibit B. Any person whose name is not on the cleared list may not have such access. In that case, Contractor must make arrangements with District for appropriate access. No person with a violent or serious felony as reported by DOJ may have access to the school campuses.

Failure to comply with this Section 18 of this Agreement, or permitting unsupervised access by an employee whose name has not been cleared by DOJ as certified by Contractor shall constitute grounds for termination of this Agreement.

1 2	Section 19 - GOVERNING LAW. This Agreement will be governed by	and construed in accordance with the laws of the State of California.							
3	IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.								
4	IN WITNESS WHEREOF, the parties	S Heleto Have executed the rigidoment the any one year year							
5	Contractors are required by law	to be licensed and regulated by the Contractor's State License Board							
6	Link has jurisdiction to investig	rate complaints against contractors it a complaint is filed within unles							
7 8	iv heneils adt to atch adt to areau	iolation. Any questions concerning a contractor may be referred to the							
9	Registrar, Contractors' State Lice	nse Board, P.O. Box 26000, Sacramento, California 95826.							
10									
11									
12		The second of th							
13		District: Center Joint Unified School District							
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19 20		Board Approval Date:							
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22		700 0 000							
23	(Corporate Seal)	Contractor: JPA Designs By: Artyon Ponomerento							
24	•	a Arthon Ponomarento							
25		ву:							
26		, \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \							
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30		Secremento CA 95841							
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32		Business Address: 6720 this Helosp et Sacramento CA 95842 License Number: 957887							
33 34		H(-1002 / · · ·							
35		Federal I.D. #: 46-1093426							
36									
37									
38	CORPORATE CERTIFICATE								
39	1 Andrew Bondaruk	certify that I am the Secretary of the corporation named a							
40	1, Hydrey Bondaruk Contractor in the foregoing contrac	t: that Artyon Yonomercuko, who signed said contract							
41 42	on hehalf of said corneration is aut	horized to fully bind the corporation to this Agreement; that said contract wa							
43	duly signed for and on behalf of sa	id corporation by authority of its governing body and is within the scope of it							
44	corporate powers.	• • • •							
45	•								
46		Hadosel							
47	(Corporate Seal)	FIVICITO							
48		Secretary							
49		END OF SECTION							
50 51		LIE OF OCCION							

EXHIBIT A TO FORM OF CONTRACT

CERTIFICATION

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EXHIBIT B TO FORM OF CONTRACT

LIST OF EMPLOYEES WHO ARE AUTHORIZED TO PROVIDE SUPERVISION AND MONITORING SERVICES ON SCHOOL CAMPUSES

Artyon Poromerenko	Wilson Riles Middle School
Artyon Ponomerenko	
Andrey Bondaluk	
Parel Halouckaick	

CONSENT AGENDA

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Business Department

SUBJECT:

Date: 05/15/13 Action Item X

To: Board of Trustees Information Item

From: Jeanne Bess # Attached Page __
Director of Fiscal Services

Renewal of Mandated Costs Prep Contract To School Innovations & Achievement For Fiscal Year 2013/14

Jeanne Bess, Director of Fiscal Services requests approval in renewing a one year contract for the filing of mandated cost claims to School Innovations & Achievement (SI&A) for fiscal year 2013/14.

This service will cover the period needed to file our 2012/13 fiscal year claims. The costs of renewal of the one year contract is \$10,000.

RECOMMENDATION: To renew the one year contract to SI&A for mandate claim services.



MANDATEPREP® SERVICES AGREEMENT Between SCHOOL INNOVATIONS & ACHIEVEMENT, INC. And CENTER UNIFIED SCHOOL DISTRICT

RECITALS

WHEREAS, District is authorized to retain consulting services to assist District in the preparation and filing of reimbursement claims for the costs of the Mandate Reimbursement Process Program, legislatively mandated by the State of California ("State"), and SI&A is qualified to perform such services; and

WHEREAS, it is necessary and desirable that SI&A be retained by District for the purpose of performing consulting services;

AGREEMENT

NOW, THEREFORE, the Parties agree as follows:

1. <u>Agreement Period</u>. The Agreement period begins July 1, 2013 (the "Effective Date") and will automatically expire on June 30, 2014 (the "Expiration Date").

2. Services.

<u>Description of Services</u>. SI&A agrees to provide District the following consulting services ("Services") during the Agreement Period:

- (a) Prepare and file (based on information provided by District):
 - (1) 2012/2013 reimbursement claims;
 - (2) Late and amended 2011/2012 reimbursement claims; and
 - (3) Newly claimable programs approved by the Commission on State Mandates ("Commission") if the filing deadline is within the Agreement Period;
- (b) Hold training sessions for District's staff during the Agreement Period, as necessary or appropriate (as reasonably determined by SI&A);

- (c) Monitor District's 2013/2014 mandated cost tracking systems;
- (d) Research and assist District with data collection for test claims approved by the Commission during the Agreement Period;
- (e) Serve as a liaison with the State Controller's Office and Commission regarding (i) statewide cost estimate request responses, and (ii) general questions from the State Controller's Office; and
- (f) Provide representation of District with respect to any State audit of claims that were prepared and submitted with SI&A's assistance pursuant to this Agreement, unless prior to claim submission SI&A advised District that SI&A would not provide audit assistance, due to potentially unresolved audit issues (such as documentation or data problems) or claim rejection concerns.

3. District's Obligations.

- 3.1 <u>District Responsibilities and Obligations</u>. District shall be responsible for the following: (a) ensuring District has record retention policies sufficient to maintain original documentation used in support of claims (for audit or examination by any State or regulatory agency); and (b) maintaining original supporting documents for a period of four (4) years after the State's first payment of the claim; and (c) District shall provide SI&A all records and information relevant to any claim in a timely manner and contact information for District's personnel to whom SI&A may direct inquiries. District understands and agrees that the results of SI&A's inquiries, the documentation obtained from District and other corroborating information may be used by SI&A for filing and/or supporting the reimbursement claims, or responding to audits or investigations.
- 3.2 <u>Claim Approval</u>. Upon presentation of a claim for District's approval, District agrees to review the claim and respond to SI&A by either: (a) certifying to SI&A, under penalties of perjury, that the time, costs and other data collected by District and furnished to SI&A in support of the claim are true and correct; or (b) provide SI&A with notice specifying why the foregoing certification may not be true. All notices and certifications must comply with the requirements of Section 4 of the Standard Terms and Conditions.
- 4. California False Claims Act. District acknowledges that reimbursement claims filed under this Agreement constitute "claims" under the California False Claims Act (California Government Code Section 12650, et seq.) ("False Claims Act") and consequently, District, its employees, contractors and other persons acting on its behalf, may be subject to the provisions of the False Claims Act. Among other things, the False Claims Act imposes liability for treble damages, penalties and costs of civil recovery actions upon persons who "knowingly" present or cause to be presented false claims, or who "knowingly" make or cause to be made false records or statements in support of a claim. Under the False Claims Act, "knowingly" means that a person, with respect to information, has actual knowledge of the information or acts in deliberate ignorance or reckless disregard of the truth or falsity of the information.

5. Payment of Fees.

5.1 <u>Fees</u>. For Services provided pursuant to the terms of this Agreement, District agrees to pay SI&A \$10,000 (the "Fee") for the fiscal year 2013/14.

	Distr	ict must cle		ne payment p	lan belo	nual or semi-annual installments as indicated below. n below. If a plan is not clearly identifiable by SI&A, nual basis.					
	<u> </u>	annual pay	ment due Ju	ly 1, 2013.							
	X 2	? semi-annu	al payments	due July 1, 20	013, and	, and January 1, 2014.					
necessary, SI&A and District shall schedule						onably determines that travel to District's site is le mutually convenient dates and times for such curred by SI&A in connection with the Initial Scope					
6.	Entire Agreement. This Agreement, including, without limitation, the Standard Terms and Conditions attached hereto as Exhibit A is the final expression of, and contains the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior understandings with respect thereto.										
7.	Exhibits. All exhibits referred to in this Agreement are attached and incorporated herein by this reference.										
8.	original,	including against the	copies sent t	o a party by	facsim	ile transmis	ssion or ir	n portable	all be deemed an document format itute one and the		
IN bele		SS WHERE	EOF, the Dist	trict and SI&	A have	made and	executed	this Agree	ment as set forth		
SI&A:			1	DISTRICT:							
		NNOVATI EMENT, I			•	CENTER U	JNIFIED	SCHOOL	DISTRICT		
Prin Title Con	npany: Iress:	10/18/12 Jeffrey C. Chief Exec School Inr 5200 Gold	cutive Officer novations & A den Foothill Pa Hills, CA 957	chievement rkway		Signature: Date Signed: Print Name: Title: Address: Phone: Fax: Email	84DE Antel Gue	3 Wat 500 338 338	A Avenue CA 9584: -630 a 3-6345	3	

EXHIBIT A - STANDARD TERMS AND CONDITIONS

- 1. Scope of Services; Independent Contractor. SI&A's services described in the Agreement (the "Services") detail the initial scope of services anticipated by SI&A as of the effective date of the Agreement ("Initial Scope of Services"). District acknowledges that the Fee (as defined below) is based on this Initial Scope of Services. If SI&A determines that the Initial Scope of Services may be or has been increased anytime during the Agreement Period, SI&A reserves the right to increase the Fee to compensate for the unanticipated or additional services as mutually agreed upon in writing by both Parties. This Agreement is not for lobbying services and SI&A is not being retained to provide lobbying services to District. The parties agree that School Innovations & Achievement is an independent contractor and the Agreement shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture, association or any other relationship.
- 2. Termination. Either party may terminate the Agreement, with or without cause, by delivering written notice of termination to the other party not later than thirty (30) days prior to expiration of the Agreement Period. The effective date of termination shall be the Expiration Date of the Agreement. Upon termination, SI&A shall invoice District for any Fees owing and District shall pay the full invoice amount within thirty (30) days after receipt of SI&A's invoice. Except as set forth in this Section 2, neither party shall have any liability to the other for damages resulting solely from a party's termination of this Agreement in accordance with this Section 2.
- 3. Termination Due to Changes in State Law. If Legislation is enacted that eliminates or suspends K-12 education mandates, thereby making the filing of mandate reimbursement claims impossible or futile, District may immediately terminate this Agreement. Upon termination, SI&A will invoice District for any Fees owing and District shall pay the full invoice amount within thirty (30) days after receipt of SI&A's invoice. All other terminations shall be subject to the terms and conditions set forth in Section 2, above.
- 4. Notice. All Agreement notices must be in writing, directed to the party's address set forth below such party's signature in the Agreement and shall be deemed to be received in accordance with the following: (a) in the case of personal delivery, on the date of such delivery; (b) in the case of facsimile transmission, on the date upon which the sender receives confirmation by facsimile transmission that such notice was received by the addressee, provided that a copy of such transmission is additionally sent by mail as set forth in (d) below; (c) in the case of overnight courier, on the second business day following the day such notice was sent, with receipt confirmed by the courier; and (d) in the case of mailing by first class certified mail, postage prepaid, return receipt requested, on the fifth business day following such mailing. A party may change the address stated in the Agreement by giving notice to the other party.
- 5. District's General Responsibilities; District Acknowledgment. During the Agreement Period, in addition to the obligations set forth in the Agreement, District is responsible for the following: (a) ensuring that District, its employees and contractors properly identify and comply with laws and regulations applicable to District's activities; (b) completing any documents required by SI&A for any service obtained by District; (c) importing only data that reflects student performance to the grade level into the school site plan to ensure confidentiality and consistency with FERPA guidelines,; and (d) monitoring assignments of login and passwords to assure FERPA compliance. District acknowledges that SI&A's full, accurate and timely performance under this Agreement is materially dependent upon District's reasonable cooperation and assistance. District further acknowledges that SI&A's Initial Scope of Services and Fee presume a reasonable amount of cooperation and assistance from District, such as District's timely provision of certain information, documentation and personnel. SI&A has explained its requirements in this regard to District and District agrees to meet these requirements.
- Further Assistances. Upon request of the other party, SI&A or District shall execute and deliver additional instruments and take additional actions as may be necessary or appropriate to perform the Agreement.
- 7. Assignment Prohibited. Neither party may assign any rights or obligations under this Agreement without the prior written consent of the other party. Any purported assignment in violation of the provisions of this Section 7 shall be null and void.
- 8. Family Educational Rights and Privacy Act ("FERPA"); California Education Code. SI&A may have limited access to student information only for purposes of providing the legally required notification services, if any, specified in this Agreement. SI&A performs the Services as an agent of District and has no right to access or utilize student information for any other purpose. SI&A, its officers and employees, shall comply with the Family Educational Rights and Privacy Act and California Education Code sections 49073 et seq. and/or sections 76240 et seq. at all times.
- 9. Confidential and Proprietary Materials of SI&A. During performance of the Agreement, SI&A may provide materials or disclose information to District that SI&A considers proprietary or confidential including, but not limited to SI&A's training handbooks, policy manuals, instructions, copyrighted checklists and forms ("SI&A's Materials"). District agrees that District acquires no interest of any kind in SI&A's Materials. At all times during and after the Agreement Period, District agrees (a) to keep SI&A's Materials in confidence and trust for SI&A; (b) not to disclose, duplicate or otherwise use SI&A's Materials, except in furtherance of SI&A's performance per the Agreement; (c) to limit access to SI&A's Materials to District's employees and/or contractors who have a "need to know;" and (d) to promptly return all copies of SI&A's Materials to SI&A after a request is made.
- 10. Limitation of Liability; Indemnification. In no event shall Sl&A's liability to District, for any reason arising out of this Agreement, exceed the amount of the Fee actually received by Sl&A under this Agreement. Sl&A shall not be liable for any consequential damages. Each party agrees to defend, hold harmless, and indemnify the other party (and its officers, employees, trustees, agents, successors, and assigns) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs, and liability whether in contract, tort, or strict liability (including but not limited to personal injury, death at any time, and property damage) arising out of or made necessary by the indemnifying party's breach of the terms of this Agreement. In the event that any action or proceeding is brought against a party by reason of any claim or demand discussed in this Section 10, upon notice from the party, the indemnifying party shall defend the action or proceeding at the indemnifying party's expense, through counsel reasonably satisfactory to the other party. The obligations to indemnify set forth in this Section 10 shall include reasonable attorney's fees and investigation costs and all other reasonable costs, expenses, and liabilities from the time of giving the first notice of any claim or demand. The indemnifying party's obligations under this Section 10 shall apply regardless of whether the other party (or any of its officers, employees, trustees, or agents) is actively or passively negligent, but shall not apply to any loss, liability, fine, penalty, forfeiture, cost, or damage caused solely by the active negligence or by the willful misconduct of the other party.
- 11. Governing Law; Enforcement Costs. The Agreement shall be governed by and construed in accordance with the substantive laws of California. If any legal action (including arbitration) is commenced to enforce the Agreement's terms or a party's rights or obligations under this Agreement, then the prevailing party shall be entitled to recover all fees and costs incurred by the action, including reasonable attorneys' fees and arbitrators' fees, in addition to any other relief to which the party may be entitled.
- 12. Judicial Reference. In the event a dispute is not resolved through discussions and negotiations among the parties, the dispute shall be decided by general reference procedures pursuant to Code of Civil Procedure Section 638 et seq., as modified by the provisions of this Section 12, and any subsequent provisions mutually agreed upon in writing by the parties. The reference shall be conducted in accordance with California law, including, but not limited to, the Code of Civil Procedure and the Evidence Code. The parties shall be allowed to conduct discovery in the manner provided by Code of Civil Procedure Section 2017 et. seq. BOTH PARTIES HEREBY WAIVE A JURY TRIAL OR PROCEEDING IN CONNECTION WITH ANY DISPUTE ARISING OUT OF THIS AGREEMENT. All general reference proceedings hereunder shall, unless all parties hereto otherwise agree, be conducted in a mutually agreeable location in the County of Sacramento, State of California.
- 13. Modification; Interpretation; Severability; Construction. No modification or supplement to any provision of the Agreement shall be valid, unless executed in writing by both parties. No provision of the Agreement shall be construed to require the commission of any act contrary to law. If any term, provision, covenant or condition of the Agreement is held to be invalid or otherwise unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated. The headings preceding each Section and subsection of this Agreement are solely for convenience of reference only, are not part of the Agreement, and shall be disregarded in the interpretation of any portion of the Agreement. Whenever required by the context of the Agreement, the singular shall include the plural and the masculine shall include the feminine and vice versa. The Agreement shall not be construed as if it had been prepared by one of the parties, but rather as if both parties had prepared the same. Unless otherwise indicated, all references to paragraphs, Sections, subparagraphs and subsections are to the Agreement.
- 14. Walver. Either party's failure at any time to enforce any default or right reserved to it, or to require performance of any of the Agreement's terms, covenants, provisions by the other party at the time designated, shall not be a waiver of any such default or right to which the party is entitled, nor shall it in any way affect the right of the party to enforce such provisions thereafter.
- 15. Force Majeure. A party shall not be liable under the Agreement as a result of any delay, failure or interruption caused by the other party or third parties, an act of God, acts or orders of governmental authorities, acts of civil or military authorities, catastrophes or other cause (other than financial) beyond the party's reasonable control, and such nonperformance will not be a default hereunder or a ground for termination of the Agreement.

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept/Site: Business Department

Date:

05/15/13

Action Item

To:

Board of Trustees

Information Item

From:

Jeanne Bess (

Attached Page

Director of Fiscal Services

SUBJECT:

Third Interim Report For Fiscal Year 2012/13 As of April 30, 2013

Jeanne Bess, Director of Fiscal Services is providing the Third Interim Report for Fiscal Year 2012/13. The reporting period is through April 30, 2013 and includes all budget modifications through that date.

The Third Interim report is issued due to the Qualified Status of our Second Interim report as presented in March. The primary purpose of this report is to disclose any significant changes that may have occurred since the Second Interim reporting period. Only the General Fund and Developer Fee Funds are included in this report. To date there have been no significant changes.

Center Joint Unified School District

To: Board of Trustees

Mr. Scott Loehr, Superintendent

From: Jeanne Bess, Director of Fiscal Services

Date: May 15, 2013

Subject: 2012/13 Third Interim Assumptions and

Multiyear Projection Assumptions

The following information was used to prepare the third interim for the 2012/13 fiscal year. These assumptions are a result of actual expenses through April 30, 2013.

Current year revenues and expenses have been adjusted as needed but remain almost unchanged since the second interim report was presented. In addition, since there have been no updates from the State regarding a new funding formula for next year, the projections for the out year's have been left basically unchanged. Our next budget indicator for future apportionments will come when the Governor presents his May Revised State Budget.

Budget Year

The budget **revenue** projections for 2012/13 fiscal year were built using the following assumptions.

- a. ADA was based on prior year P-2 for the budget year. We will be funded for 4,493.39 ADA (average daily attendance). This amount follows the trends of the past several years and indicates that we are still a declining enrollment district.
- b. Revenue Limit funding is based on the guidelines from School Services of California. For fiscal year 2012/13, the deficit rose to 22.272% to offset the 3.24% COLA.
- c. Federal revenues on the restricted side may see a possible 5.9% reduction from sequestration cuts can be absorbed at year end.
- d. Forty two categorical programs that are funded with State revenues are still flexible and are being used to support all educational programs. K-3 class size reduction is budgeted with all classes being assessed the 30% penalty for exceeding the 20.44:1 ratio that would award us full funding.
- e. Local revenues were budgeted to hold current year trends.

f. Contributions to encroaching programs include special education and transportation.

The budget **expense** projections for 2012/13 fiscal year were built on the following assumptions.

- a. Step and column adjustments, as well as returned certificated staff since budget adoption are included in the cost calculations. The school year consists of 176 student days and 3 non-student days.
- b. Employee benefits include taxes and health & welfare. The rates for each tax are as follows: STRS (8.25%), PERS (11.417%), mandatory Medicare (1.45%), OASDI (6.2%), State Unemployment Insurance (1.1%), and worker's compensation (1.632%). Health & welfare costs are calculated individually and include the cost of increases effective January 1, 2013.
- c. Books & supply budgets in total rose to account for current year needs.
- d. Services and other expenses rose as current year adjustment are made.
- e. There have been purchases of a trailer and other maintenance needs out of capital outlay. No other expenses are planned at this time for capital outlay.
- f. Other outgo and Indirect Costs still shows a partial pass through of expected funds to deferred maintenance and adult education.
- g. The contribution to Routine Maintenance was held at approximately 2% of General Fund expenditures.

Cash Flow for Fiscal Year 2012/13

A consideration of increasing importance to a qualified report is the District's cash flow. Not only are resources in short supply but cash flow is critical. The District's increasing dependency on short term loans is a double edged sword. Without a TRAN (tax revenue anticipation note) we do not have the resources to sustain the District's needs, including payroll. With the loan, we are subject to the added cost of operating the District due to the State's lack of timely apportionments. Either way, the District needs to scrutinize each purchase and allow only the most necessary requests. Even with the passage of Prop 30 during the November election, apportionments are still being deficited and cash is still being deferred. The cash that will ultimately flow to the districts as a result of Prop 30, does not have a funding method in place to assure timely apportionments to help cash. Fiscal year 2012/13 continues to be a challenge.

Multivear Projections

The multiyear **revenue** projections for 2013/14 and 2014/15 fiscal years were built using the following assumptions.

- a. ADA was based on the funding loss as a result of the continued decline of 60 students for 2013/14 and held steady for 2014/15.
- b. Revenue Limit funding is based on the COLA presented on School Services Dartboard. The deficit limit was increased to offset the COLA of 1.65% for 2013/14. The projected 2.2% COLA for 2014/15 was included in the revenues.
- c. Federal revenues may see an 8.2% reduction. For 2014/15, federal revenues were held steady.
- d. State revenues for the out years for lottery and K-3 CSR were adjusted to match current trends for the district. However, at this time the funding flexibility for K-3 CSR is set to expire in 14/15. Since the District does not have the resources to revert to the requirements for 20.44:1, the funding was eliminated for that program. This amounted to just under \$700,000. All other flexible categorical funding is being used to best serve the needs of the students. No consideration was made for the possible new Local Control Funding Formula (LCFF) proposed by the governor.
- e. Other local revenues were reduced for 2013/14 and 2014/15 to reflect current trends.
- f. Contributions are limited to those going from the unrestricted side of the budget to the restricted side. Contributions are needed in the area of Special Education and Transportation.

The multiyear **expenditure** projections for 2013/14 and 2014/15 fiscal years were built using the following assumptions.

- a. Certificated salaries are increased year-over-year due to the increase costs for step and column. Other adjustments for 2013/14 reflect the cost to return 4 furlough days from the budget year. Fiscal year 2014/15 shows reductions that would need to be made to equal a reduction in Federal funding.
- b. Classified salaries are treated the same as certificated. Step increases were included as was the cost of returning furlough days from 2012/13. A possible reduction would also be made to classified staff as a result of the reduction of Federal program funding during the 2014/15 fiscal year.
- c. Employee benefits, including taxes, are figured based on the rates used for budget year 2012/13. Those rates are stated above. Approximately \$100,000 was added to each of the out years to account for increases to health and welfare costs.
- d. Books and supply budgets have been reduced to minimal levels and held steady for the out years.
- e. Services and other operating expenses were also held steady.
- f. There are no planned capital outlay expenditures.
- g. All other outgo has been held steady for the out years.

Multiyear Reductions

The passage of Prop 30 in November is designed to improved cash flow outlooks for fiscal year 2013/14 and 2014/15 but has not eliminated our budget and cash issues. The District continues to have a structural deficit that results in spending more than we are receiving during all three years represented on the multiyear projection. We do, however, show a fully reserved budget for the current year and next fiscal year. The 2014/15 year is contingent on the reductions that are taken during the 2013/14 fiscal year and the results of Legislative action regarding the Local Control Funding Formula (LCFF).

If the Governor's proposal for the LCFF passes the Legislature, the new funding plan could pass additional funds to the District. The amount of funds has yet to be determined. Since the District was to be held "harmless" next year (receiving the same funding amounts as in 12/13), existing methodology was used to determine award levels for all years under consideration.

To summarize, the assumptions used for this interim report were made on the results of the November election and the guidance of School Services of California and **not** the proposed LCFF. Even with the passage of the Governor's tax initiative, there is no new money for education at this time. It will help with the cash flow by decreasing the deferral of apportionments to districts and, therefore, reducing the amount of money we will need to borrow to survive these tough economic times. The Governor's May Revised Budget for 2013/14 should be clearer for budgeting the out years.

Other Funds

Fund 17

The Special Reserve fund is covering the shortfall in the Developer Fee fund as needed with the remaining \$1 million available for one-time needs.

Fund 25

While this fund continues to be negative, Fund 17 holds the reserve to cover the shortfall until new developments that are planned begin to generate contributions.

Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES					i	1=7	(9/	V
1) Revenue Limit Sources		8010-8099	20,051,105.00	22,108,908.00	11,767,185.88	22,108,908.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	823.00	822.29	823.00	0.00	0.0%
3) Other State Revenue		8300-8599	3,364,073.00	3,424,568.00	2,589,542.89	3,424,568.00	0.00	0.0%
4) Other Local Revenue		8600-8799	250,000.00	381,536.00	322,593.87	381,536.00	0.00	0.0%
5) TOTAL, REVENUES			23,665,178.00	25,915,835.00	14,680,144.93	25,915,835.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	12,432,671.00	12,507,979.00	11,007,358.95	12,507,979.00	0.00	0.0%
2) Classified Salaries		2000-2999	3,038,941.00	3,053,283.00	2,533,428.35	3,053,283.00	0.00	0.0%
3) Employee Benefits		3000-3999	4,669,898.00	4,593,035.00	3,837,053.38	4,593,035.00	0.00	0.0%
4) Books and Supplies		4000-4999	330,872.00	382,712.50	182,129.42	382,712.50	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	2,838,298.00	2,999,871.50	2,430,517.18	2,999,871.50	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	6,500.00	6,479.14	6,500.00	0.00	0.0%
Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	61,000.00	59,494.00	48, 96 8.75	59,494.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(179,454.00)		0.00	(170,998.00)	0.00	0.0%
9) TOTAL, EXPENDITURES		•	23,192,226.00	23,431,877.00	20,045,935.17	23,431,877.00		0.07
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			472,952.00	2,483,958.00	(5,365,790.24)	2,483,958.00		
D. OTHER FINANCING SOURCES/USES		i			 			
Interfund Transfers a) Transfers in		8900-8929	1,000,000.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	166,864.00	166,864.00	0.00	166,864.00	0.00	0.0%
Other Sources/Uses a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(2,921,626.00)	(2,801,144.00)	6,918.00	(2,801,144.00)	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/US	SES		(2,088,490.00)	(2,968,008.00)	6,918.00	(2,968,008.00)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(1,615,538.00)	(484,050.00)	(5,358,872,24)	(484,050.00)		
F. FUND BALANCE, RESERVES					(0,000 0.2.2.7)	(404,000.00)		
1) Beginning Fund Balance							:	
a) As of July 1 - Unaudited		9791	3,302,936.40	3,302,936.40		3,302,936.40	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			3,302,936.40	3,302,936.40		3,302,936.40		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			3,302,936.40	3,302,936.40		3,302,936,40		
2) Ending Balance, June 30 (E + F1e)			1,687,398.40	2,818,886.40	-	2,818,886.40		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	10,000.00	10,000.00		10,000.00		
Stores		9712	29,057.00	81,524.95		81,524.95		
Prepaid Expenditures		9713	0.00	73,837.77		73,837.77		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	0.00	0.00	Ī	0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments d) Assigned		9760	0.00	0.00		0.00		
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	1,004,500.00	1,045,000.00		1,045,000.00		
Unassigned/Unappropriated Amount		9790	643,841.40	1,608,523.68		1,608,523.68		

Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D)	% Diff (E/B)
REVENUE LIMIT SOURCES				(6)	(0)	(D)	(E)	(F)
Principal Apportionment						i		
State Aid - Current Year		8011	16,539,098.00	18,946,414.00	9,090,953.00	18,946,414.00	0.00	0.0%
Charter Schools General Purpose Entitlen	nent - State Aid	8015	0.00	0.00	0.00	0.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	(143,060.13)	0.00	0.00	0.0%
Tax Relief Subventions Homeowners' Exemptions		8021	55,183.00	53,153.00	26,323.62	53,153.00	0.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes Secured Roll Taxes		8041	3,933,758.00	3,794,275.00	2 024 677 00	•		
Unsecured Roll Taxes		8042	150,615.00		2,021,677.08	3,794,275.00	0.00	0.0%
Prior Years' Taxes		8043		140,394.00	142,232.76	140,394.00	0.00	0.0%
Supplemental Taxes		8044	206,055.00	78,577.00	129,278.60	78,577.00	0.00	0.0%
Education Revenue Augmentation		0044	15,700.00	18,714.00	(2,732.00)	18,714.00	0.00	0.0%
Fund (ERAF)		8045	682,650.00	610,734.00	502,324.37	610,734.00	0.00	0.0%
Community Redevelopment Funds							0.00	0.0 /
(SB 617/699/1992) Penalties and Interest from		8047	0.00	0.00	0.00	0.00	0.00	0.0%
Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604) Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	654.00	654.00	188.58	654.00	0.00	0.0%
Less: Non-Revenue Limit							0.00	0.0%
(50%) Adjustment		8089	0.00	0.00	0.60	0.00	0.00 .	0.0%
Subtotal, Revenue Limit Sources			21,583,713.00	23,642,915.00	11,767,185,88	23,642,915.00	0.00	0.0%
Revenue Limit Transfers						!	:	
Unrestricted Revenue Limit Transfers - Current Year	0000	8091	(1,380,435.00)	(1,380,435.00)	0.00	(1,380,435.00)	0.00	0.0%
Continuation Education ADA Transfer	2200	8091	1				1	
Community Day Schools Transfer	2430	8091						
Special Education ADA Transfer	6500	8091						
All Other Revenue Limit								
Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
PERS Reduction Transfer		8092	47,506.00	46,107.00	0.00	46,107.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Pro	pperty Taxes	8096	(199,679.00)	(199,679.00)	0.00	(199,679.00)	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, REVENUE LIMIT SOURCES	- ·		20,051,105.00	22,108,908.00	11,767,185.88	22,108,908.00	0.00	0.0%
FEDERAL REVENUE					Ī			
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.00	0.00		
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00		
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	Ì	
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Source	ces	8287	0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B)
	3000-3009, 3011- 3024, 3026-3299,				(6)			(F)
	4000-4034, 4036- 4139, 4202, 4204-							
NCLB/IASA	4215, 5510	8290						
NCLB: Title I, Part A, Basic Grants Low-Income and Neglected	3010	8290						
NCLB: Title I, Part D, Local Delinquent Program	3025	8290						
NCLB: Title II, Part A, Teacher Quality	4035	8290					!	
NCLB: Title III, Immigration Education Program	4201	8290					:	
NCLB: Title III, Limited English Proficient (LEP)							:	
Student Program NCLB: Title V, Part B, Public Charter Schools	4203	8290			1		!	
Grant Program (PCSGP)	4610	8290						
Vocational and Applied Technology Education	3500-3699	8290						
Safe and Drug Free Schools	3700-3799	8290						
Other Federal Revenue	All Other	8290	0.00	823.00	822.29	823.00	0.00	0.09
TOTAL, FEDERAL REVENUE			0.00	823.00	822.29	823.00	0.00	0.09
OTHER STATE REVENUE						·	:	
Other State Apportionments								
Community Day School Additional Funding Current Year	2430	8311						
Prior Years	2430	8319						
ROC/P Entitlement Current Year	6355-6360	8311						
Prior Years	6355-6360	8319						
Special Education Master Plan Current Year	6500	8311					•	
Pnor Years	6500	8319						
Home-to-School Transportation	7230	8311						
Economic Impact Aid	7090-7091	8311						
Spec. Ed. Transportation	7240	8311					:	
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00		— <u>}</u>	
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Year Round School Incentive		8425	0.00	0.00	0.00	0.00	0.00	0.0%
Class Size Reduction, K-3		8434	689,724.00	689,724.00	378,846.00	0.00 _ 689,724.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	6,502.00	6,502.00	6,502.00	0.00	
Lottery - Unrestricted and Instructional Materials	S	8560	525,354.00	525,354.00	326,374.56		0.00	0.0%
Tax Relief Subventions Restricted Levies - Other			· ·		360,07 1,30	020,004,00		0.0%
Homeowners' Exemptions		8575	0.00	0.00	0.00			
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00		
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.00
School Based Coordination Program	7250	8590				- 0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590						
Charter School Facility Grant	6030	8590			j			
Drug/Alcohol/Tobacco Funds	6650-6690	8590	1			ļ		
Healthy Start	6240	8590	1					
Class Size Reduction Facilities	6200	8590	•					
School Community Violence		1		1	1	1		

		Revenues	Expenditures, and Cl	hanges in Fund Balan	ce			Folino
Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals	Difference (Col B & D)	% Diff (E/B)
Quality Education Investment Act	7400	8590	32/	(6)	(C)	(D)	(E)	(F)
All Other State Revenue	All Other	8590	2,148,995.00	2,202,988.00	1,877,820.33	2,202,988.00	0.00	
TOTAL, OTHER STATE REVENUE			3,364,073.00	3,424,568.00	2,589,542.89	3,424,568.00	0.00	0.0%
OTHER LOCAL REVENUE				9,727,000,00	2,000,042.03	3,424,300.00	0.00	
Other Local Revenue County and District Taxes								
Other Restricted Levies Secured Roll		8615	0.00	0.00	0.00	0.00	To a second seco	
Unsecured Roll		8616	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00		
Supplemental Taxes		8618	0.00	0.00	0.00	0.00		
Non-Ad Valorem Taxes Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds					0.00	0.00	0.00	0.0%
Not Subject to RL Deduction		8625	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent N	on-Revenue	0000						
Sales		8629	0.00	0.00	0.00	0.00		
Sale of Equipment/Supplies		8631	0.00	1,550.00	1,550.00	1,550.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	302.00	301.70	302.00	0.00	0.0%
Leases and Rentals		8650	110,000.00	110,000.00	82,899.80	110,000.00	0.00	0.0%
Interest		8660	10,000.00	74,501.00	83,769.52	74,501.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value	of Investments	8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts Adult Education Fees		0074						
Non-Resident Students		8671	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8672 8675	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Services	7230, 7240	8677	0.00	0.00	0.00	0.00		
Interagency Services	All Other	8677	0.00	0.00				
Mitigation/Developer Fees	All Outer	8681		0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue		0000	<u> </u>	0.00	0.00	0.00	0.00	0.0%
Plus: Misc Funds Non-Revenue Limit (50	%) Adjustment	8691	0.00	0.00	0.00	0.00	0.00	0.007
Pass-Through Revenues From Local Sou	ırces	8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	100,000.00	115,183.00	74,072.85	115,183.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers in		8781-8783	30,000.00	80,000.00	80,000.00	80,000.00	0.00	0.0%
Transfers Of Apportionments Special Education SELPA Transfers						33,333,33	0.00	0.0%
From Districts or Charter Schools	6500	8791	Į	ł				
From County Offices	6500	8792						
From JPAs	6500	8793		1				
ROC/P Transfers From Districts or Charter Schools	6360	8791						
From County Offices	6360	8792	1					
From JPAs	6360	8793						
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%

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Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers in from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			250,000.00	381,536.00	322,593.87	381,536.00	0,00	0.0%
TOTAL, REVENUES		· · · · · · · · · · · · · · · · · · ·	23,665,178.00	25,915,835.00	14,680,144.93	25,915,835.00	0.00	0.0%

Description Resource Code:	Object Codes	Original Budget	Board Approved Coperating Budget (B)	Actuals To Date (C)	Projected Year Totals {D}	Difference (Col B & D)	% Diff (E/B)
CERTIFICATED SALARIES		(*)		<u>(6)</u> .	(0),	<u>(E)</u>	(F)
Certificated Teachers' Salaries	1100	11,039,624.00	11,078,474.00	9,808,910.48	11,078,474.00	0.00	0.09
Certificated Pupil Support Salaries	1200	198,737.00	203,617.00	169,040.96	203,617.00	0.00	0.09
Certificated Supervisors' and Administrators' Salaries	1300	1,091,916.00	1,103,707.00	917,741.50	1,103,707.00	0.00	0.09
Other Certificated Salaries	1900	102,394.00	122,181.00	111,666.01	122,181.00	0.00	0.09
TOTAL, CERTIFICATED SALARIES		12,432,671.00	12,507,979.00	11,007,358.95	12,507,979.00	0.00	0.09
CLASSIFIED SALARIES			, ,_,,_,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,,		0.00	0.03
Classified Instructional Salaries	2100	100,000.00	15,681.00_	8,371.98	15,681.00	0.00	0.0%
Classified Support Salaries	2200	1,310,670.00	1,350,481.00	1,147,972.93	1,350,481.00	0.00	0.09
Classified Supervisors' and Administrators' Salaries	2300	208,277.00	209,254.00	170,499.59	209,254.00	0.00	0.0%
Clerical, Technical and Office Salaries	2400	1,342,793.00	1,334,779.00	1,077,732.26	1,334,779.00	0.00	0.0%
Other Classified Salaries	2900	77,201.00	143,088.00	128,851.59	143,088.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES		3,038,941.00	3,053,283.00	2,533,428.35	3,053,283.00	0.00	0.0%
EMPLOYEE BENEFITS							
STRS	3101-3102	1,025,237.00	1,032,469.00	897,376.20	1,032,469.00	0.00	0.09
PERS	3201-3202	351,979.00	340,213.00	264,516.31	340,213.00	0.00	0.09
OASDI/Medicare/Alternative	3301-3302	421,741.00	432,288.00	337,838.57	432,288.00	0.00	0.09
Health and Welfare Benefits	3401-3402	2,284,879.00	2,195,419.00	1,880,858.11	2,195,419.00	0.00	0.0%
Unemployment Insurance	3501-3502	172,658.00	176,309.00	149,959.66	176,309.00	0.00	0.09
Workers' Compensation	3601-3602	254,882.00	260,405.00	222,629.17	260,405.00	0.00	0.0%
OPEB, Allocated	3701-3702	20,000.00	20,050.00	7,031.11	20,050.00	0.00	0.0%
OPEB, Active Employees	3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
PERS Reduction	3801-3802	47,506.00	46,107.00	0.00	46,107.00	0.00	0.0%
Other Emptoyee Benefits	3901-3902	91,016.00	89,775.00	76,844.25	89,775.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS		4,669,898.00	4,593,035.00	3,837,053.38	4,593,035.00	0.00	0.0%
BOOKS AND SUPPLIES		-					
Approved Textbooks and Core Curricula Materials	4100	47,399.00	47.931.00	17,804.24	47,931.00	0.00	0 0%
Books and Other Reference Materials	4200	2,450.00	2.215.00	127.05	2,215.00	0.00	0.0%
Materials and Supplies	4300	262,123.00	286,492.50	131,730.42	286,492.50	0.00	0.0%
Noncapitalized Equipment	4400	18,900.00	46,074.00	32,467.71	46,074.00	0.00	0.0%
Food	4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES		330,872.00	382,712.50	182,129.42	382,712.50	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES							
Subagreements for Services	5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences	5200	34,746.00	35,905.00	13,925.48	35,905.00	0.00	0.0%
Dues and Memberships	5300	18,950.00	24,382.00	22,479.74	24,382.00	0.00	0.0%
Insurance	5400-5450	298,430.00	298,430.00	297,305.00	298,430.00	0.00	0.0%
Operations and Housekeeping Services	5500	1,057,000.00	1,085,000.00	857,742.84	1,085,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements	5600	138,100.00	127,047.00	74,439.53	127,047.00	0.00	0.0%
Transfers of Direct Costs	5710	(7,266.00)	4,200.00	25,272.69	4,200.00	0.00	0.0%
Transfers of Direct Costs - Interfund	5750	(4,500.00)	(5,367.00)	(5,153.41)	(5,367.00)	0.00	0.0%
Professional/Consulting Services and Operating Expenditures	5800	1,158,788.00	1,291,504.50	1,066,410.60	1,291,504.50	0.00	0.0%
Communications	5900	144,050.00	138,770.00	78,094.71	138,770.00	0.00	
TOTAL, SERVICES AND OTHER	-300	1.34,000.00	100,170.00		130,770.00		0.0%
OPERATING EXPENDITURES		2,838,298.00	2,999,871.50	2,430,517.18	2,999,871.50	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B)
CAPITAL OUTLAY					10)	(<u>U</u>)	(E)	(<u>F)</u>
Land		6100	0.00	0.00	0.00	0.00	0.00	0.09
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.09
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.09
Books and Media for New School Libraries						•		
or Major Expansion of School Libraries		6300	0.00		0.00 .	0.00		0.0
Equipment Sections and		6400	0.00	• • • • • • • • • • • • • • • • • • • •	0.00		0.00	0.0
Equipment Replacement		6500	0.00		6,479.14	6,500.00		0.0
TOTAL, CAPITAL OUTLAY OTHER OUTGO (excluding Transfers of In	ndirect Costs)		0.00	6,500.00	<u>6,479.14</u> .	6,500.00	0.00	0.0
Tuition								
Tuttion for Instruction Under Interdistrict						i		
Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.09
State Special Schools		7130	0.00	7,048.00	7,048.00	7,048.00	0.00	0.0
Tuition, Excess Costs, and/or Deficit Payn Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0
Payments to County Offices		7142	0.00	0.00		0.00		0.09
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.09
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0
To County Offices		7212	0.00	0.00	0.00	•	0.00	0.09
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Ap	portionments						0.00	0.0
To Districts or Charter Schools	6500	7221						
To County Offices	6500	7222	!		İ			
To JPAs	6500	7223						
ROC/P Transfers of Apportionments To Districts or Charter Schools	6360	7221			Ì	1		
To County Offices	6360	7222					:	
To JPAs	6360	7223					!	
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.09
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.09
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service					•			
Debt Service - Interest		7438	16,000.00	3,687.00	1,535.97	3,687.00	0.00	0.0%
Other Debt Service - Principal		7439	45,000.00	48,759.00	40,384.78	48,759.00	0.00	0.09
TOTAL, OTHER CUTGO (excluding Transf OTHER OUTGO - TRANSFERS OF INDIRE			61,000.00	59,494.00	48,968.75	59,494.00	0.00	0.0%
Transfers of Indirect Costs		7310	(76,780.00)	(76,636.00)	0.00	176 626 661		
Transfers of Indirect Costs - Interfund		7350	(102,674.00)		0.00	(76,636,00)	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS O	F INDIRECT COSTS		(179,454.00)		0.00	(94,362.00) (170,998.00)	0.00	0.0%
		•						7.7

Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D)	% Diff (E/B)
INTERFUND TRANSFERS			\``		(0)	(0)	(E)	(F)
INTERFUND TRANSFERS IN						i	:	
From: Special Reserve Fund		8912	1,000,000.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN		55.5	1,000,000.00	0.00	0.00	0.00	0.00	0.0 <u>%</u> 0.0%
INTERFUND TRANSFERS OUT	·			•		0.00.	<u>v.w</u>	0.07
To: Child Development Fund		7611	0.00	0.00 -	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	•	0.00	0.00	0.00	0.09
To: State School Building Fund/ County School Facilities Fund		7613						
To: Deferred Maintenance Fund		7615	96,480.00	96,480.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	96,480.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	70,384.00	70,384.00	0.00	70,384.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			166,864.00	166,864.00	0.00	166,864.00	0.00	0.0%
OTHER SOURCES/USES				•				0.01
SOURCES								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.00
Proceeds			·		<u> </u>			0.0%
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources				•				. 0.07
Transfers from Funds of								
Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds Proceeds from Certificates								
of Participation		8971	0.00	0.00	0.00 .	0.00	0.00 .	0.0%
Proceeds from Capital Leases Proceeds from Lease Revenue Bonds		8972	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8973 8979	0.00	0.00	0.00	0.00	0.00	
(c) TOTAL, SOURCES		0373	0.00	0.00	0.00	0.00	0.00	0.0%
USES			<u> </u>	<u>ō</u> .ᡂ	0.00	0.00	0.00	0.0%
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00		• •
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00_	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00		0.0%
CONTRIBUTIONS					0.00		0.00	0.0%
Contributions from Unrestricted Revenues		8980	(2,921,626.00)	(2,801,144.00)	6,918.00	(2,801,144.00)	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Restricted Balances		8997	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(2,921,626.00)	(2,801,144.00)	6,918.00	(2,801,144.00)	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(2,088,490.00)	(2,968,008.00)	6,918.00	(2,968,008.00)	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES				111				V
1) Revenue Limit Sources		8010-8099	1,380,435.00	1,380,435.00	0.00	1,380,435.00	0.00	0.09
2) Federal Revenue		8100-8299	2,700,247.00	2,936,164.00	1,645,256.78	2,936,164.00	0.00	0.0%
3) Other State Revenue		8300-8599	1,276,293.00	1,364,257.00	875,571.38	1,364,257.00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,981,057.00	2,621,352.00	1,217,189.63	2,621,352.00	0.00	0.0%
5) TOTAL, REVENUES			7,338,032.00	8,302,208.00	3,738,017.79	8,302,208.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	3,530,368.00	3,990,966.00	3,294,167.59	3,990,966.00	0.00	0.0%
2) Classified Salaries		2000-2999	2,625,775.00	2,735,945.00	2,251,300.94	2,735,945.00	0.00	0.0%
3) Employee Benefits		3000-3999	1,987,394.00	2,146,534.00	1,798,328.24	2,146,534.00	0.00	0.0%
4) Books and Supplies		4000-4999	696,444.00	1,078,505.00	438,370.57	1,078,505.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	974,307.00	1,026,375.00	640,602.98	1,026,375.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	11,135.00	11,133.92	11,135.00	0.00	0.0%
Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	224,633.00	224,633.00	13,005.28	224,633.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	76,780.00	76,636.00	0.00	76,636.00	0.00	0.0%
9) TOTAL, EXPENDITURES			10,115,701.00	11,290,729.00	8,446,909.52	11,290,729.00	0.00	0.0*
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(2,777,669.00)		(4,708,891.73)	(2,988,521.00)		
D. OTHER FINANCING SOURCES/USES		:				• • • • • • • • • • • • • • • • • • • •		
1) Interfund Transfers a) Transfers In		8900-8929	0.00	0.00		0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources/Uses a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	2,921,626.00	2,801,144.00	(6,918.00)	2,801,144.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/US	SES		2,921,626.00	2,801,144.00	(6,918.00)	2,801,144.00	0.00	

Description	Resource Codes	Object Codes	Original Budgot	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			143,957.00	(187,377.00)	(4,715,809.73)	(187,377.00)	<u> </u>	
F. FUND BALANCE, RESERVES						(121,011.00)	 	72
1) Beginning Fund Balance				i				
a) As of July 1 - Unaudited		9791	1,021,958.79	1,021,958.79		1,021,958.79	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,021,958.79	1,021,958.79		1,021,958.79		
d) Other Restatements		9795	0.00	0.00	[0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,021,958.79	1,021,958.79		1,021,958.79		Ÿ. O. A.
2) Ending Balance, June 30 (E + F1e)			1,165,915.79	834,581.79		834,581.79		
Components of Ending Fund Balance a) Nonspendable			! ! !					
Revolving Cash		9711	0.00	0.00	_	0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.60		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	1,165,921.79	834,581.79		834,581.79		
c) Committed					Ĭ			
Stabilization Arrangements		9750	0.00	0.00	1	0.00		
Other Commitments d) Assigned		9760	0.00	0.00		0.00		
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated					Ţ			
Reserve for Economic Uncertainties		9789	0.00	0.00	-	0.00		
Unassigned/Unappropriated Amount		9790	(6.00)	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals	Difference (Col B & D)	% Diff (E/B)
REVENUE LIMIT SOURCES			100	(6)	(C)	(O)	(E)	<u>(F)</u>
Principal Apportionment								
State Aid - Current Year		8011	0.00	0.00	0.00	0.00		
Charter Schools General Purpose Entitlem	ent - State Aid	8015	0.00	0.00	0.00	0.00		
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00		
Tax Relief Subventions Homeowners' Exemptions		8021	0.00	0.00	0.00	0.00	:	
Timber Yield Tax		8022	0.00	0.00	0.00			
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	:	
County & District Taxes				0.00	0.00	0.00		
Secured Roll Taxes		8041	0.00	0.00	0.00	0.00		
Unsecured Roll Taxes		8042	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8043	0.00	0.00	0.00	0.00	j	
Supplemental Taxes		8044	0.00	0.00	0.00	0.00		
Education Revenue Augmentation Fund (ERAF)		8045	0.00	0.00	0.00	0.00		
Community Redevelopment Funds					0.00	0.00		
(SB 617/699/1992)		8047	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00		
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	:	
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00		
Less: Non-Revenue Limit (50%) Adjustment		8089	0.00	0.00	0.00	0.00		
Subtotal, Revenue Limit Sources			0.00	0.00	0.00	0.00		
Revenue Limit Transfers								
Unrestricted Revenue Limit							:	
Transfers - Current Year	0000	8091						
Continuation Education ADA Transfer	2200	8091	0.00			0.00	0.00	0.0
Community Day Schools Transfer	2430	8091	0.00			0.00	0.00	0.0
Special Education ADA Transfer	6500	8091	1,380,435.00	1,380,435.00	0.00	1,380,435.00		0.0
All Other Revenue Limit Transfers - Current Year	All Other	8091	0.00					
PERS Reduction Transfer	All Ollies	8092	0.00	0.00	0.00	0.00	0.00	0.0
Transfers to Charter Schools in Lieu of Proj	nerty Tayon	İ	0.00	0.00	0.00	0.00	ĺ	
Property Taxes Transfers	city taxes	8096	0.00	0.00	0.00	0.00		
Revenue Limit Transfers - Prior Years		8097	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL, REVENUE LIMIT SOURCES		8099	0.00	0.00	0.00	0.00	0.00	0.0
EDERAL REVENUE			1,380,435.00	1,380,435.00	0.00	1,380,435.00	<u>0.00</u> .	0.0
Maintenance and Operations		8110	0.00	0.00				
Special Education Entitlement		8181	915 217 00	0.00	0.00	0.00	0.00	0.0
Special Education Discretionary Grants		8182	915,217.00	937,234.00	387,665.25	937,234.00	0.00	0.0
Child Nutrition Programs		8220	105,634.00	105,644.00	47,717.50	105,644.00	0.00	0.0
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.0
Flood Control Funds		8270	1	0.00	0.00	0.00	!	
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00		
FEMA		8281	0.00	0.00	0.00	0.00		
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.09
			0.00	0.00	0.00	0.00	0.00	0.09

Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget	Actuals To Date	Projected Year Totals	Difference (Col B & D)	% Diff (E/B)
реэсприон — — — — — — — — — — — — — — — — — — —	3000-3009, 3011-	Codes	(A)	<u>(B)</u>	(C)	(D)	(E)	(F)
	3024, 3026-3299, 4000-4034, 4036-			į	:			
NCLB/IASA	4139, 4202, 4204- 4215, 5510	8290	0.00	0.00	0.00	0.00	0.00	0.09
NCLB: Title I, Part A, Basic Grants					•	· · · · · · · · · · · · · · · · · · ·	<u> </u>	0.01
Low-Income and Neglected	3010	8290	1,242,771.00	1,402,655.00	866,723.72	1,402,655.00	0.00	0.09
NCLB: Title I, Part D, Local Delinquent Program	3025	8290	0.00	0.00	0.00	0.00	0.00	0.09
NCLB: Title II, Part A, Teacher Quality	4035	8290	135,933.00	•	133,110.00	133,110.00	0.00	0.09
NCLB: Title III, Immigration Education Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.09
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203		•	•	····•		,	
NCLB: Title V, Part B, Public Charter Schools		8290	66,801.00	63,203.00	63,203.00	63,203.00	0.00	0.09
Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.09
Vocational and Applied Technology Education	3500-3699	8290	38,408.00	40,661.00	32,332.76	40,661.00	0.00	0.09
Safe and Drug Free Schools	3700-3799	8290	0.00	•	0.00	0.00	0.00	0.09
Other Federal Revenue	All Other	8290	195,483.00	•——•	114,504.55	253,657.00	0.00	0.09
TOTAL, FEDERAL REVENUE			2,700,247.00	2,936,164.00	1,645,256.78	2,936,164.00	0.00	0.09
OTHER STATE REVENUE					1			
Other State Apportionments			·			:		
Community Day School Additional Funding Current Year	2430	8311	0.00	0.00	0.00	0.00	0.00	0.09
Pnor Years	2430	8319	0.00	0.00	0.00	0.00	0.00	0.09
ROC/P Entitlement								0.0.
Current Year	6355-6360	8311	0.00	0.00	0.00	0.00	0.00	0.09
Prior Years	6355-6360	8319	0.00	0.00	0.00	0.00	0.00	0.09
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.00
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.09
Home-to-School Transportation	7230	8311	239,988.00	239,988.00	165,242.00	239,988.00	0.00	0.09 0.09
Economic Impact Aid	7090-7091	8311	594,048.00	593,966.00	444,161.00	593,966.00	0.00	0.09
Spec. Ed. Transportation	7240	8311	39,842.00	39.842.00	29,502.00	39.842.00	0.00	0.09
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.09
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.09
Year Round School Incentive		8425	0.00	0.00	0.00	0.00	0.00	0.09
Class Size Reduction, K-3		8434	0.00	0.00	0.00	0.00		
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.09
Mandated Costs Reimbursements		8550	0.00	0.00	0.00	0.00	0.00	0.09
Lottery - Unrestricted and Instructional Materia		8560	108,753.00		37,861.62	108,753.00	0.00	0.09
Tax Relief Subventions Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.09
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.09
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.09
School Based Coordination Program	7250	8590	0.00	0.00	0.00	0.00	0.00	0.09
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.09
Drug/Alcohol/Tobacco Funds	6650-6690	8590	0.00	2,962.00	220.76	2,962.00	0.00	0.09
Healthy Start	6240	8590	0.00	0.00	0.00 ,	0.00	0.00	0.09
Class Size Reduction Facilities	6200	8590	0.00	0.00	0.00	0.00	0.00	0.0%
School Community Violence			1					

Description F	Resource Codes	Object Codes	Original Budgot	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Coi B & D) (E)	% Diff (E/B) (F)
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	293,662.00	378,746.00	198,584.00	378,746.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			1,276,293.00	1,364,257.00	875,571.38	1,364,257.00	0.00	0.0%
OTHER LOCAL REVENUE					. ,		- · · ·	
Other Local Revenue County and District Taxes								
Other Restricted Levies Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.09
Community Redevelopment Funds			0.00	0.00		0.00	0.00 .	0.09
Not Subject to RL Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-Re	venue							
Limit Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales Sale of Equipment/Suppties		8631	0.00	0.00	0.00 -	0.00	0.00	0.00
Sale of Publications		8632	0.00		0.00	0.00	0 <u>.00</u> 0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	75,000.00	85,000.00	90,031.10	85,000.00	0.00	0.0%
Interest		8660	0.00	0.00	0.00	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Invi	estments	8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts Adult Education Fees		0074	0.00					
Non-Resident Students		8671	0.00	0.00	0.00	0.00		
Transportation Fees From Individuals		8672	0.00	0.00	0.00	0.00		
Transportation Services	7230, 7240	8675 8677	12,000.00	12,000.00	10,131.13	12,000.00	0.00	0.0%
Interagency Services	All Other	8677	18,219.00	7.219.00	0.00	0.00	0.00	0.0%
Mitigation/Developer Fees	All Outer	8681	0.00	0.00		7,219.00	_ 0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	. 0.00	0.0%
Other Local Revenue		0003	0.00	0.00	0.00	0.00	0.00	0.0%
Plus: Misc Funds Non-Revenue Limit (50%)		8691	0.00	0.00	0.00	0.00		
Pass-Through Revenues From Local Sources		8697	0.00		0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	0.00	1,047.00	1,046.40	1,047.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments Special Education SELPA Transfers							J.94.,	5.57
From Districts or Charter Schools	6500	8791	0.00	•	0.00	0.00 .	0.00	0.0%
From County Offices	6500	8792	1,875,838.00	•	1,115,981.00	2,516,086.00	0. <u>00</u> .	0.0%
From JPAs ROC/P Transfers	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00 .	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
		**** r		0.00	<u>v.</u>		0.00	0.0%

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Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1,981,057.00	2,621,352.00	1,217,189.63	2,621,352.00	0.00	0.0%
TOTAL, REVENUES			7,338,032.00	8,302,208.00	3,738,017.79	8,302,208.00	0.00	0.0%

Description Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals	Difference (Col B & D)	% Diff (E/B)
CERTIFICATED SALARIES		\0/	(6)	(0)	(D)	(E)	(F)
Certificated Teachers' Salaries					!		
	1100	2,847,306.00	3,216,300.00	2,661,630,17	3,216,300.00	0.00	0.0%
Certificated Pupil Support Salaries	1200	458,836.00	496,875.00	391,945.85	496,875.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries Other Certificated Salaries	1300	57,966.00	57,966.00	48,387.50	57,966.00	0.00	0.0%
	1900	166,260.00	219,825.00	192,204.07	219,825.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES CLASSIFIED SALARIES	 - · · · - 	3,530,368.00	3,990,966.00	3,294,167.59	3,990,966.00	0.00	0.0%
Classified leaterational Salarian							
Classified Instructional Salaries	2100	1,334,740.00	1,401,427.00	1,166,538.37	1,401,427.00	0.00	0.0%
Classified Support Salaries	2200	767,830.00	796,478.00	668,161.47	796,478.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries	2300	190,259.00	190,259.00	158,549.00	190,259.00	0.000	0.0%
Clerical, Technical and Office Salaries	2400	272,303.00	281,221,00	241,245.03	281,221.00	0.00	0.0%
Other Classified Salaries	2900	60,643.00	66,560,00	16,807.07	66,560.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES EMPLOYEE BENEFITS		2,625,775.00	2,735,945.00	2,251,300.94	2,735,945.00	0.00	0.0%
					İ	!	
STRS	3101-3102	301,594.00	329,194.00	279,714.22	329,194.00	0.00	0.0%
PERS	3201-3202	268,937.00	280,250.00	234,387.97	280,250.00	0.00	0.0%
OASDI/Medicare/Alternative	3301-3302	235,879.00	250,263.00	212,519.61	250,263.00	0.00	0.0%
Health and Welfare Benefits	3401-3402	919,290.00	1,016,293.00	843,297.74	1,016,293.00	0.00	0.0%
Unemployment insurance	3501-3502	66,674.00	72,000.00	62,539.32	72,000.00	0.00	0.0%
Workers' Compensation	3601-3602	98,879.00	106,776.00	92,909.47	106,776.00	0.00	0.0%
OPEB, Allocated	3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees	3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
PERS Reduction	3801-3802	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits	3901-3902	96,141.00	91,758.00	72,959.91	91,758.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS		1,987,394.00	2,146,534.00	1,798,328.24	2,146,534.00	0.00	0.0%
BOOKS AND SUPPLIES							0.070
Approved Textbooks and Core Curricula Materials	4100	0.00	10,500.00	10,467.01	10,500.00	0.00	0.0%
Books and Other Reference Materials	4200	2,650.00	12,740.00	9,886.33	12,740.00	0.00	0.0%
Materials and Supplies	4300	661,512.00	931,536.00	374,911.29	931,536.00	0.00	0.0%
Noncapitalized Equipment	4400	32,282.00	123,729.00	43,105.94	123,729.00	0.00	
Food	4700	0.00	0.00	0.00	0.00		0.0%
TOTAL, BOOKS AND SUPPLIES		696,444.00	1,078,505.00	438,370.57	1,078,505.00	0.00 ;	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES			7,01 0,000.00	430,070.07	1,078,303.00	0.00	0.0%
Subagreements for Services	5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences	5200	19,918.00	32,682.00	21,114.20	32,682.00	0.00	0.0%
Dues and Memberships	5300	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance	5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services	5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements	5600	57,200.00	67,983.00	29,167.92	67,983.00	0.00	0.0%
Transfers of Direct Costs	5710	7,266.00	_(4,200.00)	(21,685.91)	(4,200.00)	0.00	0.0%
Transfers of Direct Costs - Interfund	5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and	_	Ī					7.470
Operating Expenditures	5800	888,873.00	928,823.00	611,714.41	928,823.00	0.00	0.0%
Communications	5900	1,050.00	1,087.00	292.36	1.087.00	0.00	0.0%
TOTAL, SERVICES AND OTHER		1	*	1		1	

Description	Resource Codes	Object Codes		Board Approved Operating Budget	Actuals To Date	Projected Year Totals	Difference (Col B & D)	% Diff (E/B)
Description	Resource Codos	Codes	(A)	(B)	(C)	(D)	(E)	(F)
CAPITAL OUTLAY				: 1 i		:		
Land		6100	0.00	0.00	0.00	0.00	0.00	0.09
Land Improvements		6170	0.00	•	0.00	0.00	0.00	0.09
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.09
Books and Media for New School Libraries			,		•		*	
or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.09
Equipment		6400	0.00	0.00_	0.00	0.00	0.00	0.0
Equipment Replacement		6500	0.00	•	11,133.92	11,135.00	0.00	0.0
TOTAL, CAPITAL OUTLAY			0.00	11,135.00	11,133.92	11,135.00	0.00	0.00
OTHER OUTGO (excluding Transfers of In	direct Costs)			ĺ				
Tuition								
Tuition for Instruction Under Interdistrict			:					
Attendance Agreements		7110	0.00	0.00	0.00		0.00	0.0
State Special Schools		7130	15,000.00	15,000.00	0.00	15,000.00	0.00	0.0
Tuition, Excess Costs, and/or Deficit Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	2.00		
Payments to County Offices		7142	196,623.00	196,623.00	0.00	0.00	0.00	0.09
Payments to JPAs		7143	0.00	0.00		196,623.00	0.00	0.09
Transfers of Pass-Through Revenues		7143	0.00	0.00_,	0.00	0.00	0.00	0.0
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.09
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.09
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0
Special Education SELPA Transfers of Ap	•							
To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.09
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0
To JPAs	6500	7223	0.00	. 0.00	0.00	0.00	0.00	0.0
ROC/P Transfers of Apportionments To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.00
To County Offices	6360	7222	0.00	•	0.00	0.00	0.00	0.09
To JPAs	6360	7223	0.00		0.00	0.00	0.00	0.0
Other Transfers of Apportionments	All Other	7221-7223	0.00	•	0.00	0.00	•	0.09
All Other Transfers	· •	7281-7283	0.00	•	0.00	0.00	0.00	0.09
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.09
Debt Service					- - 0.00		0.00	0.09
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00 .	0.09
Other Debt Service - Principal		7439	13,010.00	13,010.00	13,005.28	13,010.00	0.00	0.09
TOTAL, OTHER OUTGO (excluding Transfe	ers of Indirect Costs)		224,633.00	224,633.00	13,005.28	224,633.00	0.00	0.09
OTHER OUTGO - TRANSFERS OF INDIRE	CT COSTS							
Transfers of Indirect Costs		7310	76 700 00	70.000.00		8 0		
Transfers of Indirect Costs - Interfund		7310	76,780.00		0.00	76,636.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF	F INDIRECT COSTS	7300	76,780.00	·	0.00	0.00	0.00	0.0%
			79,780.00	76,636.00	0.00	76,636.00	0.00	0.09
TOTAL, EXPENDITURES			10,115,701.00	11,290,729.00	8,446,909.52	11,290,729.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
INTERFUND TRANSFERS				\=1				
INTERFUND TRANSFERS IN						i	!	
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00		
Other Authorized Interfund Transfers In		8919	0.00		0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	• • • • • • • • • • • • • • • • • • • •	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT				•		·	•	
To: Child Development Fund		7611	0.00	. 0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00			
To: Deferred Maintenance Fund		7615	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00		0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES	<u> </u>		5.55	0.00	0.00	0.00	0.00	0.0%
SOURCES								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	·	
Proceeds								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00				
Long-Term Debt Proceeds		0303		0.00	0.00	0.00	0.00	0.0%
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	• • •
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00		0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES						0.00	0.00	0.0%
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	2.22		
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00		0.00	0.00	-	_ 0.0%
CONTRIBUTIONS				0.00	0.00	0.00 _	0.00	0.0%
Contributions from Unrestricted Revenues		8980	2,921,626.00	2,801,144.00	(6,918.00)	2,801,144.00	0.00	0.00
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Restricted Balances		8997	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			2,921,626.00	2,801,144.00	(6,918.00)	2,801,144.00	0.00	0.0% 0.0%
TOTAL, OTHER FINANCING SOURCES/USES	}							0.070

Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES		, ,			, -, -, -, -, -, -, -, -, -, -, -, -, -,	\=1,		
1) Revenue Limit Sources		8010-8099	21,431,540.00	23,489,343.00	11,767,185.88	23,489,343.00	0.00	0.09
2) Federal Revenue		8100-8299	2,700,247.00	2,936,987.00	1,646,079.07	2,936,987.00	0.00	0.09
3) Other State Revenue		8300-8599	4,640,366.00	4,788,825.00	3,465,114.27	4,788,825.00	0.00	0.09
4) Other Local Revenue		8600-8799	2,231,057.00	3,002,868.00	1,539,783.50	3,002,888.00	0.00	0.09
5) TOTAL, REVENUES			31,003,210.00	34,218,043.00	18,418,162.72	34,218,043.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	15,963,039.00	16,498,945.00	14,301,526.54	16,498,945.00	0.00	0.0%
2) Classified Salaries		2000-2999	5,664,716.00	5,789,228.00	4,784,729.29	5,789,228.00	0.00	0.0%
3) Employee Benefits		3000-3999	6,657,292.00	6,739,569.00	5,635,381.62	6,739,569.00	0.00	0.09
4) Books and Supplies		4000-4999	1,027,316.00	1,461,217.50	620,499.99	1,461,217.50	0.00	0.09
5) Services and Other Operating Expenditures		5000-5999	3,812,605.00	4,026,246.50	3,071,120.16	4,026,246.50	0.00	0.09
6) Capital Outlay		6000-6999	0.00	17,635.00	17,613.06	17,635.00	0.00	0.09
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	285,633.00	284,127.00	61,974.03	284,127.00	0.00	0.09
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(102,674.00)	(94.362.00)	0.00	(94,362.00)	0.00	0.09
9) TOTAL, EXPENDITURES			33,307,927.00	34,722,606.00	28,492,844.69	34,722,606.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(2,304,717.00)	(504,563.00)	(10,074,681.97)	(504,563.00)		
D. OTHER FINANCING SOURCES/USES								
Interfund Transfers a) Transfers in		8900-8929	1,000,000.00		0.00	•••		
b) Transfers Out		7600-7629	166,864.00	<u> </u>	0.00	0.00	0.00	0.09
2) Other Sources/Uses		100-1029	100,004.00	166,864.00	0.00	166,864.00	0.00	0.09
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.09
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.09
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.09
4) TOTAL, OTHER FINANCING SOURCES/US	ES		833,136.00	(166,864.00)	0.00	(166,864.00)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(1,471,581.00)	(671,427.00)	(10,074,681.97)	(671,427.00)		
F. FUND BALANCE, RESERVES								
Beginning Fund Balance a) As of July 1 - Unaudited		9791	4 224 225 40	4 004 005 40			_	
•			4,324,895.19	4,324,895.19		4,324,895.19	0.00	_ 0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			4,324,895.19	4,324,895.19		4,324,895.19		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			4,324,895.19	4,324,895.19		4,324,895.19		-
2) Ending Balance, June 30 (E + F1e)			2,853,314.19	3,653,468,19		3,653,468.19		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	10,000.00	10,000,00		10,000.00		
Stores		9712	29,057.00	81.524.95		81,524.95		
Prepaid Expenditures		9713	0.00	73.837.77		73,837.77		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	1,165,921.79	834,581.79		834,581.79		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments d) Assigned		9760	0.00	0.00		0.00		
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	1,004,500.00	1,045,000.00		1,045,000.00		
Unassigned/Unappropriated Amount		9790	643,835.40	1,608,523.68		1,608,523.68		

Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
REVENUE LIMIT SOURCES					(0)		<u>(=)</u>	
Principal Apportionment							:	
State Aid - Current Year		8011	16,539,098.00	18,946,414.00	9,090,953.00	18,946,414.00	0.00	0.09
Charter Schools General Purpose Entitlen	nent - State Aid	8015	0.00	0.00	0.00	0.00	0.00	0.09
State Aid - Prior Years		8019	0.00	0.00	(143,060.13)	0.00	0.00	0.09
Tax Relief Subventions Homeowners' Exemptions		8021	55,183.00	53,153.00	26,323.62	53,153.00	0.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.09
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes								
Secured Roll Taxes		8041	3,933,758.00	3,794,275.00	2,021,677.08	3,794,275.00	0.00	0.0%
Unsecured Roll Taxes		8042	150,615.00	140,394.00	142,232.76	140,394.00	0.00	0.0%
Pricr Years' Taxes		8043	206,055.00	78,577.00	129,278.60	78,577.00	0.00	0.0%
Supplemental Taxes		8044	15,700.00	18,714.00	(2,732.00)	18,714.00	0.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	682,650.00	610,734,00	502,324.37	610,734.00	0.00	0.0%
Community Redevelopment Funds					002,024.07	0,0,754.00	0.00	0.07
(SB 617/699/1992) Penalties and Interest from		8047	0.00	0.00	0.00	0.00	0.00	0.09
Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604) Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	654.00	654.00	188.58	654.00	0.00	0.0%
Less: Non-Revenue Limit								
(50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, Revenue Limit Sources			21,583,713.00	23,642,915.00	11,767,185.88	23,642,915.00	0.00	0.09
Revenue Limit Transfers								
Unrestricted Revenue Limit Transfers - Current Year	0000	8091	(1,380,435.00)	(1,380,435.00)	0.00	(4 200 405 00)		
Continuation Education ADA Transfer	2200	8091	0.00	0.00	0.00	(1,380,435.00)	0.00	0.0%
Community Day Schools Transfer	2430	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education ADA Transfer	6500	8091	1,380,435.00	1,380,435,00		0.00	0.00	0.0%
All Other Revenue Limit	0000	0031	1,380,433.00	1,380,435.00	0.00	1,380,435.00	0.00	0.0%
Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
PERS Reduction Transfer		8092	47,506.00	46,107.00	0.00	46,107.00	0.00	0.09
Transfers to Charter Schools in Lieu of Pro	pperty Taxes	8096	(199,679.00)	(199,679.00)	0.00	(199,679.00)	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, REVENUE LIMIT SOURCES			21,431,540.00	23,489,343.00	11,767,185.88	23,489,343.00	0.00	0.0%
FEDERAL REVENUE				25,702,270,00	11,707,100.00	20,409,040.00	0.00	
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	915,217.00	937,234.00	387,665.25	937,234.00	0.00	0.0%
Special Education Discretionary Grants		8182	105,634.00	105,644.00	47,717.50	105,644.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
								0.070

				Board Approved		Projected Year	Difference	% Diff
Description	Resource Codes	Object Codes	Original Budget (A)	Operating Budget	Actuals To Date (C)	Totals (D)	(Col B & D)	(E/B)
	3000-3009, 3011- 3024, 3026-3299, 4000-4034, 4036-		, <u>, , , , , , , , , , , , , , , , , , </u>	:	(0)	(0)	(E)	(F)
NCLB/IASA	4139, 4202, 4204- 4215, 5510	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title I, Part A, Basic Grants Low-Income and Neglected	3010	8290	1,242,771.00	1,402,655.00	866,723.72	1,402,655.00	0.00	
NCLB: Title I, Part D, Local Delinquent Program	3025	8290	,					0.0%
NCLB: Title II, Part A, Teacher Quality	4035	8290	135,933.00	0 <u>.00 </u>	133,110.00	0.00	0.00	0.0%
NCLB: Title III, Immigration Education Program	4204		•	•		133,110.00	0.00	0.0%
NCLB: Title III, Limited English Proficient (LEP	4201	8290	0.00	0.00	0.00	0.00	_ <u>_0</u> .00 ,	0.0%
Student Program NCLB: Title V, Parl B, Public Charter Schools	4203	8290	66,801.00	63,203.00	63,203.00	63,203.00	0.00	0.0%
Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Vocational and Applied Technology Education	3500-3699	8290	38,408.00	40.661.00	32,332.76	40,661.00	0.00	0.0%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other Federal Revenue	All Other	8290	195,483.00	254,480.00	115,326.84	254,480.00	0.00	0.0%
TOTAL, FEDERAL REVENUE OTHER STATE REVENUE			2,700,247.00	2,936,987.00	1,646,079.07	2,936,987.00	0.00	0.0%
Other State Apportionments								
Community Day School Additional Funding								
Current Year	2430	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	2430	8319	0.00	_ 0.00	0.00	0.00	0.00	0.0%
ROC/P Entitlement Current Year	6355-6360	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6355-6360	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan				•			0.50	
Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00 .	0.00	0.00	0.00 ,	0.00	0.0%
Home-to-School Transportation	7230	8311	239,988.00	239,988.00	165,242.00	239,988.00	0.00	0.0%
Economic Impact Aid	7090-7091	8311	594,048.00	593,966.00	444,161.00	593,966.00	0.00	0.0%
Spec. Ed. Transportation	7240	8311	39,842.00	39,842.00	29,502.00	39,842.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Year Round School Incentive Class Size Reduction, K-3		8425	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8434	689,724.00	689,724.00	378,846.00	689,724.00	0.00	0.0%
Mandated Costs Reimbursements		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materia		8550 8560		•	6,502.00	6,502.00	<u>0.00</u>	0.0%
Tax Relief Subventions Restricted Levies - Other		6300	634,107.00	634,107.00	364,236.18	634,107.00	0.00	0.0%
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00_	0.00	0.004
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00		0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.0%
School Based Coordination Program	7250	8590	0.00	0.00	0.00	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650-6690	8590	0.00	2,962.00	220.76	2,962.00	0.00	0.0%
Healthy Start	6240	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Class Size Reduction Facilities	6200	8590	0.00	0.00	0.00	0.00	0.00	0.0%
School Community Violence Prevention Grant	7391	8590	0.00	0.00	•	0.00		

		Revenues,	Expenditures, and Ci	nanges in Fund Balan	ce			rom v
Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	2,442,657.00	2,581,734.00	2,076,404.33	2,581,734.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE	- <u></u>		4,640,366.00	4,788,825,00	3,465,114,27	4,788,825.00	0.00	0.0%
OTHER LOCAL REVENUE			-					
Other Local Revenue County and District Taxes								
Other Restricted Levies Secured Roll		8615	0.00	0.00	0,00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0,00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds						0.00		0.070
Not Subject to RL Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent No	on-Revenue		:			· I	1	
Limit Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies		8631	0.00	1 550 00	4.550.00	4.550.00		4
Sale of Publications		8632	0.00	1,550.00	1,550.00	1,550.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	302.00	301.70	302.00	0.00	0.0%
Leases and Rentals		8650	185,000.00	195,000.00	172,930.90	195,000.00	0.00	0.0%
Interest		8660	10,000.00	74,501.00	83,769.52	74,501.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value	of Investments	8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts Adult Education Fees		8671	0.00					0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	12,000.00	0.00	0.00	0.00	0.00	0.0%
Transportation Services	7230, 7240	8677	0.00	12,000.00	10,131.13	12,000.00	0.00	0.0%
Interagency Services	All Other	8677	18,219.00	7,219.00	0.00	0.00	0.00	0.0%
Miligation/Developer Fees		8681	0.00	0.00	0.00	7,219.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue				0.00	0.00	0.00	0.00	0.0%
Plus: Misc Funds Non-Revenue Limit (50%	%) Adjustment	8691	0.00	0.00	0.00	0.00	2.22	
Pass-Through Revenues From Local Sour		8697 i	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	100,000.00	116,230.00	75,119.25	116,230.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	30,000.00	80,000.00	80,000.00	80,000.00	0.00	<u>0.</u> 0% 0.0%
Transfers Of Apportionments Special Education SELPA Transfers						33,333,33		0.0%
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	1,875,838.00	2,516,086.00	1,115,981.00	2,516,086.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers From Districts or Charter Schools	6360	8791	0.00	0.00	0.00	0.00		
From County Offices	6360	8792	0.00	0.00		0.00		0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments From Districts or Charter Schools	All Other							<u>U.U%</u>
	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%

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Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Olfference (Col B & D) (E)	% Diff (E/B) (F)
From JPAs	All Other	8793	0,00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			2,231,057.00	3,002,888.00	1,539,783.50	3,002,888.00	0.00	0.0%
TOTAL, REVENUES			31,003,210.00	34,218,043.00	18.418.162.72	34.218.043.00	0.00	0.0%

Description Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
CERTIFICATED SALARIES		(2.9		(0)		<u></u>	
Certificated Teachers' Salaries	1100	13,886,930.00	14,294.774.00	12,470,540.65	14,294,774.00	0.00	0.0%
Certificated Pupil Support Salaries	1200	657,573.00	700,492.00	560,986.81	700,492.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries	1300	1,149,882.00	1,161,673.00	966,129.00	1,161,673.00	0.00	0.0%
Other Certificated Salaries	1900	268,654.00	342,006.00	303,870.08	342,006.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES		15,963,039.00	16,498,945.00	14,301,526.54	16,498,945.00	0.00	0.0%
CLASSIFIED SALARIES					10,100,010.00	<u> </u>	0.07
Classified Instructional Salaries	2100	1,434,740.00	1,417,108.00	1,174,910.35	1,417,108.00	0.00	0.0%
Classified Support Salaries	2200	2,078,500.00	2,146,959.00	1,816,134.40	2,146,959.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries	2300	398,536.00	399,513.00	329,048.59	399,513.00	0.00	0.0%
Clerical, Technical and Office Salaries	2400	1,615,096.00	1,616,000.00	1,318,977.29	1,616,000.00	0.00	0.0%
Other Classified Salaries	2900	137,844.00	209,648.00	145,658.66	209,648.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES	_	5,664,716.00	5,789,228.00	4,784,729.29	5,789,228.00	0.00	0.0%
EMPLOYEE BENEFITS							
STRS	3101-3102	1,326,831.00	1,361,663.00	1,177,090.42	1,361,663.00	0.00	0.0%
PERS	3201-3202	620,916.00	620,463.00	498,904.28	620,463.00	0.00	0.09
OASDI/Medicare/Alternative	3301-3302	657,620.00	682,551.00	550,358.18	682,551.00	0.00	0.0%
Health and Welfare Benefits	3401-3402	3,204,169.00	3,211,712.00	2,724,155.85	3,211,712.00	0.00	0.0%
Unemployment Insurance	3501-3502	239,332.00	248,309.00	212,498.98	248,309.00	0.00	0.0%
Workers' Compensation	3601-3602	353,761.00	367,181.00	315,538.64	367,181.00	0.00	0.0%
OPEB, Allocated	3701-3702	20,000.00	20,050.00	7,031.11	20,050.00	0.00	0.0%
OPEB, Active Employees	3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
PERS Reduction	3801-3802	47,506.00	46,107.00	0.00	46,107.00	0.00	0.0%
Other Employee Benefits	3901-3902	187,157.00	181,533.00	149,804.16	181,533.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS		6,657,292.00	6,739,569.00	5,635,381.62	6,739,569.00	0.00	0.0%
BOOKS AND SUPPLIES					, ,		
Approved Textbooks and Core Curricula Materials	4100	47,399.00	58,431.00	28,271.25	58,431.00	0.00	0.0%
Books and Other Reference Materials	4200	5,100.00	14,955.00	10,013.38	14,955.00	0.00	0.0%
Materials and Supplies	4300	923,635.00	1,218,028.50	506,641.71	1,218,028.50	0.00	0.0%
Noncapitalized Equipment	4400	51,182.00	169,803.00	75,573.65	169,803.00	0,00	0.0%
Food	4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES	•••	1,027,316.00	1,461,217.50	620,499.99	1,461,217.50	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES	•				· - · · · · · · · · · · · · · · · · · ·	•	
Subagreements for Services	5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences	5200	54,664.00	68,587.00	35,039.68	68,587.00	0.00	0.0%
Dues and Memberships	5300	18,950.00	24,382.00	22,479.74	24,382.00	0.00	0.0%
Insurance	5400-5450	298,430,00	298,430.00	297,305.00	298,430.00	0.00	0.0%
Operations and Housekeeping Services	5500	1,057,000.00	1,085,000.00	857,742.84	1,085,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements	5600	195,300.00	195,030.00	103,607.45	195,030.00	0.00	0.0%
Transfers of Direct Costs	5710	0.00	0.00	3,586.78	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund	5750	(4,500.00)	(5,367.00)	(5,153.41)	(5,367.00)	0.00	0.0%
Professional/Consulting Services and Operating Expenditures	5800	· · · · · · · · · · · · · · · · · · ·				••	
Communications	Ţ	2,047,661.00	2,220,327.50	1,678,125.01	2,220,327.50	0.00	0.0%
TOTAL, SERVICES AND OTHER	5900	145,100.00	139,857.00	78,387.07	139,857.00	0.00	0.0%
OPERATING EXPENDITURES	· · · · · · · · · · · · · · · · · · ·	3,812,605.00	4,026,246.50	3,071,120.16	4,026,246.50	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (D)	Difference (Col B & D)	% Diff (E/B)
CAPITAL OUTLAY	11444414	0000	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	(6)	(0)	(D)	(E)	<u>(F)</u>
Land		6100	0.00	0.00	0.00	0.00	0.00	0.09
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0
Books and Media for New School Libraries								
or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0
Equipment Replacement		6500	0.00	17,635.00	17,613.06	17,635.00	0.00	0.0
TOTAL, CAPITAL OUTLAY			0.00	17,635.00	17,613.06	17,635.00	0.00	0.0
OTHER OUTGO (excluding Transfers of Indi	rect Costsj		!				į	
Tuition Tuition for Instruction Under Interdistrict							;	
Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0
State Special Schools		7130	15,000.00	22,048.00	7,048.00	22,048.00	0.00	0.0
Tuition, Excess Costs, and/or Deficit Paymer Payments to Districts or Charter Schools	nts	7141	0.00	0.00	0.00	0.00	0.00	0.0
Payments to County Offices		7142	196,623.00	196,623.00	0.00	196,623.00	0.00	0.0
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.0
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.0
To JPAs		7213	0.00	0.00	0.60	0.00	0.00	0.0
Special Education SELPA Transfers of Appointment To Districts or Charter Schools	rtionments 6500	7004	0.00					
To County Offices	6500	7221 7222	0.00	0.00	0.00	0.00	0.00	0.0
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0
ROC/P Transfers of Apportionments	3333	1220	0.00	0.00	0.00	0.00	0.00	0.0
To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0
Debt Service Debt Service - Interest		7438	16,000.00	2 697 00	4 505 03			
Other Debt Service - Principal		7439	58,010.00	3,687.00 61,769.00	1,535.97 53,390.06	3,687.00	0.00	0.09
TOTAL, OTHER OUTGO (excluding Transfers	of Indirect Costs)		285,633.00	284,127.00		61,769.00	0.00	0.0
OTHER OUTGO • TRANSFERS OF INDIRECT			2-2,000.00	00.331,1703	61,974.03	284,127.00	0.00	0.09
Transfers of Indirect Costs		7310	0.00	0.00	0.00	200		
Transfers of Indirect Costs - Interfund		7350	(102,674.00)	(94,362.00)	0.00	(94 362 00)	0.00	
TOTAL, OTHER OUTGO - TRANSFERS OF II	NDIRECT COSTS		(102,674.00)	(94,362.00)	0.00	(94,362.00) (94,362.00)	0.00	0.09
								3.07

Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget	Actuals To Date	Projected Year Totals	Difference (Col B & D)	% Diff (E/B)
INTERFUND TRANSFERS	Nosource Codes	Codes	(A)	(B)	(C)	(D)	(E)	(F)
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	1,000,000.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00				
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			1,000,000.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT			1-23/03/05	0.00		0.00	0.00	0.0%
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	2.00	0.00
To: Special Reserve Fund		7612	0.00	0.00	0.00		0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		-			· · · · · · · · · · · · · · · · · · ·	0.00	0.00	0.0%
To: Deferred Maintenance Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7615	96,480.00	96,480.00	0.00	96,480.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7616	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT		7619	70,384.00	70,384.00	0.00	70,384.00	0.00	0.0%
OTHER SOURCES/USES			166,864.00	166,864.00	0.00	166,864.00	0.00	0.0%
SOURCES					:		İ	
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00		
Proceeds			0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	:	
Other Sources				0.00	0.00	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00					
Long-Term Debt Proceeds		6363	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Certificates								
of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES USES			0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Funds from		;			!		1	
Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS					9.00		0.00	0.0%
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00			
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00		
Transfers of Restricted Balances		8997	0.00	0.00		0.00		
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES					0.00	0.00	0.00	0.0%
(a - b + c - d + e)			833,136.00	(166,864.00)	0.00	(166,864.00)	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) Revenue Limit Sources		8010-8099	0.00	0.00	0,00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0,00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	3,500.00	8,721.00	8,721.00	8,721.00	0.00	0.0%
5) TOTAL, REVENUES			3,500 00	8,721,00	8,721.00	8,721.00		
8. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.00
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00		0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.00		0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER			0.30	0.00	0.00	0,00		
FINANCING SOURCES AND USES (A5 - B9)			3,500.00	8,721.00	8,721.00	8,721.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers		2000 2000						
a) Transfers in b) Transfers Out		6900-8929	0.00	0.00	0.00	0.00	0.00	0 0%
2) Other Sources/Uses		7600-7629	1,000,000.00	0.00	0.00	0.00	0.00	0.0%
a) Sources		6930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0,00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(1,000,000.00)	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(998,500 00)	8,721,00	8,721.00	8,721,00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	2,338,111.81	2,338,111.81	-	2,338,111.81	0.00	0.09
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,338,111.81	2,338,111.81		2,338,111.81		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,338,111.81	2,338,111.81		2,338,111.81		
2) Ending Balance, June 30 (E + F1e)			1,341,811.81	2,348,832.81		2,348,832.81		
Components of Ending Fund Balance								
a) Nonspendable Revolving Cash		9711						
_		9/11	0.00	0,00		0.00		
Stores		9712	0.00	0.00		0,00		
Propaid Expendituros		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted c) Committed		9740	0.00	0.00		0.00		
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments d) Assigned		9760	1,317,408.46	1,322,482.48		1,322,482.48		
Other Assignments		9780	24,205.35	1,024,350.35		0.00		
e) Unassigned/Unappropriated						-		
Roserve for Economic Uncertainties		9789	0.00	0.00		1,024,350.35		
Unassigned/Unappropriated Amount		9790	0.00	0.00	· · · · · · · · · · · · · · · · · · ·	0.00		

Description	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals {D}	Difference {Col B & D} (E)	% Diff Column B & D {F}
OTHER LOCAL REVENUE							
Sales Sales							
Salo of Equipment/Supplies	8631	0.00	0.00	0,00	0.00	0.00	0.0%
Interest	8660	3,500.00	8,721.00	8,721.00	8,721.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments	8662	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE		3,500 00	8,721.00	8,721.00	8,721.00	0.00	0 0%
TOTAL REVENUES		3,500 00	8,721.00	8,721.00	8,721 00		
INTERFUND TRANSFERS							
INTERFUND TRANSFERS IN							
From: General Fund/CSSF	8912	000	0.00	0.00	0.00	0.06	0.0%
Other Authorized Interfund Transfers In	8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN		0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT							
To: General Fund:CSSF	7612	1,000,000 00	0.00	0.00	0.00	0.00	0.0%
To State School Building Fund/							
County School Factives Fund	7813	000	0.00	0.00	000	0.00	0 0%
To Deferred Maintenance Fund	7815	000	0.00	0.00	0.00	0.00	0.0%
Cther Authorized Interfund Transfers Out	7819	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT OTHER SOURCES/USES		1,000,000.00	0.00	0.00	0.00	0.00	00%
SOURCES							
Other Sources							
Transfers from Funds of Lapsed/Reorganized LEAs	8965	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES		000	0,00	0.00	0.00	0.00	0.0%
USES							
Transfers of Funds from Lapsed/Reorganized LEAs	7651	000	0.00	0.00		0.00	0.0%
(d) TOTAL, USES		0.00	0.00	0.00	0.00	0.00	0 0%
CONTRIBUTIONS						0.00	
Contributions from Rostricted Revenues	8590	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + 6)		(1,000,000 00)	0.00	0.00	0.00		

Description	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES							
1) Revenue Limit Sources	8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue	8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue	8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue	8600-8799	0.00	0.00	(4,934.00)	0.00	0.00	0.0%
5) TOTAL, REVENUES		0.00	0.00	(4,934,00)	0.00		
B. EXPENDITURES							
1) Certificated Salaries	1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries	2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits	3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies	4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures	5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay	6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (oxcluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0.00	0.00	0.00	0 00	0.00	0 0%
8) Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES		000	0.00	0.00	0.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)		0.00	0.00	(4,934.00)	0.00		
D. OTHER FINANCING SOURCES/USES							
Interfund Transfers a) Transfers In	8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out	7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources/Uses a) Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions	8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES		0.00	0 00	0 00	0 00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Oifference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)	<u> </u>		0.00	0,00	(4,934.00)	0.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	(1,322,482.46)	(1,322,482.46)		(1,322,482.46)	0.00	0.0
b) Audit Adjustments		9793	0.00	0.00	ļ	0.00	0.00	0.0
c) As of July 1 - Audited (F1a + F1b)			(1,322,482.46)	(1,322,482.46)		(1,322,482.46)		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0
e) Adjusted Beginning Salance (F1c + F1d)			(1,322,482.46)	(1,322,482.46)		(1,322,482.46)		
2) Ending Balance, June 30 (E + F1e)			(1,322,482.48)	(1,322,482.46)		(1,322,482.46)		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance c) Committed		9740	0.00	0.00		0.00		
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments d) Assigned		9760	0.00	0.00		0.00		
Other Assignments e) Unassigned/Unappropriated		9780	0.00	0,00		0.00		
Reserve for Economic Uncertainties		9769	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	(1,322,482.46)	(1,322,482.46)		(1,322,482 46)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
OTHER STATE REVENUE								
Tax Relief Subventions Rostricted Levies - Other								
Hamaowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0 00	0.00	000	0.00	0 00	0.0%
OTHER LOCAL REVENUE	-							
County and District Taxes								
Other Restricted Levies				ļ				
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Reli		8616	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0,00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.60	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes								
		8621	0.00	0,00	0.00	0.00		0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to RL Deduction		8625	0.00	0.00	000	0.00	0.00	0.0%
Penalties and Interest from Delinquent								
Non-Revenue Limit Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sates Sate of Equipment/Supplies		8831	_ 0.00	0.00	0.00			
Interest		8660	(8,696.00)	(8,898.00)		0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investme	nte.	8662	0.00		(4,934.00)	(6,696.00)	0.00	0.0%
Fees and Contracts	113	0002	0.00	0.00	0.00	0.00	0.00	0.0%
Mitigation/Developer Fees		8681	6,698.00	6,696.00	0.00	2 222 22		
Other Local Revenue		330.	0,000.00	0,030.00	U.00	6,696.00	0.00	0.0%
All Other Local Revenue		8699	0.00	0.00	0.00	0 00		
Al Other Transfers In from All Others		8799	000	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			0.00	0.00			0.00	0.0%
TOTAL REVENUES			0.00	0.00	(4,934.00) (4,934.00)	0.00	0.00	0.0%

TOTAL, SERVICES AND OTHER OPERATING EXPE	KDITURES	<u> </u>	00.0	00.0	00.0	00 0	00.0	%0'0
Communications		0069	00.0	00 0	00.0	00.0	00 0	
Operating Expenditures		2800	00.0	00.0	00.0	00.0	00 0	%0 O
Transfers of Direct Costs - Interfund Professional/Consulting Services and		0272	000	00 0	00.0	000	00.0	%00
Transfers of Direct Costs		0178	00.0	00.0	00.0	000	00.0	%00
Rentals, Loases, Ropairs, and Moncapitalized Improve	\$1uau	0099	00 0	00 0	00.0	00 0	00.0	
Operations and Housekeoping Services		9099	000	00 0	00.0	00 0	00.0	
มูมสะเสนตอ		0919-0019	00.0	00.0	00 0	00 0	00 0	%0°0
Travel and Conferences		9500	00.0	00 0	60.0	00.0	00.0	%0°0
Subagioements for Services		0012	00.0	00.0	00.0	00.0	00.0	
SERVICES AND OTHER OPERATING EXPENDITURE		00.3				0.00		
TOTAL, BOOKS AND SUPPLIES			00 0	00 0	00.0	00.0	00 0	%0°0
Noncapitalized Equipment		2011	000	000	00.0	00.0	00 0	%0°0
		4400		00 0	00.0	00 0	00.0	
sedgug bne steneteM		4300	00.0				00.0	%0°0
Books and Othor Reference Materals		4200	00'0	00.0	00.0	00 0		
Approved Textbooks and Core Cumicula Materials		0015	00.0	00 0	00.0	00.0	00.0	%0 0
BCOKS AND SUPPLIES								
TOTAL, EMPLOYEE BENEFITS			00 0	00 0	00.0	00.0	00.0	%00
shlenet coyotqm3 terliO		2065-106E	00.0	00 0	00.0	00.0	00.0	%0 O
PERS Roduction		2085-108E	O0.0	00 0	00.0	00 0	00.0	%00
OPEB, Active Employees		227E-127E	00.0	00.0	00 0	00 0	00.0	%00
OPEB, Allocated		2016-101E	00.0	00 0	00.0	00 0	00.0	%00
Morkots, Compensation		3601-3602	00.0	00.0	00.0	00 0	000	%00
Unemployment Insurance		3501-3502	00 0	00.0	∞ o	00 0	00.0	%0°0
Health and Wellan Benefitz		3401-3402	00.0	00.0	00 0	00 0	00.0	%00
ovitemetlAtoresideMAIQEAO		2000-100C	00.0	000	00.0	00 0	00.0	%0°0
SH3d		3201-3202	00.0	00 0	00.0	00 0	00.0	%0°0
ร ศาล		SO1E-101E	00.0	00.0	00.0	00.0	00 0	%0°0
EMPLOYEE BENEFITS								
TOTAL, CLASSIFIED SALARIES			000	00.0	00.0	00 0	00.0	%00
Other Classified Salanes		0062	00 0	00.0	00.0	000	00.0	%0°0
Cloncal, Technical and Office Salanes		2400	000	00.0	00.0	00.0	00.0	%0°0
Classified Supervisors and Administrators' Salanos					!			
Classified Support Salaries		\$300	00.0	00.0	00.0	000	000	%00
saisted boom 2 had said		5500	00.0	000	00.0	000	00.0	%00
CLASSIFIED SALARIES								
TOTAL, CERTIFICATED SALARIES			00 0	00.0	00.0	00 0	00.0	%0 0
Other Corhicoled Salanos		1900	00 0	00.0	00.0	00.0	00.0	%0 0
SEIRALAR DETACHTERS								
noilginesed	Resource Codes	eoboD ipoldO	fegbuð lsnighO (A)	bevergdA bizoB fegbuB gnilsregO (B)	oteO oT stautoA (O)	Projected Year State (G)	Oifference (C & B (c2)	% Diff Column B & D (F)

2012-13 End of Year Projection Capital Facilities Fund Revenues, Expenditures, and Changes in Fund Balance

Description R	lesource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Tetals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.09
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.09
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.09
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.09
Equipment Replacement		6500	0,00	0.00	0.00	0.00	0.00	0.09
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.09
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Other Transfers Out								
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.09
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.09
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.09
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Co	osts)		0.00	0.00	0.00	0.00	0.00	0.09
TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		

Description	Resource Codes Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS							
INTERFUND TRANSFERS IN							
Other Authorized Interfund Transfers In	8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN		0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT							
To: State School Building Fund/ County School Facilities Fund	7813	0.00	0.00	٥∞	0.00		
Other Authorized Interfund Transfers Out	7619	0.00				0.00	0.0%
	7019		0.00	0,00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT OTHER SOURCES/USES		0.00	0.00	0.00	0.00	0.00	0.0%
SOURCES							
Proceeds							
Proceeds from Sale/Lease- Purchase of Land/Buildings	8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources							
Transfers from Funds of Lapsed/Reorganized LEAs Long-Term Debt Proceeds	8965	0.00	0.00	0.00	000	0.00	0.0%
Proceeds from Certificates of Participation	8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases	8972	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds	8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources	8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES		0.00	0.00	0.00	0 00	0.00	0.0%
USES				0.00	0.00		0.0%
Transfers of Funds from Lapsed/Reorganized LEAs	7651	0.00	0.00	0.00	0.00		0.0%
All Other Financing Uses	7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES		0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS							0.0%
Contributions from Unrestricted Revenues	8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues	8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a · b · c · d · e)							
[0-0-6-4-6]		0.00	0.00	0.00	0.00		

				<u></u>	- 1	
Description	ESTIMATED REVENUE LIMIT ADA Original Budget (A)	ESTIMATED REVENUE LIMIT ADA Board Approved Operating Budget (8)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED REVENUE LIMIT ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
ELEMENTARY						
General Education	2,961.06	2,961.07	2,921.07	2,961.07	0.00	0%
2. Special Education HIGH SCHOOL	139.18	140.58	140.58	140.58	0.00	0%
3. General Education	1,280.26	1,279.28	1,259.28	1,279.28	0.00	0%
4. Special Education COUNTY SUPPLEMENT	71.65	75.68	75.68	75.68	0.00	0%
5. County Community Schools	0.00	0.00	0.00	0.00	0.00	0%
6. Special Education	36.17	36.78	36.78	36.78	0.00	0%
7. TOTAL, K-12 ADA	4,488.32	4,493.39	4,433.39	4,493.39	0.00	0%
ADA for Necessary Small Schools also included						
in lines 1 - 4.	0.00	0.00	0.00	0.00	0.00	0%
9. Regional Occupational Centers/Programs (ROC/P)* CLASSES FOR ADULTS 10. Concurrently Enrolled						ulkari Santanan Teorem Santanan Teorem Santanan
Secondary Students* 11. Adults Enrolled, State Apportioned*						
 Independent Study - (Students 21 years or older and students 19 years or older and not continuously enrolled since their 18th birthday)* 			u Linear Ma	14. 14. 14. 14. 14. 14. 14. 14. 14. 14.		
13. TOTAL, CLASSES FOR ADULTS				0		
14. Adults in Correctional Facilities	0.00	0.00	0.00	0.00	0.00	0%
15. ADA TOTALS (Sum of lines 7, 9, 13, & 14)	4,488.32	4,493.39	4,433.39	4,493.39	0.00	0%
SUPPLEMENTAL INSTRUCTIONAL HOURS			7.7			
16. Elementary*				in the second		Constitution for
17. High School*	entra de la companya de la companya de la companya de la companya de la companya de la companya de la companya			14	Section 1997	
18. TOTAL, SUPPLEMENTAL HOURS					45	

						·····
Description	ESTIMATED REVENUE LIMIT ADA Original Budget (A)	ESTIMATED REVENUE LIMIT ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED REVENUE LIMIT ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
COMMUNITY DAY SCHOOLS - Additional Fur	nds					
19 ELEMENTARY a 5th & 6th Hour (ADA) - Mandatory Expelled Pupils only	0.00	0.00	0.00	0.00	0.00	0%
b. 7th & 8th Hour Pupil Hours (Hours)*	Carrier and American					88W0.4568.26/2004-5-046.2
20. HIGH SCHOOL a. 5th & 6th Hour (ADA) - Mandatory Expelled Pupils only b. 7th & 8th Hour Pupil Hours (Hours)*	0.00	0.00	0.00	0.00	0.00	0%
CHARTER SCHOOLS						
Charter ADA funded thru the Block Grant Charters Sponsored by Unified Districts - Resident (EC 47660) (applicable only for unified districts with Charter School General Purpose Block Grant Offset recorded on line						
30 in Form RLI)	0.00	0.00	0.00	0.00	0.00	0%
b. All Other Block Grant Funded Charters	0.00	0.00	0.00	0.00	0.00	0%
22. Charter ADA funded thru the Revenue Limit	0.00	0.00	0.00	0.00	0.00	0%
23. TOTAL, CHARTER SCHOOLS ADA (sum lines 21a, 21b, and 22)	0.00	0.00	0.00	0.00	0.00	0%
24 SUPPLEMENTAL INSTRUCTIONAL HOURS*						
BASIC AID "CHOICE"/COURT ORDERED VO	LUNTARY PUPIL TRANS	SFER				
25. Regular Elementary and High School ADA (SB 937)	0.00	0.00	0.00	0.00	0.00	0%

^{*}ADA is no longer collected as a result of flexibility provisions of SBX3 4 (Chapter 12, Statutes of 2009), as amended by SB 70 (Chapter 7, Statutes of 2011), currently in effect from 2008-09 through 2014-15.

End of Year Projection 2012-13 INTERIM REPORT Cashflow Worksheet - Budget Year (1)

and mento obtainty				Cashilow vvorkshe	et - Budget Year (1}				Form C
ACTUAL C TURQUOU TUR	Object	Beginning Balances (Ref. Cinly)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name)	1	, [.								
A. BEGINNING CASH	March		0.400.007.04	2 222 422 24						1 - 22 - 11 - 11
B. RECEIPTS			2,433,397.34	8,378,408.34	9,421,047.34	9,530,923.34	8,352,610.34	7,276,639.06	9,444,008.06	2,752,111.06
Revenue Limit Sources	1	•						1		
Principal Apportionment	8010-8019	: 1	4,675,979.00	3,177,724.00	(6,048,092.00)	680,940.00	1 266 469 00	2 569 065 00	4 275 994 00	824,572.00
Property Taxes	8020-8079	· •	67,227.00	53,776.00	409.00	30,599.00	1,266,458.00 7,925.00	2,568,965.00 11,950.00	1,275,884.00 2,534,015.00	4,714.00
Miscellaneous Funds	8080-8099	· •	1.00	188.00	403.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299	: F	13,108.00	32,392.00	505,547.00	(339,389.00)	29,835.00	470,270.00	343,931.00	2,250.00
Other State Revenue	8300-8599	; <u> </u>	684,485.00	251,234.00	(411,867.00)	665,418.00	384,669.00	147,242.00	369,061.00	518,803.00
Other Local Revenue	8600-8799	·	473,654.00	307,894.00	(232,077.00)	5,467.00	205,284.00	321,170.00	191,966.00	139,369.00
Interfund Transfers In	8910-8929	· -	0.00	301,034.00	(232,017.00)	3,407.00	203,264.00	321,170.00	131,300.00	139,369,00
All Other Financing Sources	8930-8979	·	0.00							
TOTAL RECEIPTS		· [-	5,914,454.00	3,823,208.00	(6,186,080.00)	1,043,035.00	1 004 171 00	2 540 507 00	4 744 057 00	1,489,708.00
C. DISBURSEMENTS		<u> </u>	3,314,434.001	3,823,208.00	(8, 180,080,00)	1,043,035.00	1,894,171.00	3,519,597.00	4,714,857.00	1,469,708.00
Certificated Salaries	1000-1999	<u> </u>	608,689.00	1,487,110.00	4 495 756 00	4 550 040 00	4 540 005 00	22 242 22	0.007.000.00	4 405 050 00
Classified Salaries	2000-2999	· ·	232,385.00	463,034.00	1,485,756.00	1,558,918.00	1,518,905.00	82,012.00	2,987,253.00	1,495,356.00
Employee Benefits	3000-3999	·	250,766.00		488,843.00	519,719.00	506,570.00	474,842.00	574,591.00	498,635.00
Books and Supplies	4000-4999	·		587,057.00	584,623.00	599,536.00	589,981.00	211,646.00	995,620.00	597,701.00
Services	5000-5999	-	7,519.00	146,804.00	76,732.00	59,174.00	50,690.00	26,142.00	82,511.00	25,909.00
Capital Outlay	6000-6599	· · · · · · · ·	55,080.00	372,003.00	201,585.00	546,988.00	285,610.00	220,618.00	468,467.00	282,612.00
Other Outgo	7000-7499	· · · · · · · · · · · · · · · · · · ·	6,479.00	11,134.00		0.00				
Interfund Transfers Out	7600-7499	-	10,450.00	32,741.00		1,248.00		7,973.00	8,311.00	
All Other Financing Uses	7630-7699	. +								
TOTAL DISBURSEMENTS	1030-1099	 -	1 171 260 00	3,099,883.00	2 227 522 22	0.007.500.00	2 254 752 22	4 000 000 00		
D. BALANCE SHEET TRANSACTIONS			1,171,368.00	3,089,883.00	2,837,539.00	3,285,583.00	2,951,756.00	1,023,233.00	5,116,753.00	2,900,213.00
Assets							İ			
Cash Not In Treasury	9111-9199	10,000.00		i						
Accounts Receivable	9200-9299	9,733,532.46	(8,463.00)	(12,323.00)	0.040.000.00				10.010.00	(00.000.00)
Due From Other Funds	9310	146,186.05	(8,463.00)	(12,323.00)	8,916,392.00	890,317.00	(15,059.41)	68,413.00	19,815.00	(66,872.00)
Stores	9320	12,984.09								
Prepaid Expenditures	9330	65,540,74								
Other Current Assets	9340	65,540.74	2 270 000 00							
SUBTOTAL ASSETS	9340	9,968,243,34	2,370,000.00 2,361,537.00	(40,000,00)						0.00
Liabilities		9,900,243.34	2,361,537.00	(12,323.00)	8,916,392.00	890,317.00	(15,059.41)	68,413.00	19,815.00	(66,872.00)
Accounts Payable	0500 0500	4 005 077 04	4 450 040 00							
Due To Other Funds	9500-9599	1,065,977.01	1,159,612.00	(331,637.00)	(217,103.00)	(173,918.00)	3,326.87	397,408.00	(650,184.00)	(263,312.00)
Current Loans	9610 9640	12,799.00				<u> </u>				
Deferred Revenues	9650	6,960,000.00							6,960,000.00	2,370,000.00
SUBTOTAL LIABILITIES	9030	37,969.48	4 450 610 00							
Nonoperating	ŀ	8.076,745.49	1,159,612.00	(331,637.00)	(217,103.00)	(173,918.00)	3,326.87	397,408.00	6,309,816.00	2,106,688.00
Suspense Clearing	9910				ĺ					
TOTAL BALANCE SHEET	9910					_				
TRANSACTIONS		1 904 407 95	1 201 005 05	340 044 05	0.400	4 00 :	/40			48 486 848 651
E. NET INCREASE/DECREASE		1,891,497.85	1,201,925.00	319,314.00	9,133,495.00	1,064,235.00	(18,386.28)	(328,995.00)	(6,290,001.00)	(2,173,560.00)
(B - C + D)		!	6 046 044 00	4 042 000 00	400 070 07	(4.470.255	44 000 -000			40.504.555.55
F. ENDING CASH (A + E)			5,945,011.00 8,378,408.34	1,042,639.00	109,876.00	(1,178,313.00)	(1,075,971.28)	2,167,369.00	(6,691,897.00)	(3,584,065.00)
	 -		0,370,405.34	9,421,047.34	9,530,923.34	8,352,610.34	7,276,639.06	9,444,008.06	2,752,111.06	(831,953.94)
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS			N							

California Dept of Education SACS Financial Reporting Software - 2012.2.0 File: cashi (Rev 05/05/2012)

County			Cashilow	Worksheet - Budge	et Year (1)				
	Ohlost	March	e mail	P.S.	to a	Accessed	• etteratura mán	TOTAL	BUDGET
ACTUALS THROUGH THE MONTH OF	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
(Enter Month Name)									
A. BEGINNING CASH		(831,953.94)	74,890.06	129,172.06	(2,336,750.94)				
B. RECEIPTS	1	(557,555.54)	74,000.00	120,112.00	(2,000,700,047)				
Revenue Limit Sources			İ						
Principal Apportionment	8010-8019	474,202.00	840,230.00	0.00	5,153,041.00	4,056,511.00		18,946,414.00	18,946,414.0
Property Taxes	8020-8079	108,491.00	1,390,777.00	409,925.00	76,039.00	1,000,011,00		4,695,847.00	4,695,847.0
Miscellaneous Funds	8080-8099	0.00	233.00	(153,456.00)	116.00			(152,918.00)	(152,918.0
Federal Revenue	8100-8299	521,893.00	302,126.00	229,043.00	170,793.00	655,188.00		2,936,987.00	2,936,987.0
Other State Revenue	8300-8599	414,929.00	755,760.00	295,443.00	233,538.00	480,110.00		4,788,825.00	4,788,825.0
Other Local Revenue	8600-8799	105,512.00	288,281.00	276,227.00	219,723.00	700,418.00		3,002,888.00	3,002,888.0
Interfund Transfers In	8910-8929	100,512.00	200,201.00	270,227.00	210,720.00	700,410.00		0.00	0.0
All Other Financing Sources	8930-8979	0.00						0.00	0.0
TOTAL RECEIPTS	0330-0373	1,625,027.00	3,577,407.00	1,057,182.00	5,853,250.00	5,892,227.00	0.00	34,218,043.00	34,218,043.0
C. DISBURSEMENTS	 	1,025,027.00	3,377,407.00	1,057,182.00	5,655,250.00	3,692,227.00	0.00	34,210,043.00	34,210,043.0
Certificated Salaries	1000-1999	1,534,586.00	1,636,171.00	1,636,171.00	468,018.00			16,498,945.00	16,498,945.0
Classified Salaries	2000-2999	498,706.00	584,361.00	584,344.00	363,198.00			5,789,228.00	5,789,228.0
Employee Benefits	3000-3999	605,893.00	655,639.00	655,639.00				6,739,569.00	6,739,569.0
Books and Supplies	4000-4999	33,404.00	-		405,468.00			······································	1,461,217.5
Services	5000-5999	334,583.00	244,597.00	247,494.00	460,241.50			1,461,217.50 4,026,246.50	4,026,246.5
Capital Outlay	6000-6599	334,563.00	402,357.00	399,457.00	456,886.50 22.00			17,635.00	4,026,246.5 17,635.0
Other Outgo	7000-7499				129,042.00			189,765.00	189,765.0
Interfund Transfers Out	7600-7629					•		166,864.00	166,864.0
All Other Financing Uses	7630-7699				166,864.00			0.00	0.0
TOTAL DISBURSEMENTS	1 1030-1099	3,007,172.00	3,523,125.00	3,523,105.00	2,449,740.00	0.00	0.00	34,889,470.00	34,889,470.0
D. BALANCE SHEET TRANSACTIONS	 	3,007,172.00	3,323,123.00	3,323,103.00	2,445,740.00	0.00	0.00	34,003,470.00	34,005,410.0
Assets			Ĭ					1	
Cash Not In Treasury	9111-9199							0.00	
Accounts Receivable	9200-9299	(10,163.00)					·	9,782,056.59	
Due From Other Funds	9310	(10,103.00)			·			0.00	
Stores	9320				+		+	0.00	
Prepaid Expenditures	9330				-	·		0.00	
Other Current Assets	9340	4,500,000.00						6,870,000.00	
SUBTOTAL ASSETS	9340	4,489,837.00	0.00	0.00	0.00	0.00	0.00	16,652,056.59	
Liabilities		4,405,037.00	0.00	0.00	0.00	0.00	0.00	10,032,030.39	
Accounts Payable	9500-9599	(240.452.00)	ľ					(204.050.42)	
Due To Other Funds	9610	(249,152.00)				-		(324,959.13)	
Current Loans		0.450.000.00						0.00	
Deferred Revenues	9640	2,450,000.00				-		11,780,000.00	
	9650	2 222 242 22		——————				0.00	
SUBTOTAL LIABILITIES Nonoperating	 -	2,200,848.00	0.00	0.00	0.00	0.00	0.00	11,455,040.87	
Suspense Clearing	9910							6.00	
TOTAL BALANCE SHEET	2210							0.00	
TRANSACTIONS	ļ	2 222 222 62	أمم					5 407 045 70	
E. NET INCREASE/DECREASE		2,288,989.00	0.00	0.00	0.00	0.00	0,00	5,197,015.72	
(B - C + D)		000 044 00	54 202 22	/2 405 022 523	2 402 540 22	5 000 007 00		4 505 505 70	1074 407 01
F. ENDING CASH (A + E)		906,844.00 74,890.06	54,282.00	(2,465,923.00)	3,403,510.00	5,892,227.00	0.00	4,525,588.72	(671,427.00
I . LADING CASIT (A T E)		74,890.06	129,172.06	(2,336,750.94)	1,066,759.06				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								6,958,986.06	

				Casillow Wolf	sileet - budget Tea	11 (2)				POIII
	Object	Beginning Balances (Bel. Only)	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name)	4				•					
A. BEGINNING CASH	, Mayar		1,066,759.06	2,170,332.06	2,792,768.06	(1,621,452.94)	(4,253,503.94)	(4,924,333.94)	(3,519,594.94)	(904,918.94)
B. RECEIPTS			1,000,700.00	2,170,002.00	2,732,700.00	(1,021,432.54)	(4,230,303.54)	(4,824,333.84)	(3,313,334.84)	(304,810.84)
Revenue Limit Sources		•				į				
Principal Apportionment	8010-8019			431,824.00	2,426,863.00	960,854,00	1,731,046.00	1,731,046.00	3,293,057.00	1,266,670.00
Property Taxes	8020-8079						.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		2,856,200.00	
Miscellaneous Funds	8080-8099								2,000,200.00	
Federal Revenue	8100-8299			192,029.00	192,029.00	229,256.00	229,253.00	229,253.00	229,253.00	229,253.00
Other State Revenue	8300-8599		397,984.00	663,265.00	537,752.00	(741,296.00)	420,203.00	415,799.00	635,182.00	385,726.00
Other Local Revenue	8600-8799		137,393.00	137,393.00	137,393.00	127,393.00	156,926.00	196,101.00	466,534.00	79,599.00
Interfund Transfers In	8910-8929	· · · · · · · · · · · · · · · · · · ·		107,000.00	101,000.00	121,000.00	100,020.00	100,107,00	400,004.00	70,000.00
All Other Financing Sources	8930-8979						İ			
TOTAL RECEIPTS		·	535,377.00	1,424,511.00	3,294,037.00	576,207.00	2,537,428.00	2,572,199.00	7,480,226.00	1,961,248.00
C. DISBURSEMENTS		- 1		1,424,077.00	0,204,001.00	0.0,207.00	2,001,420.00	2,072,100.00	1,400,220.00	1,501,240.00
Certificated Salaries	1000-1999		658,689.00	1,572,745.00	1,591,328.00	1,591,328.00	1,591,328.00	90,422.00	2,989,195.00	1,591,328.00
Classified Salaries	2000-2999		247,385.00	478,034.00	533,194.00	533,194.00	533,194.00	533,194.00	600,720.00	533,194.00
Employee Benefits	3000-3999	'	258,866.00	595,057.00	669,345.00	669,345.00	669,345.00	129,453.00	861,244.00	669,345.00
Books and Supplies	4000-4999	· -	91,210.00	91,210.00	91,210.00	91,210.00	91,210.00	91,210.00	91,210.00	91,210.00
Services	5000-5999		323,181.00	323,181.00	323,181.00	323,181.00	323,181.00	323,181.00	323,181.00	323,181.00
Capital Outlay	6000-6599		0.00	323,101.00	323,101.00	323,161.00	323,161.001	323, 101.00	323,161.00	323,181.00
Other Outgo	7000-7499	<u> </u>	10,450.00	32,741.00						
Interfund Transfers Out	7600-7629	•	10,430.00	32,741.00						
All Other Financing Uses	7630-7699									
TOTAL DISBURSEMENTS	1000 1000	: h	1,589,781.00	3,092,968.00	3,208,258.00	3,208,258.00	3,208,258.00	1,167,460.00	4,865,550.00	3,208,258.00
D. BALANCE SHEET TRANSACTIONS			1,000,101.00	3,032,300.00	3,200,230.00	3,200,236.00	3,200,236.00	1,107,400.00	4,600,000	3,200,238.00
Assets		1								
Cash Not In Treasury	9111-9199	!!!	i			i	•			
Accounts Receivable	9200-9299		3,224,016.00	2,290,893.00				-		
Due From Other Funds	9310		5,224,510.00	2,230,055.00	+					
Stores	9320									
Prepaid Expenditures	9330				-					
Other Current Assets	9340									6,000,000.00
SUBTOTAL ASSETS	0040	0.00	3,224,016.00	2,290,893.00	0.00	0.00	0.00	0.00	0.00	6,000,000.00
Liabilities		- 0.00	3,224,010.00	2,250,053.00	0.00	0.00	0.00	0.00	0.00	6,000,000.00
Accounts Payable	9500-9599		1,066,039.00							
Due To Other Funds	9610		1,000,000.00			-				
Current Loans	9640				4,500,000.00				0.00	
Deferred Revenues	9650	 			4,500,000.00			- -	0.00	
SUBTOTAL LIABILITIES	5030	0.00	1 000 000 00	0.00	4 500 000 00		2.22			
Nonoperating		0.00	1,066,039.00	0.00	4,500,000.00	0.00	0.00	0.00	0.00	_0.00
Suspense Clearing	9910	1				1		ŀ		
TOTAL BALANCE SHEET	5910									
TRANSACTIONS		امما	2 167 077 00	2 200 200 20	// EDD 000 00:					0.000.000.00
E. NET INCREASE/DECREASE		0.00	2,157,977.00	2,290,893.00	(4,500,000.00)	0.00	0.00	0.00	0.00	6,000,000.00
(B - C + D)		1	1 102 572 00	699 499 95	(4.44.00.00	10 000 001 00	(676 888 85		0.04 / 0-0 0-	4 750 000 00
F. ENDING CASH (A + E)			1,103,573.00	622,436.00	(4,414,221.00)	(2,632,051.00)	(670,830.00)	1,404,739.00	2,614,676.00	4,752,990.00
- ENDING CHOIT (A * E)			2,170,332.06	2,792,768.06	(1,621,452.94)	(4,253,503.94)	(4,924,333.94)	(3,519,594.94)	(904,918.94)	3,848,071.06
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										;

Sacramento County	· -			Cashilow Work	sheet - Budget Yea	ar (2)			
	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ACTUALS THROUGH THE MONTH OF									
(Enter Month Name): A. BEGINNING CASH	March								
B. RECEIPTS		3,848,071.06	1,281,059.06	44,325.06	(757,117.94)				
Revenue Limit Sources				i					
Principal Apportionment	2010 2010	j		1					
Property Taxes	8010-8019		1,234,683.00			5,918,290.00		18,994,333.00	18,994,333.0
Miscellaneous Funds	8020-8079			1,839,647.00				4,695,847.00	4,695,847.0
Federal Revenue	8080-8099				(152,918.00)			(152,918.00)	(152,918.0
Other State Revenue	8100-8299	229,253.00	229,253.00	229,253.00	229,253.00	243,890.00		2,691,228.00	2,691,228.0
Other State Revenue	8300-8599	385,726.00	385,726.00	385,726.00	385,726.00	715,489.00		4,973,008.00	4,973,008.0
	8600-8799	26,267.00	122,198.00	110,194.00	83,689.00	468,458.00		2,249,538.00	2,249,538.0
Interfund Transfers In	8910-8929							0.00	
All Other Financing Sources	8930-8979							0.00	
TOTAL RECEIPTS		641,246.00	1,971,860.00	2,564,820.00	545,750.00	7,346,127.00	0.00	33,451,036.00	33,451,036.0
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	1,591,328.00	1,591,664.00	1,749,337.00	476,103.00			17,084,795.00	17,084,795.0
Classified Salaries	2000-2999	533,194.00	533,194.00	533,190.00	318,375.00			5,910,062.00	5,910,062.0
Employee Benefits	3000-3999	669,345.00	669,345.00	669,345.00	392,063.00			6,922,098.00	6,922,098.0
Books and Supplies	4000-4999	91,210.00	91,210.00	91,210.00	91,201.00			1,094,511.00	1,094,511.0
Services	5000-5999	323,181.00	323,181.00	323,181.00	323,711.00			3,878,702.00	3,878,702.0
Capital Outlay	6000-6599						ĺ	0.00	0.0
Other Outgo	7000-7499				151,825.00			195,016.00	195,016.0
Interfund Transfers Out	7600-7629				170,960.00	-		170,960.00	170,960.0
All Other Financing Uses	7630-7699							0.00	
TOTAL DISBURSEMENTS		3,208,258.00	3,208,594.00	3,366,263.00	1,924,238.00	0.00	0.00	35,256,144.00	35,256,144.0
D. BALANCE SHEET TRANSACTIONS								- ' .'	
<u>Assets</u>	ŀ			1					
Cash Not In Treasury	9111-9199			1	j			0.00	
Accounts Receivable	9200-9299							5,514,909.00	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340						-·- i	6,000,000.00	
SUBTOTAL ASSETS	Ī	0.00	0.00	0.00	0.00	0.00	0.00	11,514,909.00	
<u>Liabilities</u>						0.00		11,014,000.00	
Accounts Payable	9500-9599			!				1,066,039.00	
Due To Other Funds	9610							0.00	
Current Loans	9640							4,500,000.00	
Deferred Revenues	9650							4,500,000.00	
SUBTOTAL LIABILITIES		0.00	0.00	0.00	0.00	0.00			Hyfrid gaf eis
Nonoperating	H	0.00	0.00	V.UU	0.00	0.00	0.00	5,566,039.00	
Suspense Clearing	9910			-		į			
TOTAL BALANCE SHEET								0.00	
TRANSACTIONS	- 1	0.00	0.00	0.00	امم			5 0 40 070 07	
E. NET INCREASE/DECREASE		0.00	0.001	0.00	0.00	0.00	0.00	5,948,870.00	<u> </u>
(B - C + D)	- 1	(2,567,012.00)	(1,236,734,00)	(904 440 00)	/4 979 400 00	7.040.403.55		4.440 700	44 005 405 5
F. ENDING CASH (A + E)		1,281,059.06		(801,443.00)	(1,378,488.00)	7,346,127.00	0.00	4,143,762.00	(1,805,108.00
		1,201,039.00	44,325.08	(757,117,94)	(2,135,605.94)				
G. ENDING CASH, PLUS CASH								-	
ACCRUALS AND ADJUSTMENTS						CARLON CONTRACTOR		5,210,521.06	

		Unrestricted				
		Projected Year	%		%	
		Totals	Change	2013-14	Change	2014-15
	Object	(Form 011)	(Cols. C-A/A)	Projection	(Cols. E-C/C)	Projection
Description	Codes	(Λ)	(B)	(C)	(D)	(E)
(Enter projections for subsequent years 1 and 2 in Columns C and I	E;					
current year - Column A - is extracted except line A1i) A. REVENUES AND OTHER FINANCING SOURCES						
Revenue Limit Sources	8010-8099	22,108,908.00				
a. Base Revenue Limit per ADA (Form RLI, line 4, ID 0024)		6,693.46	1,65%	6,803,90	2.20%	6,953,59
b. AB 851 Add-on (Meals, BTS, Special Adj.) (Form RLI, line	5b, ID 0719)	14.29	1,68%	14.53	2.20%	14.85
c. Revenue Limit ADA (Form RLI, line Sc, ID 0033) d. Total Base Revenue Limit ([Line A1a plus A1b] times A1c)	(ID 0034 0724)	4,493.39 30,140,536,77	-1.34% 0.29%	4,433.39 30,228,759.38	0.00% 2.20%	4,433.39 30,893,812.21
e. Other Revenue Limit (Form RLI, lines 6 thru 14)	(115 0054, 0724)	0.00	0,00%	0.00	0.00%	0.00
f. Total Revenue Limit Subject to Deficit (Sum lines Ald plus	Ale, ID 0082)	30,140,536.77	0.29%	30,228,759,38	2.20%	30,893,812.21
g. Deficit Factor (Form RLI, line 16)		0.77728	0.00%	0.77728	0,00%	0.77728
h. Deficited Revenue Limit (Line Alf times line Alg) (ID 028 i. Plus Other Adjustments (e.g., basic aid, charter schools	4)	23,427,636.42	0.29%	23,496,210.09	2.20%	24,013,142.35
object 8015, prior year adjustments objects 8019 and 8099)			0.00%		0.00%	
j. Revenue Limit Transfers (Objects 8091 and 8097)		(1,380,435.00)	0.25%	(1,383,850.00)	2.20%	(1,414,235.00
k. Other Adjustments (Form RLI, lines 18 thru 20 and line 41))	61,707.00	-33.47%	41,052.00	0.00%	41,052.00
Total Revenue Limit Sources (Sum lines A1h thru A1k)						
(Must equal line AI)	0100 0200	22,108,908.42	0.20%	22,153,412.09	2.20%	22,639,959.35
2. Federal Revenues 3. Other State Revenues	8100-8299 8300-8599	823.00 3,424,568.00	-100.00% 6.56%	3,649,083.00	0.00% -18,97%	0.00 2,956,879.00
4. Other Local Revenues	8600-8799	381,536.00	-24.86%	286,700.00	-10.46%	256,700.00
5. Other Financing Sources						
a. Transfers in	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources c. Contributions	8930-8979	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines All thru A5)	8980-8999	(2,801,144,00)	23.18%	(3,450,489.00)	0.00%	(3,450,489.00
		23,114,691.42	-2.06%	22,638,706.09	-1.04%	22,403,049.35
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries					17.5%	
a. Base Salaries				12,507,979.00		12,953,225,00
b. Step & Column Adjustment				180,525.00		180,525.00
c. Cost-of-Living Adjustment						
d. Other Adjustments			}	264,721,00		
e. Total Certificated Salaries (Sum lines Bla thru Bld)	1000-1999	12,507,979,00	3.56%	12,953,225.00	1.39%	13,133,750.00
2. Classified Salaries						
a. Base Salaries				3,053,283.00		3,117,325.00
b. Step & Column Adjustment				12,434.00		12,434.00
c. Cost-of-Living Adjustment						
d. Other Adjustments				51,608.00		
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	3,053,283,00	2.10%	3,117,325.00	0.40%	3,129,759.00
3. Employee Benefits	3000-3999	4,593,035.00	4.00%	4,776,757.00	2.15%	4,879,320.00
4. Books and Supplies	4000-4999	382,712.50	4.01%	398,067.00	0.00%	398,067.00
5. Services and Other Operating Expenditures	5000-5999	2,999,871.50	-2.32%	2,930,395.00	0.00%	2,930,395.00
6. Capital Outlay	6000-6999	6,500,00	-100.00%	0.00	0.00%	0.00
	7100-7299, 7400-7499		8.83%	64,745.00	0.00%	64,745.00
Other Outgo - Transfers of Indirect Costs Other Financing Uses	7300-7399	(170,998,00)	0.08%	(171,142.00)	0.00%	(171,142.00
a. Transfers Out	7600-7629	166,864.00	2.45%	170,960.00	0.000	170.060.00
b. Other Uses	7630-7699	0.00	0,00%	0.00	0.00%	170,960.00
10. Other Adjustments (Explain in Section F below)	7030-7077	0.00	0,0076	0,00	0.00%	0.00
11. Total (Sum lines B1 thru B10)		23,598,741.00	2.72%	24,240,332.00	1 220/	24.626.964.00
C. NET INCREASE (DECREASE) IN FUND BALANCE		23,378,741.00	2.7270	24,240,332.00	1.22%	24,535,854.00
The state of the s			P. C. Stephenson and J. P. Grand and J. P.			
(Line A6 minus line B11)		(484 049 58)		(1.601.626.01)		(3.133.004.66
(Line A6 minus line B11)		(484,049.58)		(1,601,625.91)		(2,132,804.65
D. FUND BALANCE						-
D. FUND BALANCE 1. Net Beginning Fund Balance (Form 011, line F1e)		3,302,936.40		2,818,886.82		1,217,260.91
D. FUND BALANCE 1. Net Beginning Fund Balance (Form 01I, line F1e) 2. Ending Fund Balance (Sum lines C and D1)						1,217,260.91
D. FUND BALANCE 1. Net Beginning Fund Balance (Form 01I, line F1e) 2. Ending Fund Balance (Sum lines C and D1) 3. Components of Ending Fund Balance (Form 01I)	0710 0710	3,302,936.40 2,818,886.82		2,818,886.82 1,217,260.91		1,217,260.91 (915,543,74
D. FUND BALANCE 1. Net Beginning Fund Balance (Form 01I, line F1e) 2. Ending Fund Balance (Sum lines C and D1) 3. Components of Ending Fund Balance (Form 01I) a. Nonspendable	9710-9719	3,302,936.40		2,818,886.82		1,217,260.91 (915,543.74
D. FUND BALANCE 1. Net Beginning Fund Balance (Form 011, line F1e) 2. Ending Fund Balance (Sum lines C and D1) 3. Components of Ending Fund Balance (Form 011) a. Nonspendable b. Restricted	9710-9719 9740	3,302,936.40 2,818,886.82		2,818,886.82 1,217,260.91		1,217,260.91 (915,543.74
D. FUND BALANCE 1. Net Beginning Fund Balance (Form 01I, line F1e) 2. Ending Fund Balance (Sum lines C and D1) 3. Components of Ending Fund Balance (Form 01I) a. Nonspendable b. Restricted c. Committed	9740	3,302,936.40 2,818,886.82 165,362.72		2,818,886.82 1,217,260.91		1,217,260.91 (915,543.74
D. FUND BALANCE 1. Net Beginning Fund Balance (Form 01I, line F1e) 2. Ending Fund Balance (Sum lines C and D1) 3. Components of Ending Fund Balance (Form 01I) a. Nonspendable b. Restricted c. Committed 1. Stabilization Arrangements	9740 9750	3,302,936.40 2,818,886.82 165,362.72		2,818,886.82 1,217,260.91		1,217,260.91 (915,543.74
D. FUND BALANCE 1. Net Beginning Fund Balance (Form 01I, line F1e) 2. Ending Fund Balance (Sum lines C and D1) 3. Components of Ending Fund Balance (Form 01I) a. Nonspendable b. Restricted c. Committed 1. Stabilization Arrangements 2. Other Commitments	9740 9750 9760	3,302,936.40 2,818,886.82 165,362.72 0.00		2,818,886.82 1,217,260.91		1,217,260.91 (915,543.74
D. FUND BALANCE 1. Net Beginning Fund Balance (Form 01I, line F1e) 2. Ending Fund Balance (Sum lines C and D1) 3. Components of Ending Fund Balance (Form 01I) a. Nonspendable b. Restricted c. Committed 1. Stabilization Arrangements 2. Other Commitments d. Assigned	9740 9750	3,302,936.40 2,818,886.82 165,362.72		2,818,886.82 1,217,260.91		1,217,260.91 (915,543,74
D. FUND BALANCE 1. Net Beginning Fund Balance (Form 01I, line F1e) 2. Ending Fund Balance (Sum lines C and D1) 3. Components of Ending Fund Balance (Form 01I) a. Nonspendable b. Restricted c. Committed 1. Stabilization Arrangements 2. Other Commitments d. Assigned e. Unassigned/Unappropriated	9740 9750 9760 9780	3,302,936.40 2,818,886.82 165,362.72 0.00 0.00		2,818,886,82 1,217,260.91 33,964.00		1,217,260.91 (915,543.74 33,964.00
D. FUND BALANCE 1. Net Beginning Fund Balance (Form 01I, line F1e) 2. Ending Fund Balance (Sum lines C and D1) 3. Components of Ending Fund Balance (Form 01I) a. Nonspendable b. Restricted c. Committed 1. Stabilization Arrangements 2. Other Commitments d. Assigned e. Unassigned/Unappropriated 1. Reserve for Economic Uncertainties	9740 9750 9760 9780 9789	3,302,936.40 2,818,886.82 165,362.72 0.00 0.00 0.00		2,818,886,82 1,217,260.91 33,964.00		(915,543.74 33,964.00 1,070,000.00
D. FUND BALANCE 1. Net Beginning Fund Balance (Form 01I, line F1e) 2. Ending Fund Balance (Sum lines C and D1) 3. Components of Ending Fund Balance (Form 01I) a. Nonspendable b. Restricted c. Committed 1. Stabilization Arrangements 2. Other Commitments d. Assigned e. Unassigned/Unappropriated	9740 9750 9760 9780	3,302,936.40 2,818,886.82 165,362.72 0.00 0.00		2,818,886,82 1,217,260.91 33,964.00		1,217,260.91 (915,543.74 33,964.00

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-NA) (B)	2013-14 Projection (C)	% Change (Cols. E-C/C) (D)	2014-15 Projection (E)
E. AVAILABLE RESERVES	-					
1. General Fund						
a. Stabilization Arrangements	9750	0,00		0,00	:	0,00
b. Reserve for Economic Uncertainties	9789	1,045,000,00		1,063,100.00		1,070,000.00
c. Unassigned/Unappropriated	9790	1,608,523.68		120,196.91		(2,019,507.74)
(Enter other reserve projections in Columns C and E for subsequent years I and 2; current year - Column A - is extracted)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)					1	
a. Stabilization Arrangements	9750	0.00			İ	
b. Reserve for Economic Uncertainties	9789	1,024,350,35			ļ.	
c. Unassigned/Unappropriated	9790	0,00			[·	
3. Total Available Reserves (Sum lines Ela thru E2c)		3,677,874.03		1,183,296.91		(949,507,74)

F. ASSUMPTIONS

Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.

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		Projected Year	%		%	
		Totals	Change	2013-14	Change	2014-15
n	Object	(Form 011)	(Cols. C-A/A)	Projection	(Cols. E-C/C)	Projection
Description	Codes	(A)	(B)	(C)	(D)	(E)
(Enter projections for subsequent years 1 and 2 in Columns C and E;					1	
current year - Column A - is extracted) A. REVENUES AND OTHER FINANCING SOURCES						
1. Revenue Limit Sources	8010-8099	1,380,435,00	0.25%	1,383,850.00	2.20%	1 414 225 00
2. Federal Revenues	8100-8299	2,936,164.00	-8.34%	2,691,228.00	0.00%	1,414,235.00 2,691,228.00
3. Other State Revenues	8300-8599	1,364,257.00	-2.96%	1,323,925.00	-0.05%	1,323,325.00
4. Other Local Revenues	8600-8799	2,621,352.00	-25.12%	1,962,838.00	0.00%	1,962,838,00
5. Other Financing Sources	****				i i	
a. Transfers In b. Other Sources	8900-8929	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8930-8979 8980-8999	2,801,144,00	0.00% 23.18%	0.00 3,450,489.00	0.00%	0.00
6. Total (Sum lines A1 thru A5)	0700-0777	11,103,352.00	-2.62%		0.00%	3,450,489.00
		11,103,332.00	-2.02%	10,812,330.00	0.28%	10,842,115.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				3,990,966.00		4,131,570.00
b. Step & Column Adjustment				57,008.00		57,008.00
c. Cost-of-Living Adjustment						
d. Other Adjustments				83,596.00		(112,524.00)
e. Total Certificated Salaries (Sum lines Bla thru Bld)	1000-1999	3,990,966.00	3.52%	4,131,570.00	-1.34%	4,076,054.00
2. Classified Salaries						
a. Base Salaries				2,735,945.00		2,792,737.00
b. Step & Column Adjustment				11,026.00	1	11,026.00
c. Cost-of-Living Adjustment				1-1	1	***************************************
d. Other Adjustments				45,766.00		(75,016.00)
c. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	2,735,945.00	2.08%	2,792,737.00	-2.29%	2,728,747.00
3. Employee Benefits	3000-3999	2,146,534.00	-0.06%	2,145,341.00	1.50%	2,177,521.00
4. Books and Supplies	4000-4999	1,078,505.00	-35,43%	696,444.00	0.00%	
5. Services and Other Operating Expenditures	5000-5999	1,026,375.00	-7.61%	948,307.00		696,444.00
6. Capital Outlay	6000-6999	11,135.00	-100,00%		0.00%	948,307.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499			0.00	0.00%	0.00
8. Other Outgo - Transfers of Indirect Costs	-		0.00%	224,633.00	0.00%	224,633.00
9. Other Financing Uses	7300-7399	76,636,00	0.19%	76,780.00	0.00%	76,780.00
a. Transfers Out	7600-7629	0.00	0.00%	0,00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section F below)			<u> </u>			
11. Total (Sum lines B1 thru B10)		11,290,729.00	-2.43%	11,015,812.00	-0.79%	10,928,486.00
C. NET INCREASE (DECREASE) IN FUND BALANCE						
(Line A6 minus line B11)		(187,377.00)		(203,482.00)		(86,371.00)
D. FUND BALANCE						
Net Beginning Fund Balance (Form 011, line F1e)		1,021,958.79		834,581.79		631,099.79
2. Ending Fund Balance (Sum lines C and D1)		834,581.79	: 1 # <i>2 2 2 2</i>	631,099.79		544,728,79
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	0.00				
b. Restricted	9740	834,581.79		631,099.79		544,728.79
c. Committed						
1. Stabilization Arrangements	9750					
2. Other Commitments	9760					
d. Assigned	9780					*
e. Unassigned/Unappropriated						
I. Reserve for Economic Uncertainties	9789					
				·	 -	
2. Unassigned/Unappropriated	9790	0.00		ሰ ሰሰ	1	0.00
Unassigned/Unappropriated Total Components of Ending Fund Balance	9790	0,00		0.00	-	0.00

2012-13 End of Year Projection General Fund Multiyear Projections Restricted

Center Joint Unified Sacramento County 34 73973 0000000 Form MYPI

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols, C-A/A) (B)	2013-14 Projection (C)	% Change (Cols. E-C/C) (D)	2014-15 Projection (E)
E. AVAILABLE RESERVES						
I. General Fund						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated Amount	9790					ľ
(Enter current year reserve projections in Column A, and other reserve projections in Columns C and E for subsequent years 1 and 2)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					ļ
c. Unassigned/Unappropriated	9790					1
3. Total Available Reserves (Sum lines E1a thru E2c)						

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Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.

See attached summary.

	1	- CIECO NESDICIEG				
Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2013-14 Projection (C)	% Change (Cols. E-C/C) (D)	2014-15 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E;						(12)
current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES	i	Į				
1. Revenue Limit Sources	8010-8099	23,489,343.00	0.20%	23,537,262.09	2.20%	24,054,194.35
2. Federal Revenues	8100-8299	2,936,987.00	-8.37%	2,691,228.00	0.00%	2,691,228.00
3. Other State Revenues	8300-8599	4,788,825.00	3.85%	4,973,008.00	-13.93%	4,280,204.00
4 Other Local Revenues 5 Other Financing Sources	8600-8799	3,002,888.00	-25.09%	2,249,538.00	-1.33%	2,219,538.00
a Transfers In	8900-8929	0.00	0.000	200		
b Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5)	1,00 0,7,7	34,218,043.42	-2.24%	33,451.036.09	-0.62%	
B. EXPENDITURES AND OTHER FINANCING USES		34,210,043.42	-2.2476	33,431,030,09	-0,62%	33,245,164.35
1. Certificated Salaries						
a. Base Salaries	ŀ		1			
b. Step & Column Adjustment			. •	16,498,945.00	<u> </u>	17,084,795.00
-	ľ			237,533.00	Ļ	237,533.00
c. Cost-of-Living Adjustment	ľ			0.00	1	0.00
d. Other Adjustments				348,317.00		(112,524.00
e. Total Certificated Salaries (Sum lines Bla thru Bld)	1000-1999	16,498,945.00	3.55%	17,084,795.00	0.73%	17,209,804.00
2. Classified Salaries	j					
a. Base Salaries]:		1	5,789,228.00		5,910,062.00
b. Step & Column Adjustment		!		23,460.00		23,460.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments	ļ	İ	Ī	97,374.00	1	(75,016.00
c. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	5,789,228.00	2.09%	5,910,062.00	-0.87%	5,858,506.00
3. Employee Benefits	3000-3999	6,739,569.00	2.71%	6,922,098.00	1.95%	7,056,841.00
4. Books and Supplies	4000-4999	1,461,217.50	-25.10%	1,094,511.00	0.00%	1,094,511.00
5 Services and Other Operating Expenditures	5000-5999	4,026,246.50	-3.66%	3,878,702.00	0.00%	3,878,702.00
6. Capital Outlay	6000-6999	17,635.00	-100.00%	0.00		
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	284,127.00			0.00%	0.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399		1.85%	289,378.00	0.00%	289,378.00
9. Other Financing Uses	/300-/399	(94,362.00)	0.00%	(94,362.00)	0.00%	(94,362.00
a. Transfers Out	7600-7629	166 961 00	0.000	170 040 00		
b. Other Uses	7630-7699	166,864,00	0.00%	170,960.00	0.00%	170,960.00
10. Other Adjustments	7030-7099	0.00	0.00%	0.00	0.00%	0.00
11. Total (Sum lines B1 thru B10)	j-	21 000 150 00		0.00		0.00
C. NET INCREASE (DECREASE) IN FUND BALANCE		34,889,470.00	1.05%	35,256,144.00	0.59%	35,464,340.00
(Line A6 minus line B11)					i i	
D. FUND BALANCE		(671,426.58)		(1,805,107.91)		(2,219,175.65
		l			;	
1. Net Beginning Fund Balance (Form 011, line Fle)	Ļ	4.324,895.19	<u> </u>	3,653,468.61	L	1,848,360.70
2. Ending Fund Balance (Sum lines C and D1) 3. Components of Ending Fund Balance (Farm 011)	-	3,653,468.61		1,848,360.70	<u> </u>	(370,814.95
3. Components of Ending Fund Balance (Form 011)			*		i	
a Nonspendable	9710-9719	165,362.72		33,964.00	<u> </u>	33,964.00
b. Restricted	9740	834,581.79		631,099.79	L	<u>544,728.</u> 79
c. Committed						
1. Stabilization Arrangements	9750	0.00	L	0.00		0.00
2. Other Commitments	9760	0.00	· [0.00	·	0.00
d. Assigned	9780	0.00		0.00	<u>†</u> -	0.00
e. Unassigned/Unappropriated	<u></u>		-		<u> </u>	5,00
1. Reserve for Economic Uncertainties	9789	1,045,000.00	1	1,063,100.00	ļ	1,070,000.00
2. Unassigned/Unappropriated	9790	1,608,523.68	· -	120,196.91	 -	(2,019,507.74
f. Total Components of Ending Fund Balance	· · ·	.,	. 	120,170.71	}-	(2,019,307.74
(Line D3cF must agree with line D2)		3,653,468.19	1	1,848,360.70	i	(370.814.95

	oject odes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2013-14 Projection (C)	% Change (Cols. E-C/C) (D)	2014-15 Projection (E)
E. AVAILABLE RESERVES (Unrestricted except as noted)						
1. General Fund						
a. Stabilization Arrangements 97	750	0.00		0.00		0.00
	789	1,045,000.00		1,063,100.00		1,070,000.00
c. Unassigned/Unappropriated 97	790	1,608,523.68		120,196,91		(2,019,507.74)
d. Negative Restricted Ending Balances						
,,,	79Z			0,00		0.00
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements 97	750	0.00		0.00		0,00
b. Reserve for Economic Uncertainties 97	789	1,024,350.35		0.00		0.00
c. Unassigned/Unappropriated 97	790	0.00		0.00		0.00
3. Total Available Reserves - by Amount (Sum lines E1 thru E2b)		3,677,874.03		1,183,296.91		(949,507.74)
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		10.54%		3.36%		-2.68%
F. RECOMMENDED RESERVES						
Special Education Pass-through Exclusions						
For districts that serve as the administrative unit (AU) of a						
special education local plan area (SELPA):						
a. Do you choose to exclude from the reserve calculation						-
	No					*.
b. If you are the SELPA AU and are excluding special	10					
education pass-through funds: 1. Enter the name(s) of the SELPA(s):						
2. Special education pass-through funds				l		
(Column A: Fund 10, resources 3300-3499 and 6500-6540,						
objects 7211-7213 and 7221-7223; enter projections for subsequent years I and 2 in Columns C and E)		0.00				
2. District ADA			du e e	1		1
Used to determine the reserve standard percentage level on line F3d						
(Column A: Form AI, Estimated P-2 ADA column, lines 1-4 and 22; enter pro	jections)	4,396.61		4,336.61		4,336.61
Calculating the Reserves a. Expenditures and Other Financing Uses (Line B11)		34,889,470.00		35,256,144.00		35,464,340.00
b. Plus: Special Education Pass-through Funds (Line F1b2, if Line F1a is No)		0.00		0.00		0.00
c. Total Expenditures and Other Financing Uses (Line F3a plus line F3b)		34.889,470.00		35,256,144.00		35,464,340.00
d. Reserve Standard Percentage Level						315 1114
(Refer to Form 01CSI, Criterion 10 for calculation details)		3%		3%		3%
e. Reserve Standard - By Percent (Line F3c times F3d)		1,046,684,10		1,057,684.32		1,063,930.20
f. Reserve Standard - By Amount		1,070,004.10		1,057,004.32	1	1,000,930.20
,						_
(Refer to Form 01CSI, Criterion 10 for calculation details)		0.00		0.00		0.00
g. Reserve Standard (Greater of Line F3e or F3f)		1,046,684,10		1,057,684.32		1,063,930.20
h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)		YES		YES		NO

Description	Object Codes	Projected Year Totals (A)	% Change (Cols. C-A/A) (B)	2013-14 Projection (C)	% Change (Cols. E-C/C) (D)	2014-15 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C	and E;					
current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES			0.000/	0.00	0.000/	0.00
1. Revenue Limit Sources	8010-8099	0.00	0.00%	0.00	0.00%	0.00
Federal Revenues Other State Revenues	8100-8299 8300-8599	0.00	0.00%	0.00	0.00%	0.00
4. Other Local Revenues	8600-8799	0.00	0.00%	0.00	0,00%	0.00
5. Other Financing Sources	3000-0777	0.00	0.5070	0.00	0,0075	- 0.00
a. Transfers In	8900-8929	0,00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0,00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5)	ļ	0.00	0,00%	0,00	0.00%	0.00
B. EXPENDITURES AND OTHER FINANCING USES	-					
Certificated Salaries	1000-1999	0,00	0.00%	0,00	0.00%	0.00
2. Classified Salaries	2000-2999	0.00	0.00%	0.00	0.00%	0.00
3. Employee Benefits	3000-3999	0.00	0,00%	0.00	0.00%	0.00
	4000-4999	0.00	0.00%	0.00	0.00%	0.00
4. Books and Supplies					 	
5. Services and Other Operating Expenditures	5000-5999	0,00	0,00%	0.00	0.00%	0,00
6. Capital Outlay	6000-6999	0.00	0.00%	0,00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0,00	0.00%	0.00	0.00%	0.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00%	0.00	0.00%	0.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section E below)						
11. Total (Sum lines B1 thru B10)		0.00	0.00%	0.00	0.00%	0.00
C. NET INCREASE (DECREASE) IN FUND BALANCE						
(Line A6 minus line B11)		0.00		0.00		0.00
D. FUND BALANCE						
Net Beginning Fund Balance	9791-9795	(1,322,482.46)		(1,322,482.46)		(1,322,482.46
2. Ending Fund Balance (Sum lines C and D1)		(1,322,482.46)		(1,322,482.46)		(1,322,482.46
3. Components of Ending Fund Balance		(-,,,		(-,,,		(-)(
a. Nonspendable	9710-9719	0.00		0.00		0,00
b. Restricted	9740	0.00		0.00		0,00
c. Committed					1	
I. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0,00		0.00		0.00
d. Assigned	9780	0,00		0.00] [0.00
c. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	0.00		0.00		0,00
2. Unassigned/Unappropriated	9790	(1,322,482,46)		(1,322,482.46)		(1,322,482.46
f. Total Components of Ending Fund Balance					-	
(Line D3f must agree with Line D2) E. ASSUMPTIONS		(1,322,482.46)		(1,322,482.46)	1	(1,322,482.46

E. ASSUMPTIONS

Please provide below or on a separate attachment the assumptions used to determine the projections for the first and second subsequent fiscal years.

See attached summary.

Printed: 4/25/2013 12:24 PM

	Principal Appt. Software	Original	Board Approved	Projected Year
Description	Data ID	Budget	Operating Budget	Totals
BASE REVENUE LIMIT PER ADA	2005		2	
Base Revenue Limit per ADA (prior year)	0025	6,481.46	6,481.46	6,481.46
2. Inflation Increase	0041	212.00	212.00	212.00
3. All Other Adjustments	0042, 0525	0.00	0.00	0.00
4. TOTAL, BASE REVENUE LIMIT PER ADA				
(Sum Lines 1 through 3)	0024	6,693.46	6,693.46	6,693.46
REVENUE LIMIT SUBJECT TO DEFICIT			· · · · · · · · · · · · · · · · · · ·	
5. Total Base Revenue Limit				
a. Base Revenue Limit per ADA (from Line 4)	0024	6,693.46	6,693.46	6,693.46
b. AB 851 Add-on (Meals, BTS, Special Adjustments)	0719	0.00	14.29	14.29
c. Revenue Limit ADA	0033	4,488.32	4,493.39	4,493.39
d. Total Base Revenue Limit (Lines 5a plus 5b, times 5c)	0034, 0724	30,042,390.39	30,140,536.77	30,140,536.77
Allowance for Necessary Small School	0489	0.00	0.00	0.00
7. Gain or Loss from Interdistrict Attendance Agreements	0272	0.00	0.00	0.00
8. Meals for Needy Pupils	0090			·
Special Revenue Limit Adjustments	0274	0.00	0.00	0.00
10. One-time Equalization Adjustments	0275			
11. Miscellaneous Revenue Limit Adjustments	0276, 0659	0.00	0.00	0.00
12. Less: All Charter District Revenue Limit Adjustment	0217	0.00	0.00	0.00
13. Beginning Teacher Salary Incentive Funding	0552			0.00
14. Less: Class Size Penalties Adjustment	0173	0.00	0.00	0.00
15. REVENUE LIMIT SUBJECT TO DEFICIT (Sum Lines			3.00	0.00
5d through 11, plus Line 13, minus Lines 12 and 14)	0082	30,042,390.39	30,140,536.77	30,140,536.77
DEFICIT CALCULATION	<u></u> _		55,110,000.171	00,140,000.17
16. Deficit Factor	0281	0.77728	0.77728	0.77728
17. TOTAL, DEFICITED REVENUE LIMIT	525.	0.77720	0.77720	0.11120
(Line 15 times Line 16)	0284	23,351,349.20	23,427,636.42	23,427,636.42
OTHER REVENUE LIMIT ITEMS	1 0201	20,001,040.20	20,427,000.42	23,421,030.42
18. Unemployment Insurance Revenue	0060	240,854.00	253,062.00	253,062.00
19. Less: Longer Day/Year Penalty	0287	0.00	0.00	253,002.00
20. Less: Excess ROC/P Reserves Adjustment	0288	0.00	0.00	0.00
21. Less: PERS Reduction	0195	47,506.00	46,107.00	46,107.00
22. PERS Safety Adjustment/SFUSD PERS Adjustment	0205, 0654	0.00	0.00	46,107.00 0.00
23. TOTAL, OTHER REVENUE LIMIT ITEMS	J. 200, 3004	0.00	0.00	0.00
(Sum Lines 18 and 22, minus Lines 19 through 21)		193,348.00	206 055 00	206 055 00
24. TOTAL REVENUE LIMIT (Sum Lines 17 and 23)	0088	23,544,697.20	206,955.00 23,634,591.42	206,955.00 23,634,591.42

General Fund

Printed: 4/25/2013 12:24 PM

Description	Principal Appt. Software Data ID	Original Budget	Board Approved Operating Budget	Projected Year Totals
REVENUE LIMIT - LOCAL SOURCES				
25. Property Taxes	0587	5,043,961.00		4,695,847.00
26. Miscellaneous Funds	0588	654.00	654.00	654.00
27. Community Redevelopment Funds	0589, 0721	0.00	0.00	0.00
28. Less: Charter Schools In-lieu Taxes	0595	199,679.00	199,679.00	199,679.00
29. TOTAL, REVENUE LIMIT - LOCAL SOURCES				
(Sum Lines 25 through 27, minus Line 28)	0126	4,844,936.00	4,496,822.00	4,496,822.00
30. Charter School General Purpose Block Grant Offset				
(Unified Districts Only)	0293	0.00	0.00	0.00
31. STATE AID PORTION OF REVENUE LIMIT				
(Sum Line 24, minus Lines 29 and 30.				
If negative, then zero)	0111	18,699,761.20	19,137,769,42	19,137,769.42
OTHER ITEMS				
32. Less: County Office Funds Transfer	0458	181,314.00	191,355.00	191,355.00
33. Core Academic Program	9001			
34. California High School Exit Exam	9002			
35. Pupil Promotion and Retention Programs				
(Retained and Recommended for Retention,				
and Low STAR and At Risk of Retention)	9016, 9017			
36. Apprenticeship Funding	0570			
37. Community Day School Additional Funding	3103, 9007			
38. Basic Aid "Choice"/Court Ordered Voluntary	,			·
Pupil Transfer	0634, 0629	0.00	0.00	0.00
39. Basic Aid Supplement Charter School Adjustment	9018	0.00	0.00	0.00
40. All Other Adjustments		(1,979,349.00)	0.00	0.00
41. TOTAL, OTHER ITEMS		(1) - 10,00	0.00	0.00
(Sum Lines 33 through 40, minus Line 32)	•••	(2,160,663.00)	(191,355.00)	(191,355.00)
42. TOTAL, STATE AID PORTION OF REVENUE		(=):00,000.00)	(101,000.00)	(101,000,00)
LIMIT (Sum Lines 31 and 41)				
(This amount should agree with Object 8011)		16,539,098.20	18,946,414.42	18,946,414.42
		10,000,000.20	10,040,414.42	10,040,414.42
OTHER NON-REVENUE LIMIT ITEMS				
43. Core Academic Program	9001	39,465.00	83,392.00	83,292.00
44. California High School Exit Exam	9002	0.00		87,398.00
45. Pupil Promotion and Retention Programs	7002	0.00	00.000	01,080.00
(Retained and Recommended for Retention,				
and Low STAR and At Risk of Retention)	9016, 9017	71,380.00	28,204.00	28,204.00
46. Apprenticeship Funding	0570	0.00		0.00
47. Community Day School Additional Funding	3103, 9007	0.00		0.00

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept. /Site: Business Department

Date: 05/03/2013 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 2012 through April 2013.

RECOMMENDATION: That the CJUSD Board of Trustees approve the District Payroll Orders for July 2012 through April 2013.

DISTRICT PAYROLL-SUMMARIZED FOR FISCAL YEAR ENDING JUNE 30,2013

						TOTAL	#OF
		REGULAR	,	VARIABLE	SPECIAL	PAYROLL	TRANSACTIONS
JULY		\$ 899,827.42			\$ 61,885.10	\$ 961,712.52	471
AUG		\$ 2,125,570.43	\$	54,632.12		\$ 2,180,202.55	620
SEPT		\$ 2,084,868.00	\$	155,472.88		\$ 2,240,340.88	647
OCT		\$ 2,088,804.59	\$	116,748.27		\$ 2,205,552.86	654
NOV		\$ 2,071,422.44	\$	148,056.79		\$ 2,219,479.23	665
DEC		\$ 499,232.61	\$	118,444.28		\$ 617,676.89	218
	2-Jan	\$ 1,577,140.73				\$ 1,577,140.73	240
JAN		\$ 2,089,928.59	\$	83,053.76		\$ 2,172,982.35	637
FEB		\$ 2,073,885.08	\$	134,757.77		\$ 2,208,642.85	671
MARCH		\$ 2,087,040.16	\$	147,756.06		\$ 2,234,796.22	667
APRIL		\$ 2,087,787.00	\$	135,485.10		\$ 2,223,272.10	689
MAY						\$ -	
JUNE						\$ -	
SPECIAL						\$ -	
	ı	\$ 19,685,507.05	\$	1,094,407.03	\$ 61,885.10	\$ 20,841,799.18	6179

ONCENT ROTUDA

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Business Department

Date: May 2013 Action Item

To: Board of Trustees Information Item

From: Jeanne Bess

SUBJECT: Supplemental Agenda – Commercial Warrant Registers

April 4, 2013, \$ 290,314.19, April 10, 2013, \$484,076.07, April 17, 2013, \$ 322,729.13, April 24, 2013, \$ 149395.03.

The commercial warrant payments to vendors totals \$ 1,246,514.42.

RECOMMENDATION: That the CJUSD Board of Trustees approves the

Supplemental Agenda - Vendor Warrants as

presented

81 CENTER UNIFIED SCHOOL DIST. ACCOUNTS PAYABLE PRELIST J1699 APY500 H.02.05 04/04/13 PAGE 04052013

Batch status: A All

From batch: 0051

To batch: 0051

Include Revolving Cash: Y

Include Address: N

1

FUND : 01 GENERAL FUND

Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Liq Amt	Net Amount
010669/00 ALHAMBRA & SIERRA SPRINGS		
7 PO-130008 04/05/2013 4782453 66 PO-130039 04/05/2013 4781257 445 PO-130361 04/05/2013 4781839 031413	1 01-8150-0-4300-106-0000-8110-007-000 NN P 79.47 1 01-7230-0-4300-112-0000-3600-007-000 NN P 45.59	79.47 45.59
519 PO-130424 04/05/2013 4780794031413 519 PO-130424 04/05/2013 4780794 031413	1 01-0000-0-4300-475-3200-2700-015-000 NN P 24.02 1 01-0000-0-4300-103-0000-7200-003-000 NN P 21.57 1 01-0000-0-4300-103-0000-7200-003-000 NN P 45.59 TOTAL PAYMENT AMOUNT 216.24 *	24.02 21.57 45.59 216.24
021763/00 ALL STAR RENTS		210.21
8 PO-130009 04/05/2013 366307	1 01-8150-0-5600-106-0000-8110-007-000 NN P 157.08 TOTAL PAYMENT AMOUNT 157.08 *	157.08 157.08
010400/00 AT&T		
4 PO-130006 04/05/2013 MAR28-APR 22	1 01-0000-0-5902-106-0000-8110-007-000 NN P 7.88 TOTAL PAYMENT AMOUNT 7.88 *	7.88 7.88
011675/00 AT&T MESSAGING		
5 PO-130007 04/05/2013 6797424	1 01-0000-0-5902-106-0000-8110-007-000 NN P 720.00 TOTAL PAYMENT AMOUNT 720.00 *	720.00 720.00
018533/00 ATKINSON ANDELSON LOYA RUDD		
1839 PO-131551 04/05/2013 424401	1 01-0000-0-5804-105-0000-7200-005-000 NE P 6,099.00 TOTAL PAYMENT AMOUNT 6,099.00 *	6,099.00 6,099.00
021604/00 ATLAS DISPOSAL INDUSTRIES		
9 PO-130010 04/05/2013 509012 9 PO-130010 04/05/2013 509458 9 PO-130010 04/05/2013 509464 9 PO-130010 04/05/2013 509463 9 PO-130010 04/05/2013 509462	1 01-0000-0-5550-106-0000-8110-007-000 NN P 168.06 1 01-0000-0-5550-106-0000-8110-007-000 NN P 571.12 1 01-0000-0-5550-106-0000-8110-007-000 NN P 500.78 1 01-0000-0-5550-106-0000-8110-007-000 NN P 395.22	168.06 571.12 500.78 395.22
9 PO-130010 04/05/2013 509465 9 PO-130010 04/05/2013 509465 9 PO-130010 04/05/2013 509461 9 PO-130010 04/05/2013 509460	1 01-0000-0-5550-106-0000-8110-007-000 NN P 242.43 1 01-0000-0-5550-106-0000-8110-007-000 NN P 255.33 1 01-0000-0-5550-106-0000-8110-007-000 NN P 1,265.03 1 01-0000-0-5550-106-0000-8110-007-000 NN P 203.88 1 01-0000-0-5550-106-0000-8110-007-000 NN P 595.45	242.43 255.33 1,265.03 203.88
	TOTAL PAYMENT AMOUNT 4,197.30 *	595.45 4,197.30

ACCOUNTS PAYABLE PRELIST

New York and the second

04052013	ACCOUNTS PAYABLE PRELIST J1699 APY500 H.02.05 04/ BATCH: 0051 04/05/13 << Open >> FUND : 01 GENERAL FUND	/04/13 PAGE 2
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Liq A	Amt Net Amount
017972/00 BABY STEPS THERAPY	may a	Net Amount
1000 PO-130845 04/05/2013 10580	1 01-6500-0-5800-102-5750-1180-003-000 NN P 270. TOTAL PAYMENT AMOUNT 270.00 *	.00 270.00 270.00
016106/00 BERGER, CHRISTINE		
1761 PO-131485 04/05/2013 REIMB	1 01-6500-0-5200-102-5001-2700-003-000 NN F 430.	72 430.72 430.72
014789/00 BISHO, VERNON		
1838 PO-131550 04/05/2013 REIMB	1 01-7220-0-4300-472-1110-1000-014-000 NN F 219.89 *	89 219.89 219.89
011697/00 C.A.S.H.		
1441 PO-131217 04/05/2013 2013-A20	1 01-8150-0-5200-106-0000-8110-007-000 NN F 1,580.0	00 1,580.00 1,580.00
020540/00 CALIFORNIA AMERICAN WATER CO		
1816 PO-131535 04/05/2013 05-0054873-0 1816 PO-131535 04/05/2013 05-041542-1 1816 PO-131535 04/05/2013 05-0401546-2 1816 PO-131535 04/05/2013 05-0401551-2 1816 PO-131535 04/05/2013 05-0054876-3 1816 PO-131535 04/05/2013 05-0052956-5 1816 PO-131535 04/05/2013 05-0054875-5 1816 PO-131535 04/05/2013 05-0550586-7 1816 PO-131535 04/05/2013 05-0550586-7 1816 PO-131535 04/05/2013 05-0053101-7 1816 PO-131535 04/05/2013 05-0053101-7 1816 PO-131535 04/05/2013 05-0054874-8 1816 PO-131535 04/05/2013 05-0054874-8 1816 PO-131535 04/05/2013 05-0054874-8 1816 PO-131535 04/05/2013 05-0054874-9 1816 PO-131535 04/05/2013 05-0054874-9 1816 PO-131535 04/05/2013 05-0052957-9 1816 PO-131535 04/05/2013 05-0062336-8 1816 PO-131535 04/05/2013 05-0052643-9 1816 PO-131535 04/05/2013 05-0053100-9	1 01-0000-0-5540-106-0000-8110-007-000 NN P 1 01-0000-0-5540-106-0000-8110-007-000 NN P 224.1 1 01-0000-0-5540-106-0000-8110-007-000 NN P	224.17 180.61 180.61 13 521.33 76.59 18 687.28 11 180.61 15 490.75 19 1,223.79 14 1,359.24 18 4,238.28 1 180.61 9 1,090.99 0 716.50 4 223.14
22.20.20.20.20.20.20.20.20.20.20.20.20.2	1 01-0000-0-5540-106-0000-8110-007-000 NN P 1,016.63	

81 CENTER UNIFIED SCHOOL DIST. ACCOUNTS PAYABLE PRELIST J1699 APY500 H.02.05 04/04/13 PAGE

<< Open >>

04052013 BATCH: 0051 04/05/13

FUND : 01 GENERAL FIRM

		FUND :	01	GENERAL FUND	•			
	ame ate Description	Tax ID num	Deposit	type FD RESO P OBJE	ABA num I	Account num RES DEP T9MP	Lig Amt	Net Amount
020305/00 CDW GOV	ERNMENT INC.					•••••		· · · · · · · · · · · · · · · · · · ·
1632 PO-131378 04/6 1672 PO-131412 04/6 1672 PO-131412 04/6	05/2013 Z660399 05/2013 2815620/2970171 05/2013 2815620/2970171		1	01-0000-0-4300- 01-0000-0-4300- 01-0000-0-4400- OUNT	-115-0000-7700.	007-000 NN P	222.58 1,061.48 228.09	222.58 1,061.48 227.87 1,511.93
016007/00 CELL SEF	ev.							
PV-131054 04/0		TOTAL PA	AYMENT AM	01-0029-0-4300- DUNT	472-1110-1000- 217.00 •	014-000 NN		217.00 217.00
019910/00 CHANEY,	AMY							
1817 PO-131536 04/0		TOTAL PA	1 LYMENT AMO	01-7220-0-5200- DUNT	472-1110-1000- 830.00 •	014-000 NN F	830.00	830.00 830.00
015735/00 COUNTY O	F SACRAMENTO							
1481 PO-131241 04/0	5/2013 17665	TOTAL PA	1 YMENT AMO	01-0000-0-5800-; UNT	106-0000-8110-0 25.00 •	007-000 NN P	25.00	25.00 25.00
021979/00 COUNTY OF	F SACRAMENTO							
1795 PO-131517 04/09	5/2013 12/13 2ND QTR	TOTAL PA	1 YMENT AMO	01-0000-0-5800-1 Unt	100-0000-7200-0 2,772.20 *	005-000 NN F	2,772.20	2,772.20 2,772.20
011613/00 DITTO PRI	NT & COPY							
1798 PO-131519 04/05	/2013 4817	TOTAL PA	1 (YMENT AMOU	01-0000-0-5800-2 Unt	34-0000-2700-0 167.08 *	08-000 NN F	167.08	167.08 167.08
016108/00 ESQUIVEL,	ALMA							
1829 PO-131545 04/05 1829 PO-131545 05/04	/2013 MARCH MILEAGE /2013 MARCH MILEAGE	TOTAL PAY	2 (01-3010-0-5800-6 01-5630-0-5800-6 INT	01-1220-1000-0 01-1220-1000-0 188.15 •	17-000 NN F 17-000 NN F	152.78 35.37	152.78 35.37 188.15

ACCOUNTS PAYABLE PRELIST BATCH: 0051 04/05/13 FUND : 01 GENERAL F

J1699 APY500 H.02.05 04/04/13 PAGE << Open >>

	FUND : 01 GENERAL FUND		
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Lig Amt	Net Amount
018901/00 FLEETWASH INC			
187 PO-130163 04/05/2013 3920357	1 01-7230-0-5600-112-0000-3600-007-000 NN P TOTAL PAYMENT AMOUNT 410.63 *	410.63	410.63 410.63
010191/00 GRAINGER W.W. INC.			
25 PO-130483 04/05/2013 9086903557	1 01-8150-0-4300-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 74.05 *	74.05	74.05 74.05
015164/00 HARDIN, TONI			
1837 PO-131549 04/05/2013 MARCH MILEAGE	1 01-5630-0-5800-601-1220-1000-017-000 NN F TOTAL PAYMENT AMOUNT 140.12 *	140.12	140.12 140.12
020227/00 HICKS, PHYLLIS			
1808 PO-131527 04/05/2013 REIMB	1 01-0000-0-4300-472-0000-2700-014-000 NN P TOTAL PAYMENT AMOUNT 97.50 •	97.50	97.50 97.50
021775/00 HOME DEPOT SUPPLY			
32 PO-130018 04/05/2013 9121306449	1 01-8150-0-4300-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 44.27 *	44.27	44.27 44.27
019832/00 HUGGINS, MARIE			
PV-131056 04/05/2013 reimb medical	01-0000-0-3404-105-0000-7200-000-000 NN TOTAL PAYMENT AMOUNT 50.00 *		50.00 50.00
011341/00 HUNT & SONS INC			
79 PO-130049 04/05/2013 538069	1 01-7230-0-4308-112-0000-3600-007-000 NN P TOTAL PAYMENT AMOUNT 26,489.90 *	26,489.90	26,489.90 26,489.90
018925/00 INDEPENDENT STATIONERS			
1735 PO-131458 04/05/2013 IN-000286128	1 01-6500-0-4300-102-5750-1110-003-000 NN F TOTAL PAYMENT AMOUNT 263.52 *	263.07	263.52 263.52

ACCOUNTS PAYABLE PRELIST BATCH: 0051 04/05/13 FUND : 01 GENERAL FIND

J1699 APY500 H.02.05 04/04/13 PAGE << Open >>

	FUND : 01	GENERAL FUND		
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposi	t type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt N	et Amount
018343/00 JBEILY, TAMI			••••••	
1796 PO-131518 04/05/2013 MAR MILEAGE	TOTAL PAYMENT A	1 01-0000-0-5200-103-0000-7200-003-000 NN F MOUNT 54.24 *	54.24	54.24 54.24
018756/00 KATKANOVA, LYUBOV				
1848 PO-131558 04/05/2013 REIMB	TOTAL PAYMENT A	1 01-5630-0-4300-601-1220-1000-017-000 NN F MOUNT 10.80 *	10.80	10.80 10.80
015317/00 KEATS, CRISTINA				
1844 PO-131555 04/05/2013 REIMB	TOTAL PAYMENT A	1 01-5630-0-4300-601-1220-1000-017-000 NN F MOUNT 26.19 *	26.19	26.19 26.19
010609/00 KELLY MOORE PAINT CO				
37 PO-130212 04/05/2013 203-00000144067	TOTAL PAYMENT A	1 01-8150-0-4300-106-0000-8110-007-000 NN F 40UNT 1,173.74 *		1,173.74 1,173.74
021874/00 KIDWELL, TAMBRA				
897 PO-130755 04/05/2013 000-172	TOTAL PAYMENT AN	01-7230-0-5800-112-0000-3600-007-000 NN P OUNT 5.54 •	5.54	5.54 5.54
017726/00 LOS ANGELES FREIGHTLINER				
68 PO-130041 04/05/2013 BN42097 68 PO-130041 04/05/2013 NB 12639	1 1 TOTAL PAYMENT AM	01-7230-0-4300-112-0000-3600-007-000 NN P 01-7230-0-4300-112-0000-3600-007-000 NN P OUNT 198.96 *	98.96 100.00	98.96 100.00 198.96
022230/00 MANAGED HEALTH NETWORK				
1398 PO-131171 04/05/2013 3200046207	TOTAL PAYMENT AM	01-0000-0-3401-100-1110-1000-000-000 NN P OUNT 1,197.90 *	• • • • •	1,197.90 1,197.90

ACCOUNTS PAYABLE PRELIST BATCH: 0051 04/05/13

GENERAL FUND

: 01

FUND

<< Open >>

19.78 *

J1699 APY500 H.02.05 04/04/13 PAGE

19.78

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 Lig Amt Net Amount 016679/00 MELVIN R. CUCKOVICH 428 PO-130444 04/05/2013 MAR REIMB 1 01-6500-0-5800-102-5001-2700-003-000 NY F 81.60 70.63 TOTAL PAYMENT AMOUNT 70.63 * 70.63 015787/00 O'REILLY AUTO PARTS 1076 PO-130915 04/05/2013 3558-221672 1 01-7230-0-4300-112-0000-3600-007-000 NN P 3.77 3.77 1076 PO-130915 04/05/2013 3558-222623 1 01-7230-0-4300-112-0000-3600-007-000 NN P 28.50 28.50 1076 PO-130915 04/05/2013 3558-222593 1 01-7230-0-4300-112-0000-3600-007-000 NN P 6.47 6.47 1076 PO-130915 04/05/2013 3558-221467 1 01-7230-0-4300-112-0000-3600-007-000 NN P 130.60 130.60 1076 PO-130915 04/05/2013 3558-223311 1 01-7230-0-4300-112-0000-3600-007-000 NN P 12.92 12.92 1076 PO-130915 04/05/2013 3558-223302 1 01-7230-0-4300-112-0000-3600-007-000 NN P 30.67 30.67 TOTAL PAYMENT AMOUNT 212.93 * 212.93 017576/00 OFFICE DEPOT/BUS.SERVICES DIV 1691 PO-131426 04/05/2013 650229009001 1 01-0000-0-4300-238-1110-1000-010-777 NN F 127.77 128.52 1693 PO-131428 04/05/2013 65022854001 1 01-0000-0-4300-371-0000-2700-012-000 NN F 291.70 290.35 1698 PO-131446 04/05/2013 649147155001 1 01-0000-0-4300-238-1110-1000-010-777 NN F 61.08 61.08 TOTAL PAYMENT AMOUNT 479.95 * 479.95 011822/00 OLARIU, STEFAN 1727 PO-131455 04/05/2013 TRIP 191 1 01-7230-0-5800-112-0000-3600-007-000 NN P 8.77 8.77 TOTAL PAYMENT AMOUNT 8.77 . 8.77 016990/00 PEARSON INC 1679 PO-131404 04/05/2013 244063 1 01-0000-0-5200-472-0000-2700-014-000 NN F 500.00 500.00 TOTAL PAYMENT AMOUNT 500.00 * 500.00 021249/00 PERRY, HEATHER PV-131057 04/05/2013 mileage reimb 01-6500-0-5211-102-5001-2700-003-000 NN 19.78 TOTAL PAYMENT AMOUNT

ACCOUNTS PAYABLE PRELIST BATCH: 0051 04/05/13

J1699 APY500 H.02.05 04/04/13 PAGE << Open >>

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FUND : 01 GENERAL FUND

Vendor/Addr Remit name Req Reference Date 1	Description	Tax ID n	um Depo	sit type FD RESO P OBJ	ABA num S SIT GOAL FUN	Account num	Lig Amt	Net Amount
014069/00 PLATT ELECTRIC	SUPPLY		7			•		
1093 PO-130927 04/05/2013 3 1093 PO-130927 04/05/2013 3 1093 PO-130927 04/05/2013 3	3605327/3570919/3:	571012	PAYMENT	1 01-8150-0-4300 1 01-8150-0-4300 1 01-8150-0-4300 AMOUNT	-106-0000-811	0-007-000 NN D	181.46 355.15 328.90	181.46 355.15 685.63 1,222.24
022525/00 POST-IT LLC								
1374 PO-131150 04/05/2013 F	EB2013	TOTAL	PAYMENT	1 01-0000-0-5800 AMOUNT	-110-0000-720 20.00 •	0-004-000 NN P	20.00	20.00 20.00
021194/00 PRUDENTIAL OVERA	LL SUPPLY INC							
1641 PO-131386 04/05/2013 1	80152067	TOTAL	PAYMENT	1 01-7230-0-5600 AMOUNT	-112-0000-3600 48.90 +	0-007-000 NN P	48.90	48.90 48.90
017016/00 RADIO SHACK CORP	ORATION							
215 PO-130185 04/05/2013 0	56196	TOTAL	PAYMENT	1 01-8150-0-4300 AMOUNT	-106-0000-8110 53.37 •)-007-000 NN P	53.37	53.37 53.37
019691/00 RAINBOW RESOURCE	CENTER							
1396 PO-131170 04/05/2013 13	394520	TOTAL :	PAYMENT .	1 01-0000-0-4300 AMOUNT	-475-3200-1000 57.01 *	-015-000 NN F	54.97	57.01 57.01
018870/00 RAYNGUARD								
1639 PO-131384 04/05/2013 11	16862	TOTAL 1	PAYMENT I	1 01-0000-0-4300-	106-0000-8110 759.24 *	-007-000 NN P	759.24	759.24 759.24
010627/00 RIVERVIEW INTERNA	TIONAL TRUCKS							
881 PO-130741 04/05/2013 79	1602	TOTAL I	PAYMENT A	1 01-7230-0-4300- AMOUNT	112-0000-3600 755.70 *	-007-000 NN P	755.70	755.70 755.70

ACCOUNTS PAYABLE PRELIST BATCH: 0051 04/05/13 FUND : 01 GENERAL F

J1699 APY500 H.02.05 04/04/13 PAGE << Open >>

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GENERAL FUND

			01	GENERALL FUND				
Vendor/Addr Remit name Req Reference Date	Description	Tax ID num	Deposit	type FD RESO P OBJ	ABA num E SIT GOAL FUN	Account num C RES DEP T9MI	P Lig Amt	Net Amount
010315/00 SAC CO OFFICE O	F ED FIN SVCS				• • • • • • • • • • • • • • • • • • • •		· · · · · · · · · · · · · · · · · · ·	
1794 PO-131516 04/05/2013 1799 PO-131520 04/05/2013	131027 131215	TOTAL PA	1	01-3010-0-5800 01-3010-0-5800 DUNT	0-103-1110-100 0-103-1110-100 2,520.00 *	0-003-822 NN F 0-003-822 NN F	800.00 1,720.00	800.00 1,720.00 2,520.00
010942/00 SAC STATE C/O	TURFGRASS IPM							
723 PO-130602 04/05/2013 1 723 PO-130602 04/05/2013 1	1052262 1052261	TOTAL PAY	1	01-0000-0-5200 01-0000-0-5200 DUNT	0-106-0000-8110 0-106-0000-8110 50.00 *	0-007-000 NN P 0-007-000 NN F	25.00 25.00	25.00 25.00 50.00
010552/00 SAC VAL JANITOR	IAL							
155 PO-130122 04/05/2013 1 1150 PO-130974 04/05/2013 1 1150 PO-130974 04/05/2013 1	10029674	TOTAL PAY	1	01-0000-0-4300 01-0000-0-9320 01-0000-0-9320 UNT	-000-0000-0000	-000-000 NN D	EE OE	857.31 55.95 541.86 1,455.12
018777/00 SACRAMENTO COUNT	Y SHERRIF'S							
479 PO-130381 04/05/2013 L		TOTAL PAY	1 MENT AMO	01-0000-0-5800 Unt	-110-0000-7200 81.00 =	-004-000 NN P	81.00	81.00 81.00
010266/00 SACRAMENTO COUNT	Y UTILITIES							
1439 PO-131200 04/05/2013 5 1439 PO-131200 04/05/2013 5 1439 PO-131200 04/05/2013 5 1439 PO-131200 04/05/2013 5	0000918618	TOTAL PAY	1 (01-0000-0-5540- 01-0000-0-5540- 01-0000-0-5540- 01-0000-0-5540- JNT	-106-0000-8110 -106-0000-8110	-007-000 NN P	412.30 469.50 2,754.07 214.86	412.30 469.50 2,754.07 214.86 3,850.73
011844/00 SCHOOLMASTERS SAI	FETY							
1725 PO-131454 04/05/2013 54	48391	TOTAL PAY	1 0 MENT AMOU)1-0000-0-4300- INT	238-1110-1000- 130.50 *	-010-777 NN F	136.41	130.50 130.50

ACCOUNTS PAYABLE PRELIST

J1699 APY500 H.02.05 04/04/13 PAGE BATCH: 0051 04/05/13 << Open >> FUND : 01 GENERAL FUND Vendor/Addr Remit name Tax ID num Deposit type Req Reference Date ABA num Account num Description FD RESO P OBJE SIT GOAL FUNC RES DEP TOMP Liq Amt Net Amount 014029/00 SCHROYER, LINDA 1802 PO-131522 04/05/2013 OCT-PEB MILEAGE 1 01-0000-0-5210-103-0000-2110-003-000 NN F 95.98 95.98 TOTAL PAYMENT AMOUNT 95.98 * 95.98 021060/00 SHURTLEFF, DIANA 1787 PO-131514 04/05/2013 REIMB 1 01-5640-0-4300-601-9728-3120-017-000 NN F 29.94 29.94 TOTAL PAYMENT AMOUNT 29.94 * 29.94 017106/00 SIA/VISION SERVICE PLAN PV-131058 04/05/2013 SIA VISIONS APRIL 01-0000-0-9552-000-0000-000-000-000 NN TOTAL PAYMENT AMOUNT 5,358.31 5.358.31 * 5.358.31 020983/00 SIERRA PACIFIC TURF SUPPLY 1507 PO-131265 04/05/2013 0396055-IN 1 01-0000-0-4300-106-0000-8110-007-000 NN F 67.62 TOTAL PAYMENT AMOUNT 61.07 61.07 * 61.07 010263/00 SMUD 51 PO-130029 04/05/2013 700000347 1 01-0000-0-5530-106-0000-8110-007-000 NN P 46,975.42 46.975.42 TOTAL PAYMENT AMOUNT 46,975.42 * 46,975,42 018370/00 STANLEY CONVERGENT SECURITY 53 PO-130031 04/05/2013 7560119985 1 01-0000-0-5800-106-0000-8110-007-000 NN P 219.06 219.06 TOTAL PAYMENT AMOUNT 219.06 * 219.06 022066/00 STEVE ANDERSON'S PLUMBING INC 1809 PO-131528 04/05/2013 9282 1 01-8150-0-5800-106-0000-8110-007-000 NN F 1,334.59 1,334.59 TOTAL PAYMENT AMOUNT 1.334.59 • 1,334.59 017463/00 THE BACK PACK 1531 PO-131284 04/05/2013 73030 1 01-6500-0-4300-102-5750-1110-003-000 YN F 27.00 25.00 TOTAL PAYMENT AMOUNT 25.00 * 25.00 TOTAL USE TAX AMOUNT

2.00

J1699 APY500 H.02.05 04/04/13 PAGE << Open >>

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FUND : 01 GENERAL FUND

	FUND : 01 GENERAL FUND	
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Liq Amt	Net Amount
021217/00 UNITED REFRIGERATION INC		
59 PO-130328 04/05/2013 37831511-00	1 01-8150-0-4300-106-0000-8110-007-000 NN P 1,006.57 TOTAL PAYMENT AMOUNT 1,006.57 *	1,006.57 1,006.57
022179/00 US HEALTHWORKS		
1372 PO-131149 04/05/2013 2254407-CA	1 01-0000-0-5800-110-0000-7200-004-000 NN P 25.00 TOTAL PAYMENT AMOUNT 25.00 •	25.00 25.00
016814/00 VS ATHLETICS INC		
1619 PO-131359 04/05/2013 215006	1 01-0000-0-4300-472-1801-1000-014-000 NN F 187.40 TOTAL PAYMENT AMOUNT 192.04 *	192.04 192.04
018567/00 WESTERN STATES GLASS		
1100 PO-130936 04/05/2013 438279	1 01-8150-0-4300-106-0000-8110-007-000 NN P 27.96 TOTAL PAYMENT AMOUNT 27.96 *	27.96 27.96
019842/00 WFCB-OSH COMMERCIAL SERVICES		
1099 PO-130935 04/05/2013 0211157480 1487 PO-131244 04/05/2013 021107738 1487 PO-131244 04/05/2013 021107563 1487 PO-131244 04/05/2013 0211047536	1 01-0000-0-4300-106-0000-8110-007-000 NN P 1 01-8150-0-4300-106-0000-8110-007-000 NN P 41.81 1 01-8150-0-4300-106-0000-8110-007-000 NN P 27.46 1 01-8150-0-4300-106-0000-8110-007-000 NN P 31.04 TOTAL PAYMENT AMOUNT 118.43 *	18.12 41.81 27.46 31.04 118.43
017313/00 XEROX CORPORATION		
152 PO-130105 04/05/2013 066824709 283 PO-130240 04/05/2013 300110063 283 PO-130240 04/05/2013 300110063 311 PO-130260 04/05/2013 300110063 312 PO-130261 04/05/2013 300110063 313 PO-130262 04/05/2013 300110063 314 PO-130263 04/05/2013 300110063 315 PO-130264 04/05/2013 300110063 316 PO-130265 04/05/2013 300110063 317 PO-130266 04/05/2013 300110063 319 PO-131186 04/05/2013 300110063	1 01-3010-0-5612-240-1110-1000-011-000 NN P 1 01-0000-0-5800-115-9790-8200-007-000 NN P 1 01-0000-0-5800-115-9790-8200-007-000 NN P 1 01-3010-0-5612-371-1110-1000-012-000 NN P 1 01-7220-0-5612-371-1110-1000-014-000 NN P 1 01-0000-0-5612-472-1110-1000-014-000 NN P 25.00 1 01-0000-0-5612-115-9780-8200-007-000 NN P 25.00 1 01-3550-0-5612-472-1110-1000-014-000 NN P 1 01-0000-0-5612-115-9780-8200-007-000 NN P 25.00 1 01-5500-0-5612-102-5001-2700-003-000 NN P 25.00 1 01-0000-0-5612-371-0000-2700-012-000 NN P 25.00 1 01-0000-0-5612-371-0000-2700-012-000 NN P 25.00 1 01-0000-0-9320-000-0000-0000-000 NN F 25.00 1 01-0000-0-9320-000-0000-0000-000 NN F 25.00	16.50 40,518.66 510.31 50.00 100.00 25.00 25.00 25.00 25.00 25.00 25.00

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7	_

J1699 APY500 H.02.05 04/04/13 PAGE 11	. num .P T9MP Liq Amt Net Amount
	type FD RESO P OBJE SIT GOAL FUNC RES DEP 19MP NYMENT 197,836.05 **
ACCOUNTS PAYABLE PRELIST BATCH: 0051 04/05/13 FUND : 01 GENERAL FUND	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Liq Amt Net Amount TOTAL FUND PAYMENT 197,836.05 ** 197,836.05
DIST.	Desci
81 CENTER UNIFIED SCHOOL DIST. 04052013	Vendor/Addr Remit name Reg Reference Date Descr

ACCOUNTS PAYABLE PRELIST BATCH: 0051 04/05/13 FUND : 09 CHARTER S

<< Open >>

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CHARTER SCHOOLS

Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
010669/00 ALHAMBRA & SIERRA SPRINGS		
344 PO-130278 04/05/2013 4779099 0326 344 PO-130278 04/05/2013 4779099 0326	2 09-0000-0-4300-501-1110-1000-016-000 NN P 1 09-0700-0-4300-503-0000-2700-018-000 NN P TOTAL PAYMENT AMOUNT 42.37 •	21.19 21.19 21.18 21.18 42.37
021794/00 EAGLE SOFTWARE INC		
1851 PO-131561 04/05/2013 M&S-1163	1 09-1100-0-5800-501-1110-1000-016-000 NN F TOTAL PAYMENT AMOUNT 1,200.00 •	1,200.00 1,200.00 1,200.00
017313/00 XEROX CORPORATION		
318 PO-130267 04/05/2013 300110063 319 PO-130268 04/05/2013 300110063 319 PO-130268 04/05/2013 300110063 320 PO-130269 04/05/2013 300110063	1 09-1100-0-5612-501-1110-1000-016-000 NN P 1 09-1100-0-5612-501-0000-2700-016-000 NN P 2 09-1100-0-5612-501-1110-1000-016-000 NN P 1 09-0700-0-5612-503-0000-8110-018-000 NN P TOTAL PAYMENT AMOUNT 300.00 *	100.00 100.00 20.00 20.00 80.00 80.00 100.00 100.00 300.00
	TOTAL FUND PAYMENT 1,542.37 **	1,542.37

81 CENTER UNIFIED SCHOOL DIST. 04052013	ACCOUNTS PAYABLE PRELIST BATCH: 0051 04/05/13 FUND : 11 ADULT EDUCATION FUND	J1699 APY500 H.02 << Open >>	2.05 04/04/13 PAGE	13
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type . ABA FD RESO P OBJE SIT GO		Liq Amt Net Amo	unt
010407/00 CENTER UNIFIED REVOLVING FUND	000000000			
1865 PO-131512 04/05/2013 4081 LEUKEMIA SC		000-0000-000-777 NN F		.00
017313/00 XEROX CORPORATION	•			
321 PO-130270 04/05/2013 300110063	1 11-0030-0-5612-601-41 TOTAL PAYMENT AMOUNT 25	30-1000-017-000 NN P		.00

PAYMENT

259.00 **

259.00

TOTAL FUND

7	- In	52 52	52
13 PAGE	Net Amount	16,915.58 21,528.94 38,444.52	38,444.52
H.02.05 04/04/13 PAGE	Liq Amt	16,915.58 21,528.94	
200	count num SS DEP T9MP		
=	type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	1 12-5025-0-5800-100-8500-1000-005-000 NN P 2 12-6105-0-5800-100-8500-1000-005-000 NN P MOUNT 38,444.52 *	38,444.52 ••
PRELIST THILD DEVELOPMEN FUND	A P OBJE SIT	-0-5800-100- -0-5800-100-	38,4
ACCOUNTS PAYABLE PRELIST H: 0051 04/05/13 D : 12 CHILD DEV	osit type PD RESC	1 12-5025 2 12-6105 T AMOUNT	PAYMENT
ACCOUNTS PAYABLE BATCH: 0051 04/05/13 FUND : 12	Tax ID num Deposit type FD RE	1 12-: 2 12-(TOTAL PAYMENT AMOUNT	TOTAL FUND
	ription ENTERS INC	5030-0213 5030-0213	
81 CENTER UNIFIED SCHOOL DIST. 04052013	name Date DEVELOPME	674 PO-130559 04/05/2013 5030-0213 674 PO-130559 04/05/2013 5030-0213	
81 CENTER UN 04052013	Vendor/Addr Remit Req Reference	674 PO-13 674 PO-13	

014156/00 COUNTY OF SACRAMENTO

684 PO-130574 04/05/2013 AR0006768

131 PO-130095 04/05/2013 155961

131 PO-130095 04/05/2013 156230

131 PO-130095 04/05/2013 156449

131 PO-130095 04/05/2013 156557

131 PO-130095 04/05/2013 156799

1286 PO-131073 04/05/2013 MN0001575

HAJOCA CORPORATION 368 PO-130307 04/05/2013 S007201548.001

HARRIS COMPUTER SYSTEMS

PRUDENTIAL OVERALL SUPPLY INC

ED JONES FOOD SERVICE INC

Description

Vendor/Addr Remit name

021080/00

013988/00

017730/00

021194/00

Req Reference Date

FUND

ACCOUNTS PAYABLE PRELIST J1699 APY500 H.02.05 04/04/13 PAGE 15 BATCH: 0051 04/05/13 << Open >> : 13 CAFETERIA FUND Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Lig Amt Net Amount 1 13-5310-0-5800-108-0000-3700-007-000 NN F 821.00 895.00 TOTAL PAYMENT AMOUNT 895.00 * 895.00 1 13-5310-0-4700-108-0000-3700-007-000 NN P 4,669.46 4,669.46 1 13-5310-0-4700-108-0000-3700-007-000 NN P 5.682.85 5,682.85 1 13-5310-0-4700-108-0000-3700-007-000 NN P 67.20 67.20 1 13-5310-0-4700-108-0000-3700-007-000 NN P 6,937.92 6,937.92 1 13-5310-0-4700-108-0000-3700-007-000 NN P 6,238.61 6,238.61 TOTAL PAYMENT AMOUNT 23,596.04 * 23,596.04 1 13-5310-0-4300-108-0000-3700-007-000 NN P 66.00 TOTAL PAYMENT AMOUNT 66.00 66.00 * 66.00 1 13-5310-0-5800-108-0000-3700-007-000 NN P 392.25 392.25 TOTAL PAYMENT AMOUNT 392.25 * 392.25

1,554.34

1.554.34

1.554.34

016279/00 P&R PAPER SUPPLY 1192 PO-131003 04/05/2013 N53276-00 1 13-5310-0-4300-108-0000-3700-007-000 NN P TOTAL PAYMENT AMOUNT 1,554.34 *

137 PO-130101 04/05/2013 180152066 1 13-5310-0-5800-108-0000-3700-007-000 NN P 73.52 73.52 TOTAL PAYMENT AMOUNT 73.52 • 73.52 020156/00 ROBERTS, RHONDA

1471 PO-131232 04/05/2013 MARCH MILEAGE 1 13-5310-0-5210-108-0000-3700-007-000 NN P 62.88 62.88 TOTAL PAYMENT AMOUNT 62.88 * 62.88

> TOTAL FUND PAYMENT 26,640.03 ** 26,640.03

81 CENTER UNIFIED SCHOOL DIST. 04052013	ACCOUNTS PAYABLE PRELIST J1699 APY500 H.02.05 04/04/13 PAGE 16 BATCH: 0051 04/05/13 << Open >> FUND : 14 DEFERRED MAINTENANCE FUND
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Liq Amt Net Amount
011374/00 CAPITOL MECHANICAL INC	
1801 PO-131521 04/05/2013 10775	1 14-0024-0-5600-106-9607-8110-007-000 NN F 7,100.00 7,100.00 TOTAL PAYMENT AMOUNT 7,100.00 + 7,100.00
017681/00 GEARY PACIFIC SUPPLY	•
1793 PO-131515 04/05/2013 2644190	1 14-0024-0-4400-106-9607-8110-007-000 NN F 5,821.48 5,821.48 TOTAL PAYMENT AMOUNT 5,821.48 + 5,821.48
016043/00 SHELTONS UNLIMITED MECHANICAL	
1864 PO-131569 04/05/2013 13-12014	1 14-0024-0-5600-106-9607-8110-007-000 NY F 1,390.74 1,390.74 TOTAL PAYMENT AMOUNT 1,390.74 * 1,390.74
	TOTAL FUND PAYMENT 14,312.22 ** 14,312.22

ACCOUNTS PAYABLE PRELIST BATCH: 0051 04/05/13

J1699 APY500 H.02.05 04/04/13 PAGE << Open >>

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FUND : 21 BUILDING FUND

Vendor/Addr Remit name Req Reference Date D	Tax escription	ID num			ABA num JE SIT GOAL 1		ium T9MP	Liq Amt	Net Amount
021083/00 KIRK S. BRAINERD	ARCHITECT)						
1570 PO-131318 04/05/2013 1 1570 PO-131318 04/05/2013 1 1570 PO-131318 04/05/2013 1 1571 PO-131319 04/05/2013 1 1572 PO-131320 04/05/2013 1 1572 PO-131320 04/05/2013 1 1573 PO-131321 04/05/2013 1	307.1.1 307.1.1 307.1.3 307.1.2 307.1.2 307.1.4	PAYI	1 2 2 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2	21-0000-0-62 21-0000-0-62 21-0000-0-62 21-0000-0-62 21-0000-0-62	00-236-9602-8 00-238-9602-8 00-240-9602-8 00-371-9602-8 00-475-9602-8 00-501-9602-8 00-472-9602-8	3500-007-830 3500-007-830 3500-007-830 3500-007-829 3500-007-829	NY P NY P NY P NY P	1,040.00 1,040.00 1,040.00 1,980.00 1,095.00 1,095.00 3,990.00	1,040.00 1,040.00 1,040.00 1,980.00 1,095.00 1,095.00 3,990.00
	\$ 7	TOTAL FÉNI	PAY	MENT	11,280.00	••			11,280.00
		TOTAL BATY TOTAL USE			290,314.19 2.00	***	0.00		290,314.19
	T T	OTAL DISTO	RICT PAY TAX AMOU	MENT NT	290,314.19 2.00	****	0.00		290,314.19
	Ţ	OTAL FOR	ALL DIST	RICTS:	290,314.19	****	0.00		290,314.19

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

ACCOUNTS PAYABLE PRELIST

Batch status: A All From batch: 0053 To batch: 0053

Include Revolving Cash: Y

Include Address: N

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021678/00 CAPITOL ACADEMY

1758 PO-1314B2 04/12/2013 MARCH

ACCOUNTS PAYABLE PRELIST

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••••	BATCH: 0053 04/12/2013	02.05 04/10/13 PAGE 1
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
011802/00 A-Z BUS SALES INC.		
1759 PO-131483 04/12/2013 DI21425	1 01-7230-0-4300-112-0000-3600-007-000 NN P TOTAL PAYMENT AMOUNT 126.20 •	126.20 126.20 126.20
010002/00 ALDAR ACADEMY		
520 PO-130447 04/12/2013 MAR 2013	1 01-6500-0-5800-102-5750-1180-003-000 NN P TOTAL PAYMENT AMOUNT 4,541.44 *	4,541.44 4,541.44 4,541.44
021097/00 ASSOCIATED VALUATION SERVICES		
1925 PO-131618 04/12/2013 4051	1 01-0000-0-5800-105-0000-7200-005-000 NN F TOTAL PAYMENT AMOUNT 1,576.00 *	1,576.00 1,576.00 1,576.00
022184/00 BARNES & NOBLE BOOKSELLER		
1522 PO-131340 04/12/2013 IN2518566	1 01-0000-0-4200-103-0000-2110-003-000 NN F TOTAL PAYMENT AMOUNT 31.34 *	31.34 31.34 31.34
014789/00 BISHO, VERNON		
1842 PO-131575 04/12/2013 REIMB	1 01-7220-0-5800-472-1110-1000-014-000 NN F TOTAL PAYMENT AMOUNT 1,870.83 *	1,870.83 1,870.83 1,870.83
019075/00 BRIGHT FUTURES THERAPY		
997 PO-130841 04/12/2013 3064	1 01-6500-0-5800-102-5750-1180-003-000 NN F TOTAL PAYMENT AMOUNT 10,400.00 *	7,330.00 10,400.00 10,400.00
011697/00 C.A.S.H.		
1383 PO-131159 04/12/2013 2012-12-11	1 01-0000-0-5300-106-0000-8200-007-000 NN F TOTAL PAYMENT AMOUNT 323.00 *	323.00 323.00 323.00

TOTAL PAYMENT AMOUNT

1 01-6500-0-5800-102-5750-1180-003-000 NN P 8,188.80

8,188.80 *

8,188.80

8,188.80

ACCOUNTS PAYABLE PRELIST

81 CENTER UNIFIED SCHOOL DIST. 041213	ACCOUNTS PAYABLE PRELIST BATCH: 0053 04/12/2013 FUND : 01 GENERAL FUND	J1892 APY500 Н << Open >>	.02.05 04/10/13 PAGE 2
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type FD RESO P OBJE	ABA num Account num SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
010575/00 CAPITOL CLUTCH & BRAKE INC.			
636 PO-130535 04/12/2013 1229303/1240484	1 01-7230-0-4300- TOTAL PAYMENT AMOUNT	112-0000-3600-007-000 NN P 144.59 *	144.59 144.59 144.59
021036/00 CCHAT CENTER			
528 PO-130454 04/12/2013 CENTER3-13	1 01-6500-0-5800- TOTAL PAYMENT AMOUNT	102-5750-1180-003-000 NN P 1,986.72 *	1,986.72 1,986.72 1,986.72
020305/00 CDW GOVERNMENT INC.		•	
1743 PO-131469 04/12/2013 BK30426 1841 PO-131553 04/12/2013 BK31304	1 01-0000-0-4300-	475-3200-1000-015-000 NN F 472-1110-1000-014-000 NN F 640.98 *	206.82 206.82 434.16 434.16 640.98
022061/00 CELEBRATIONS			
1943 PO-131632 04/12/2013 3578		371-1110-1000-012-000 NN F 1,440.77 *	1,440.77 1,440.77 1,440.77
022562/00 CHRISTIAN RILEY			
1875 PO-131584 04/12/2013 REIMB	1 01-6500-0-4300-1 TOTAL PAYMENT AMOUNT	102-5770-1110-003-000 NN F 222.87 *	222.87 222.87 222.87
010236/00 CREATIVE BUS SALES			
822 PO-130688 04/12/2013 8002410/5033751/5 822 PO-130688 04/12/2013 5034274/5032293 822 PO-130688 04/12/2013 8002321 822 PO-130688 04/12/2013 5034247	1 01-7230-0-4300-1 1 01-7230-0-4300-1	112-0000-3600-007-000 NN P 112-0000-3600-007-000 NN P 112-0000-3600-007-000 NN P 112-0000-3600-007-000 NN P 802.46 *	49.68 49.68 33.91 33.91 178.53 178.53 540.34 540.34 802.46
016925/00 CREATIVE SPIRIT LLC			
1827 PO-131543 04/12/2013 EIN-86-0714320	1 01-5630-0-4200-6 TOTAL PAYMENT AMOUNT	01-1220-1000-017-000 NN F 123.00 *	123.00 123.00 123.00

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GENERAL FUND

FUND : 01

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Vendor/Addr Remit name Tax ID num Deposit type ABA num Account num Req Reference Date Description FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Liq Amt Net Amount 018951/00 DELL 1729 PO-131440 04/12/2013 XJ44DDTD7 1 01-6500-0-4400-102-5001-2700-003-000 NN F 1,027.00 999.76 1730 PO-131441 04/12/2013 XJ44DDTW3 1 01-6500-0-4400-102-5001-2700-003-000 NN F 1,027.00 999.76 1741 PO-131444 04/12/2013 XJ44DDD61 1 01-5630-0-4400-601-1220-1000-017-000 NN F 1,027.00 999.76 TOTAL PAYMENT AMOUNT 2,999.28 * 2,999.28 017117/00 DISCOUNT TWO-WAY RADIO 1810 PO-131529 04/12/2013 S1148512 1 01-0000-0-4300-475-3200-1000-015-000 NN F 468.97 464.25 TOTAL PAYMENT AMOUNT 464.25 * 464.25 018277/00 EASTER SEAL SOCIETY OF CA. INC 527 PO-130453 04/12/2013 FEB13 1 01-6500-0-5800-102-5750-1180-003-000 NN P 1,157.63 1,157.63 TOTAL PAYMENT AMOUNT 1.157.63 * 1,157.63 010336/00 ECOTECH PEST MANAGEMENT INC 21 PO-130013 04/12/2013 2362 1 01-0000-0-5500-106-0000-8110-007-000 NN F 342.00 787.00 TOTAL PAYMENT AMOUNT 787.00 * 787.00 019262/00 ENTERPRISE RENT A CAR 1891 PO-131592 04/12/2013 D85236-3082 1 01-0000-0-5600-472-1110-4000-014-915 NN F 110.15 1892 PO-131593 04/12/2013 D852448-3082 110.15 1 01-0000-0-5600-472-1110-4000-014-915 NN F 110.15 1893 PO-131594 04/12/2013 D852418-3082 110.15 1 01-5630-0-5600-601-1220-1000-017-000 NN F 110.15 110.15 TOTAL PAYMENT AMOUNT 330.45 * 330.45 019214/00 FITZGERALD, AMBER 865 PO-130728 04/12/2013 FEB-MAR 2013 1 01-6500-0-5800-102-5750-1180-003-000 NN P 1,200.00 1.200.00 TOTAL PAYMENT AMOUNT 1,200.00 * 1,200.00 018901/00 FLEETWASH INC 1904 PO-131600 04/12/2013 3920361 1 01-7230-0-5600-112-0000-3600-007-000 NN F 410.63 410.63 TOTAL PAYMENT AMOUNT 410.63 * 410.63

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Vendor/Addr Remit name Req Reference Date De	Tax II	D num De		type FD RESO				ccount RES DEF		Liq Amt	Net Amount
022351/00 FORTNET SECURITY		• • • • • • • • • • • • • • • • • • •	• • • • • • •				• • • • • •		•	••••••	
1677 PO-131417 04/12/2013 97	72		,	01-0000-	n-4400-	.115-000	. 7700	007 000		2 162 44	
1677 PO-131417 04/12/2013 97	72		2	01-0000-	0- 58 00-	·115-000()-7700 -)-7700-	007-000	NN F	2,160.00 22,020.00	2,160.00 22,020.00
	TO	TAL PAYME	OMA TW	UNT		24,180.0			••	,0-0.00	24,180.00
022347/00 GIVE SOMETHING BA	ACK										
1737 PO-131459 04/12/2013 IN	N-0086376		1	01-6500-6	1-4300-	102-5770	1-1120-	003-000	MM P	163.11	163.12
1768 PO-131491 04/12/2013 IN	1-0092049		1	01-6500-	-4300-	102-5770	-1110-	003-000	NN F	250.39	232.35
1771 PO-131494 04/12/2013 IN	1-0092050		1	01-0000-0	-4300-	472-1251	-1000-	014-000	NN F	435.38	381.03
1773 PO-131496 04/12/2013 IN 1773 PO-131496 04/12/2013 IN	V-0092551		1	01-0000-0	-4300-	472-0000	-2700-	014-000	NN P	2.04	2.04
1774 PO-131497 04/12/2013 IN	1-0092245 1-0092054		1 (01-0000-0	-4300-	472-0000	-2700-	014-000	NN F	29.03	29.06
1774 PO-131497 04/12/2013 IN	10092054		2	D1-0000-0 D1-6300-0	-4300-	472-1262	-1000-	014-000	NN F	81.53	79.63
1791 PO-131510 04/12/2013 IN	1-0092052		1	01-0300-0	1-4300-	475-3200	-1000-	016-000	NN F	72.19 457.16	70.33
1833 PO-131547 04/12/2013 IN	1-0092053		1	01-0000-0	-4300-	475-3200	-2700-	015-000 015-000	NN F	66.52	457.17 66.52
	701	TAL PAYME	NT AMO	INT		1,481.2				00.52	1,481.25
		*									-,
017575/00 GOVERNMENT FINANC	CIAL STRATEGIE	•									
1886 PO-131590 04/12/2013 13			1 (01-0001-0	-5800-			005-000	NN F	9,000.00	9,000.00
	101	AL PAYME	NT AMUL	JNT		9,000.0	0 •				9,000.00
015241/00 HEATH RIGHT 360											
1835 PO-131574 04/12/2013 RM			1 (1-0000-0	-5800-	472-0000	-2700-0	014-000	NN F	250.00	250.00
	тот	AL PAYMEI	JOMA TH	nt		250.0	0 •				250.00
019127/00 HM RECEIVABLES CO	LLC										
1636 PO-131381 04/12/2013 910	0734497		1.0	11-6300-0	-4300-	220-1110	1000			16,059.87	
		AL PAYMEN	JOMA TV	NT T-0300-0	-4300-	14,533.8	3 +	110-000	MN F	16,059.87	14,533.83 14,533.83
014160/00 HOLLINBECK, ALICE											
The state of the s											
1660 PO-131405 04/12/2013 RE		AL PAYMEN	1 0	1-0000-0 NT	-5210-	103-1110 81.3		003-000	NN P	81.36	81.36 81.36
											02.50

81	CENTER	UNIFIED	SCHOOL	DIST.
	1213			

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	FUND : 01 GENERAL FUND		
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount
010728/00 JOHNSTONE SUPPLY OF SACRAMENTO		• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • • •
1868 PO-131579 04/12/2013 27-S1838413.001	1 01-8150-0-4300-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 129.81 *	129.81	129.81 129.81
014426/00 JOSTENS INC.			
1850 PO-131560 04/12/2013 15621664	1 01-0000-0-4300-475-3200-2700-015-000 NN F TOTAL PAYMENT AMOUNT 306.95 •	306.95	306.95 306.95
010609/00 KELLY MOORE PAINT CO			
1877 PO-131586 04/12/2013 144067/144664/14	1 01-8150-0-4300-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 1,054.62 *	1,054.62	1,054.62 1,054.62
017899/00 LAWSON, BECKY			
1905 PO-131601 04/12/2013 MARCH MILEAGE	1 01-0000-0-5210-103-0000-2110-003-000 NN F TOTAL PAYMENT AMOUNT 73.45 *	73.45	73.45 73.45
022335/00 LOFTUS, MARK			
1874 PO-131583 04/12/2013 FEB MILEAGE	1 01-0000-0-5210-103-1110-1004-003-000 NN P TOTAL PAYMENT AMOUNT 24.86 •	24.86	24.86 24.86
017726/00 LOS ANGELES FREIGHTLINER			
68 PO-130041 04/12/2013 NB-12542	1 01-7230-0-4300-112-0000-3600-007-000 NN P TOTAL PAYMENT AMOUNT 591.90 •	591.90	591.90 591.90
021914/00 LOY MATTISON ENTERPRISES			
1910 PO-131605 04/12/2013 030113033113	1 01-0000-0-5902-106-0000-8110-007-000 NY P TOTAL PAYMENT AMOUNT 700.00	700.00	700.00 700.00
015787/00 O'REILLY AUTO PARTS			
1076 PO-130915 04/12/2013 3558-223616 1076 PO-130915 04/12/2013 3558-223621 1076 PO-130915 04/12/2013 3558-222372	1 01-7230-0-4300-112-0000-3600-007-000 NN P 1 01-7230-0-4300-112-0000-3600-007-000 NN P 1 01-7230-0-4300-112-0000-3600-007-000 NN P	36.71 28.62 34.83	36.71 28.62 34.83

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BATCH: 0053 04/12/2013 FUND : 01 GEN

GENERAL FUND

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		•		CENTERONS FUND				
Vendor/Addr Remit name Req Reference Date	Description	Tax ID num	Depos	Sit type FD RESO P OB	ABA num JE SIT GOAL	Account num FUNC RES DEP T9MP	Liq Amt	Net Amount
		TOTAL PA	AYMENT	AMOUNT	100.16	*		100.16
017576/00 OFFICE DEPOT/BUS	S.SERVICES DIV							
1751 PO-131475 04/12/2013 6	551573204001							
1752 PO-131476 04/12/2013 6	551572734001			1 01-0000-0-430	0-238-1110-	1000-010-777 NN F	128.20	142.74
1746 PO-131513 04/12/2013 6	51695431001			1 01-0000-0-430	00-238-1110-	1000-010-777 NN F	55.03	55.11
1746 PO-131513 04/12/2013 6	51573700001			1 01-6500-0-430	0-102-5770-	1110-003-000 NN P	31.42	31.42
1849 PO-131559 04/12/2013 6	E1E7E170001			1 01-6500-0-430	0-102-5770-	1110-003-000 NN F	296.69	239.01
1854 PO-131562 04/12/2013 6	E1E3E630001			1 01-0000-0-430	0-238-1110-	1000-010-777 NN F	232.42	227.40
** ************************************	313/3029001			1 01-6500-0-430	0-102-5770-:	1110-003-000 NN F	55.74	55.74
		TOTAL PA	YMENT	AMOUNT	751.42			751.42
021072/00 PHILLIPS LEGAL S	ERVICES INC							
1957 PO-131630 04/12/2013 2	85461.R			• •• •••				
		mom		1 01-0000-0-580	4-105-0000-7	7200-005-000 NN F	813.70	813.70
		TOTAL PA	YMENT .	AMOUNT	813.70	•		813.70
011345/00 PLACER LEARNING	CENTER							
1763 PO-131487 04/12/2013 M	ARCH							
		TOTAL DA		1 01-6500-0-580		180-003-000 NN P	7,506.40	7,506.40
		TOTAL PA	IMENT A	AMOUNT	7,506.40	•		7,506.40
018535/00 POINT QUEST EDUC	ATION INC							
531 PO-130456 04/12/2013 M	ARCH 2013							
		TOTAL PA				180-003-000 NN P	4,227.33	4,227.33
		IOIAL PA	IMENT A	MOUNT	4,227.33	•		4,227.33
021194/00 PRUDENTIAL OVERAL	LL SUPPLY INC							
1641 PO-131386 04/12/2013 10	80153123			1 01 7000 0 500	• ••• • • • • • • • • • • • • • • • •			
		TOTAL PAY	WENT I	T 01-1530-0-200	J-112-0000-3	600-007-000 NN P	48.90	48.90
		TOTAL PA	IMPNI A	MOUNT	48.90	•		48.90
018969/00 QUINT & THIMMIG I								
1885 PO-131589 04/12/2013 12	-13 TAX/REV ANTI	CIPATION		1 01 0001 0				
		TOTAL PAY	MENT A	_ v.~vvvv-5600	/-100-0000-9	100-005-000 NN F	6,500.00	6,500.00
		IN		27VUII	6,500.00	•		6,500.00

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ACCOUNTS PAYABLE PRELIST BATCH: 0053 04/12/2013

FUND : 01 GENERAL FUND

Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
011238/00 RELIABLE TIRE		
1598 PO-131345 04/12/2013 103245	• • • • • • •	
1598 PO-131345 04/12/2013 103401	2 01-7230-0-4300-112-0000-3600-007-000 NN P	58.50 58.50
1598 PO-131345 04/12/2013 103784	2 01-7230-0-4300-112-0000-3600-007-000 NN P	43.20 43.20
1598 PO-131345 04/12/2013 103787	2 01-7230-0-4300-112-0000-3600-007-000 NN P	1,234.50 1,234.50
1598 PO-131345 04/12/2013 103778	2 01-7230-0-4300-112-0000-3600-007-000 NN P	635.04 635.04
, , , , , , , , , , , , , , , , , , , ,	2 01-7230-0-4300-112-0000-3600-007-000 NN P TOTAL PAYMENT AMOUNT 2.371.68 *	400.44 400.44
	TOTAL PAYMENT AMOUNT 2,371.68 *	2,371.68
018529/00 RISO PRODUCTS OF SACRAMENTO		
1938 PO-131627 04/12/2013 106014	1 01-0000-0-5612-234-0000-2700-008-000 NN F	•••
	TOTAL PAYMENT AMOUNT 200.00 •	200.00 200.00 200.00
		200.00
010627/00 RIVERVIEW INTERNATIONAL TRUCKS		
881 PO-130741 04/12/2013 205173	1 01-7230-0-4300-112-0000-3600-007-000 NN P	
	TOTAL PAYMENT AMOUNT 869.30 *	869.30 869.30
	200.30	869.30
010099/00 ROSEVILLE JT UHSD		
1919 PO-131613 04/12/2013 IN13-00180	1 01 7020 0 5000 110 2000 070	
. , ,	1 01-7230-0-5800-112-0000-3600-007-000 NN F TOTAL PAYMENT AMOUNT 4.126.08 *	
	4,126.08	4,126.08
022018/00 SACRAMENTO AUTOGLASS & MIRROR		
1601 PO-131347 04/12/2013 ISAC002671	1 A1 500A A 40AA 445	
1601 PO-131347 04/12/2013 ISAC0022748	1 01-7230-0-4300-112-0000-3600-007-000 NN P	431.67 431.67
	1 01-7230-0-4300-112-0000-3600-007-000 NN P TOTAL PAYMENT AMOUNT 663 27 9	231.60 231.60
	TOTAL PAYMENT AMOUNT 663.27 •	663.27
016337/00 SAECHOA, PA		
1906 PO-131602 04/12/2013 FEB,MAR MILEAGE		
	1 01-6500-0-5800-102-5770-3600-003-000 NN F	339.00 339.00
:	TOTAL PAYMENT AMOUNT 339.00 *	339.00
019501/00 SAN JOSE STATE UNIV. RESEARCH		
1932 PO-131624 04/12/2013 FC0E040213F	1 01-0029-0-9330-000-0000-000-000-000 NN F	3,700.00 3,700.00
	TOTAL PAYMENT AMOUNT 3,700.00 •	3,700.00
		,

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Vendor/Addr	Remit name	Та	r ID nu	m Denogi:	r rumo	

Vendor/Addr Remit name Req Reference Date	Description			sit type FD RES	O P OBJE	ABA num SIT GOAL	Account	num P T9MP	Liq Amt	Net Amount
020127/00 SCHOOL INNOVATI	ONS & ADVOCACY	• • • • • • • •	••••	•••••		•				
1866 PO-131577 04/12/2013 1866 PO-131577 04/12/2013	131194 131194	TOTAL	PAYMENT	2 01-301	0-0-5800 0-0-9330	-103-1110-; -000-0000-; 2,400.00	0000-000-00	1 NN F 0 NN F	400.00 2,000.00	400.00 2,000.00 2,400.00
010373/00 SCHOOLS INSURAN	CE AUTHORITY									
1653 PO-131400 04/12/2013	WC2013-34	TOTAL	PAYMENT	1 01-000 AMOUNT	0-0-9558 2	-000-0000-0 216,434.00	0000-000-00	O NN F	216,434.00	216,434.00 216,434.00
011500/00 SIA / DELTA DEN	TAL									
PV-131059 04/12/2013	SIA DELTA DENTAL		PAYMENT	01-000 AMOUNT	0-0-9552-	·000-0000-0 45,348.21	0000-000 - 00	O NIN		45,348.21 45,348.21
020983/00 SIERRA PACIFIC	TURF SUPPLY									
1688 PO-131424 04/12/2013 (0397584-IN	TOTAL	PAYMENT	1 01-000 AMOUNT	0-0-4300-	106-0000-8 3,044.32	3110-007-00 •	O NN F	3,000.00	3,044.32 3,044.32
014558/00 SPURR										
52 PO-130030 04/12/2013 9	51087	TOTAL	PĄYMENT			106-0000-8 5,046.43	3110-007-00 *	Ó NIN P	5,046.43	5,046.43 5,046.43
015060/00 STANDARD & POOR	s									
1884 PO-131588 04/12/2013 1	.0317477	TOTAL	PAYMENT	1 01-0001 AMOUNT		100-0000-9 4,125.00	100-005-00	NN F	4,125.00	4,125.00 4,125.00
020252/00 STAPLES ADVANTAG	BE .									
1745 PO-131471 04/12/2013 3	196376347	TOTAL	PAYMENT	1 01-0000 AMOUNT)-0-4300-	371-0000-2 67.48	700-012-000 *) NN F	67.79	67.48 67.48

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FUND : 01 GENERAL FUND

					OCHICAGO FORE	,				
Vendor/Addr Remit name Req Reference Date	Description			osit	type FD RESO P OI	AI BJE SIT	BA num Accou GOAL FUNC RES	int num DEP T9MP	Lig Amt	Net Amount
020462/00 STAPLES ADVANTA					• • • • • • • • • • • • • • • • • • • •	• • • • • • •	••••••••••			
1699 PO-131432 04/12/2013	3194969551	TOTAL	PAYMENT	1 OMA 1	01-0000-0-43 Unt	100-472 1	-0000-2700-014- 167.23 *	000 NN F	167.23	167.23 167.23
020371/00 SUMNER, SHERYL										
1582 PO-131330 04/12/2013	FEB-MARCH MILEAGE	TOTAL	PAYMENT	1 (AMOI	01-6500-0-52 JNT		5750-1130-003- 30.74 *	000 NN P	30.74	30.74 30.74
021813/00 SUREWEST										
55 PO-130033 04/12/2013 1896 PO-131596 04/12/2013	604457-0001 APR 604800-0001	TOTAL	PAYMENT	1 ()1-0000-0-59	02-106-	0000-8110-007- 0000-8110-007- 65.62 *	000 NN P	267.36 198.26	267.36 198.26 465.62
022564/00 THOMAS BUILT BU	SES									
1930 PO-131622 04/12/2013 1	H9NXV4K83WD/XQNNLX		PAYMENT	1 C)1-7230-0-93 NT		0000-0000-000-0 50.00 *	000 NN F	650.00	650.00 650.00
016370/00 TWIN RIVERS UNII	FIED SCH DIST									
600 PO-130498 04/12/2013 1	133530	TOTAL	PAYMENT	1 0 AMOU	1-0031-0-580 NT	01-110-0 11,2	0000-8300-004-(50.00 •	000 NN P	11,250.00	11,250.00 11,250.00
010127/00 UNITED PARCEL SE	RVICE									
1057 PO-130885 04/12/2013 0	00000yw013123	TOTAL	PAYMENT	1 0 AMOU	1-8150-0-59(NT		0000-8110-007-0 2.11 *	00 NN P	2.11	2.11 2.11
015018/00 VERHOVETCHI, VEA	CESLAV									
1448 PO-131213 04/12/2013 1	96	TOTAL	PAYMENT	1 0 AMOU	1-7230-0-580 NT		0000-3600-007-0 11.79 *	00 NN P	11.79	11.79 11.79

81 CENTER UNIFIED SCHOOL DIST. 041213	ACCOUNTS PAYABLE PRELIST BATCH: 0053 04/12/2013 FUND : 01 GENERAL	ABLE PRELIST 2/2013 GENERAL FUND	J1892 APY500 H.O2 << Open >>	H.02.05 04/10/13 PAGE	3 PAGE 10
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type FD R	ABA FD RESO P OBJE SIT G	type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Lig Amt	Net Amount
020702/00 WALL-BUTLER, THELMA	1				
1862 PO-131587 04/12/2013 REIMB	1 01- TOTAL PAYMENT AMOUNT	6500-0-5200-102	-5001-2700-003-000 NN F 478.75 *	478.75	478.75
018567/00 WESTERN STATES GLASS					
1100 PO-130936 04/12/2013 443111 1100 PO-130936 04/12/2013 443752	1 01- 1 01- TOTAL PAYMENT AMOUNT	8150-0-4300-1 8150-0-4300-1	.06-0000-8110-007-000 NN P .06-0000-8110-007-000 NN P 1,465.20 *	589.35 875.85	589.35 875.85 1,465.20
014510/00 WRIGHT, MICHAEL					
1908 PO-131603 04/12/2013 REIMB	1 01- TOTAL PAYMENT AMOUNT	0000-0-4300-472	-1275-1000-014-000 NN F	108.93	108.93 108.93
	TOTAL FUND	PAYMENT 415,48	415,489.32 **		415,489.32

ACCOUNTS PAYABLE PRELIST BATCH: 0053 04/12/2013

CHARTER SCHOOLS

FUND : 09

J1892 APY500 H.02.05 04/10/13 PAGE 11 << Open >>

Vendor/Addr Remit name Req Reference Date	Description	Tax ID n	um Dep	osit (type FD RESO P	OBJE (ABA num IT GOAL I	Accour FUNC RES I	t num EP T9MP	Liq Amt	Net Amount
014515/00 FRITCH, JAMES					•••			• • • • • • • • • •			
1895 PO-131595 04/12/2013 1895 PO-131595 04/12/2013	REIMB REIMB	TOTAL	PAYMENT	1 (U9-0700-Q	-4300-5 -4300-5	501-0000-2 503-0000-2 255.91	2700-018-0	00 NN P	127.96 127.95	127.96 127.95 255.91
017186/00 HERFF JONES INC	·.										
1899 PO-131597 04/12/2013 1899 PO-131597 04/12/2013	590392 586068	TOTAL	PAYMENT	1 0	39-0700-0	-4300-5	503-1110-1 503-1110-1 191.07	000-018-0	00 NN P 00 NN F	65.14 125.93	65.14 125.93 191.07
022390/00 HUGHEY, DOUG											
1909 PO-131604 04/12/2013 1909 PO-131604 04/12/2013	REIMB REIMB	TOTAL	PAYMENT	10	9-0700-0-	-5800-5 -5800-5	01-0000-2 03-0000-2 210.00	700-018-0	00 NN F 00 NN F	105.00 105.00	105.00 105.00 210.00
022563/00 THERESA LUNSFOR	D										
1918 PO-131612 04/12/2013 1	REIMB	TOTAL	PAYMENT	1 0 AMOU	9-0700-0- NT		03-1110-10 100.00		00 NN F	100.00	100.00 100.00
021744/00 VENTITTELLI, BRI	ANDY										
1916 PO-131610 04/12/2013 F	REIMB	TOTAL	Payment	1 0: AMOU	9-0700-0- NT	4300-5	03-1110-10 100.00		O NN F	100.00	100.00 100.00
		TOTAL	FUND	PAYI	MENT		856.98	••			856.98

ACCOUNTS PAYABLE PRELIST BATCH: 0053 04/12/2013

FUND : 13

J1892 APY500 H.02.05 04/10/13 PAGE

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CAFETERIA 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 011602/00 DANIELSEN CO., THE 133 PO-130097 04/12/2013 8515 2 13-5310-0-4300-108-0000-3700-007-000 NN P 133 PO-130097 04/12/2013 6626 8.00 8.00 2 13-5310-0-4300-108-0000-3700-007-000 NN P 133 PO-130097 04/12/2013 7268 8.00 8.00 2 13-5310-0-4300-108-0000-3700-007-000 NN P 8.00 133 PO-130097 04/12/2013 7269 8.00 1 13-5310-0-4700-108-0000-3700-007-000 NN P 133 PO-130097 04/12/2013 7871 294.91 294.91 1 13-5310-0-4700-108-0000-3700-007-000 NN P 504.42 133 PO-130097 04/12/2013 7872 504.42 1 13-5310-0-4700-108-0000-3700-007-000 NN P 133 PO-130097 04/12/2013 7866/8799 63.28 63.28 1 13-5310-0-4700-108-0000-3700-007-000 NN P 1,044.28 133 PO-130097 04/12/2013 8515 1,044.28 1 13-5310-0-4700-108-0000-3700-007-000 NN P 133 PO-130097 04/12/2013 6626 1,748.51 1,748.51 1 13-5310-0-4700-108-0000-3700-007-000 NN P 133 PO-130097 04/12/2013 7268 2,539.78 2,539.78 1 13-5310-0-4700-108-0000-3700-007-000 NN P 1,255.97 1,255.97 TOTAL PAYMENT AMOUNT 7,475.15 * 7,475.15 016279/00 P&R PAPER SUPPLY 1192 PO-131003 04/12/2013 N54662-00 1 13-5310-0-4300-108-0000-3700-007-000 NN P 1,834.54 1.834.54 TOTAL PAYMENT AMOUNT 1.834.54 * 1,834.54 019993/00 PROPACIFIC FRESH 138 PO-130102 04/12/2013 NC 1 13-5310-0-4700-108-0000-3700-007-000 NN P 138 PO-130102 04/12/2013 CH 936.14 936.14 1 13-5310-0-4700-108-0000-3700-007-000 NN P 3.100.22 138 PO-130102 04/12/2013 OH 3,100.22 1 13-5310-0-4700-108-0000-3700-007-000 NN P 1,253.56 138 PO-130102 04/12/2013 WR 1,253.56 1 13-5310-0-4700-108-0000-3700-007-000 NN P 2,233,30 138 PO-130102 04/12/2013 DU 2,233,30 1 13-5310-0-4700-108-0000-3700-007-000 NN P 138 PO-130102 04/12/2013 SP 1.311.84 1.311.84 1 13-5310-0-4700-108-0000-3700-007-000 NN P 860.61 860.61 TOTAL PAYMENT AMOUNT 9,695,67 * 9,695.67 021194/00 PRUDENTIAL OVERALL SUPPLY INC 137 PO-130101 04/12/2013 180153143 1 13-5310-0-5800-108-0000-3700-007-000 NN P 73.52 73.52 TOTAL PAYMENT AMOUNT 73.52 * 73.52 017593/00 ROSENAU W. MOTORS 1934 PO-131626 04/12/2013 8079 1 13-5310-0-4300-108-0000-3700-007-000 NN F 64.80 64.80 TOTAL PAYMENT AMOUNT

64.80 *

64.80

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J1892 APY500 H.02.05 04/10/13 PAGE

33.847.89

FUND : 13 CAFETERIA FUND Vendor/Addr Remit name Tax ID num Deposit type Req Reference Date ABA num Account num Description FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Lig Amt Net Amount 011255/00 SARA LEE BAKERY GROUP 474 PO-130508 04/12/2013 DU 1 13-5310-0-4700-108-0000-3700-007-000 NN P 474 PO-130508 04/12/2013 CH 158.93 158.93 1 13-5310-0-4700-108-0000-3700-007-000 NN P 474 PO-130508 04/12/2013 NC 363.48 363.48 1 13-5310-0-4700-108-0000-3700-007-000 NN P 474 PO-130508 04/12/2013 SP 160.00 160.00 1 13-5310-0-4700-108-0000-3700-007-000 NN P 474 PO-130508 04/12/2013 WR 151.17 151.17 1 13-5310-0-4700-108-0000-3700-007-000 NN P 474 PO-130508 04/12/2013 OH 80.77 80.77 1 13-5310-0-4700-108-0000-3700-007-000 NN P 228.50 228.50 TOTAL PAYMENT AMOUNT 1,142.85 * 1,142.85 016043/00 SHELTONS UNLIMITED MECHANICAL 369 PO-130308 04/12/2013 13-04 NCOUNT 1 13-5310-0-5600-108-0000-3700-007-000 NY P 369 PO-130308 04/12/2013 13-04 OAKHIL 225.00 225.00 1 13-5310-0-5600-108-0000-3700-007-000 NY P 369 PO-130308 04/12/2013 13-04 SPINEL 225.00 225.00 1 13-5310-0-5600-108-0000-3700-007-000 NY P 369 PO-130308 04/12/2013 13-04 DUDLEY 225.00 225.00 1 13-5310-0-5600-108-0000-3700-007-000 NY P 369 PO-130308 04/12/2013 13-04 RILES 225.00 225.00 1 13-5310-0-5600-108-0000-3700-007-000 NY P 369 PO-13030B 04/12/2013 13-04 CHIGH 225.00 225.00 1 13-5310-0-5600-108-0000-3700-007-000 NY P 369 PO-130308 04/12/2013 13-04CWHSE 225.00 225.00 1 13-5310-0-5600-108-0000-3700-007-000 NY P 225.00 225.00 TOTAL PAYMENT AMOUNT 1,575.00 * 1,575.00 011422/00 SYSCO OF SAN FRANCISCO 132 PO-130096 04/12/2013 303121309 2 13-5310-0-4300-108-0000-3700-007-000 NN P 132 PO-130096 04/12/2013 303280049/303261167 687.36 687.36 2 13-5310-0-4300-108-0000-3700-007-000 NN P 132 PO-130096 04/12/2013 15032PUCB 388.86 388.86 2 13-5310-0-4300-108-0000-3700-007-000 NN P 132 PO-130096 04/12/2013 1508306PUC 78.36 78.36 1 13-5310-0-4700-108-0000-3700-007-000 NN P 132 PO-130096 04/12/2013 303051818 321.20 321.20 1 13-5310-0-4700-108-0000-3700-007-000 NN P 132 PO-130096 04/12/2013 303121309 2,959.52 2,959.52 1 13-5310-0-4700-108-0000-3700-007-000 NN P 132 PO-130096 04/12/2013 303191568 1,797.34 1.797.34 1 13-5310-0-4700-108-0000-3700-007-000 NN P 132 PO-130096 04/12/2013 303280049/303261167 1,601.28 1,601.28 1 13-5310-0-4700-108-0000-3700-007-000 NN P 4,152.44 4,152.44 TOTAL PAYMENT AMOUNT 11.986.36 * 11.986.36

PAYMENT

33.847.89 **

TOTAL FUND

81 CENTER UNIFIED SCHOOL DIST. 041213	ACCOUNTS PAY BATCH: 0053 04/1: FUND : 14		<< Open >>	.02.05 04/10/1	L3 PAGE 14
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Depo		ABA num Account num S SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount
021752/00 PACIFIC POWER & SYSTEMS INC				,	
1640 PO-131385 04/12/2013 313008 1713 PO-131450 04/12/2013 313011 1949 PO-131637 04/12/2013 3328	TOTAL PAYMENT	1 14-0024-0-6500 1 14-0024-0-6400	0-106-9603-8500-007-000 NN F 0-106-9603-8500-007-000 NN F 0-106-9603-8500-007-000 NN F 21,713.20 *	18,899.00 1,415.00 1,399.20	18,899.00 1,415.00 1,399.20 21,713.20
	TOTAL FUND	PAYMENT	21,713.20 **		21,713.20

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J1892 APY500 H.02.05 04/10/13 PAGE

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FUND : 21 BUILDING FUND

			. 0.15	. 2.	•	POILDING LON	(D				
Vendor/Addr Remit Req Reference	Date	Description	Tax ID	num I	Deposit	type FD RESO P OB	JE S	ABA num Account SIT GOAL FUNC RES DEP		Liq Amt	Net Amount
011166/00 DAILY	JOURNAL	CORPORATION									
1911 00.131606 0	4 /10 /00 -		TOTAL								
1911 PO-131606 0- 1913 PO-131607 0-	4/12/2013 4/17/2013	A2457552			1	21-0000-0-62	00-4	72-9602-8500-007-829	NN F	525.00	525.00
1913 PO-131607 0	4/12/2013 4/12/2013	N2457571			1	21-0000-0-62	00-2	36-9602-8500-007-830	NM P	175.00	175.00
1913 PO-131607 O	4/12/2013	M443/3/1 M2457571			2	21-0000-0-62	00-2	38-9602-8500-007-R30	NN F	175.00	175.00
1915 PO-131609 0	1/12/2013	A2457563			3	21-0000-0-62	00-2	40-9602-8500-007-830	NN F	175.00	175.00
1915 PO-131609 04	1/12/2013	A2457563			2	21-0000-0-62	00-4	75-9602-8500-007-829	nn f	264.25	264.25
1917 PO-131611 04	1/12/2013	A2457547				21-0000-0-620	00-5	01-9602-8500-007-829	NN F	264.25	264.25
1920 PO-131614 04	1/12/2013	A2459259				21-0000-0-620	00-3	71-9602-8500-007-830	NN F	525.00	525.00
1920 PO-131614 04	/12/2013	A2459259			2	21-0000-0-610	00-2	34-9609-8500-007-826	NN P	177.33	177.33
1920 PO-131614 04	/12/2013	A2459259			2	21-0000-0-610	00-2	40-9609-8500-007-825	NN F	177.34	177.34
1922 PO-131615 04	/12/2013	A2459267			1	21-0000-0-610	00-4	75-9609-8500-007-825	NN F	177.33	177.33
1922 PO-131615 04	/12/2013	A2459267			•	21-0000-0-610	00-2	36-9609-8500-007-827 38-9609-8500-007-827	NN F	266.00 266.00 528.50	266.00
1924 PO-131617 04	/12/2013	A2459277			ī	21-0000-0-610	00-2	72-9609-8500-007-828	NN F	266.00	266.00
			TOTAL	PAYM	ENT AMO	UNT	00-4	3,696.00 •	NN F	528.50	528.50
								3,030.00 -			3,696.00
014507/00 HORIZO	N DISTRI	BUTORS									
1860 PO-131565 04	/12/2012	38040570									
1860 PO-131565 04	/12/2013	2AU485/2			1	21-0000-0-430	00-5	01-9629-8500-007-000	NN P	2,104.34	2,104.34
	,, 2013	28049046	TOTAL		1	21-0000-0-430	00-5	01-9629-8500-007-000		220.33	220.33
			TOTAL	PAYM	ENT AMO	UNT	:	2,324.67 •			2,324.67
021105/00 SIGNAT	URE REPRO	OGRAPHICS INC									
1900 PO-121500 A4	(20/00										
1900 PO-131598 04 1933 PO-131625 04	/12/2013	0000188440			1	21-0000-0-610	0-23	4-9609-8500-007-826	NN F	260.30	260.30
1940 PO-131628 04	/12/2013	0000189073			1	21-0000-0-620	0-47	84-9609-8500-007-826 72-9602-8500-007-829 75-9602-8500-007-829 75-9602-8500-007-830 76-9602-8500-007-830 76-9602-8500-007-830 76-9602-8500-007-830 76-9602-8500-007-827	NN F	814.71	814.71
1940 PO-131628 04	/12/2013	0000189076			2	21-0000-0-620	0-47	75-9602-8500-007-829	NN F	437.09	437.09
1941 PO-131629 04	/12/2013	0000189076			1 .	21-0000-0-620	10-50	1-9602-8500-007-829	NN F	437.09	437.09
1941 PO-131629 04	/12/2013	0000189074			1 .	21-0000-0-620	0-23	6-9602-8500-007-830	NN F	439.48	439.48
1941 PO-131629 04	/12/2013	0000103074			2	21-0000-0-620	0-23	8-9602-8500-007-830	NN F	439.48	439.48
1942 PO-131631 04	/12/2013	0000103074			3	21-0000-0-620	0-24	0-9602-8500-007-830	NN F	439.48	439.48
1944 PO-131633 04	/12/2013	0000189771			1 :	21-0000-0-620	0-37	1-9602-8500-007-830	NN F	1,166.10	1,166.10
1944 PO-131633 04,	/12/2013	0000188771			1 :	21-0000-0-610	0-23	6-9609-8500-007-827	NN F	304.48	304.48
1945 PO-131634 04,	/12/2013				2	21-0000-0-610	0-23	8-9609-8500-007-827	nn f	304.48	304.48
1945 PO-131634 04,	/12/2013	0000188774			- 1	21-0000-0-610	0-23	4-9609-8500-007-826	IN F	227.04	227.04
1945 PO-131634 04	/12/2013	0000188774			3 .	\$1-0000 0 6100	0-24	0-9609-8500-007-825	NN F	227.05	227.05
1947 PO-131636 04	/12/2013	0000188773			1	31-0000 0 C100	0-47	5-9609-8500-007-825	IN F	227.04	227.04
		-	TATOT	PAVME	NT AMO	PLL. 27-2000-0-0100	U-47	2-9609-8500-007-828	IN F	424.19	424.19
					APO	J.7 4	6	,148.01 *			6,148.01
			TOTAL	FUND	PA	MENT	12	,168.68 **			12,168.68
			TOTAL	ВАТСН	PAYMEN	т	484	,076.07 ***	0.00		484,076.07

ACCOUNTS PAYABLE PRELIST BATCH: 0053 04/12/2013

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J1892 APY500 H.02.05 04/10/13 PAGE

Vendor/Addr Remit name Rec ----

FUND : 21 BUILDING FUND

or/Addr Remit	name		Tax ID num	Deposit type		_			
Reference	Date	Description	05 114		ABA num	Account num			
			•••	FD RESO P OBJE	SIT GOAL FU	NC RES DEP T9MP	Liq Amt	Net Amount	

TOTAL DISTRICT PAYMENT 484,076.07 **** 0.00 484,076.07

TOTAL FOR ALL DISTRICTS: 484,076.07 **** 0.00 484,076.07

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

ACCOUNTS PAYABLE PRELIST

81 CENTER UNIFIED SCHOOL DIST. 04/19/13

Batch status: A All

From batch: 0055 To batch: 0055

Include Revolving Cash: Y

Include Address: N

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81 CENTER UNIFIED SCHOOL DIST. 04/19/13

ACCOUNTS PAYABLE PRELIST BATCH: 0055 04/19/2013

J2126 APY500 H.02.05 04/17/13 PAGE << Open >> FUND : 01 GENERAL FUND

Vendor/Addr Remit name Req Reference Date	To Description	x ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Liq A	mt Net Amount
010669/00 ALHAMBRA & SIER	RA SPRINGS		
390 PO-130323 04/19/2013	4780818 040613	1 01-0000-0-4300-105-0000-7200-005-000 NN P TOTAL PAYMENT AMOUNT 23.99 +	99 23.99 23.99
021763/00 ALL STAR RENTS			
8 PO-130009 04/19/2013	369229	1 01-8150-0-5600-106-0000-8110-007-000 NN F 139. TOTAL PAYMENT AMOUNT 157.08 *	157.08 157.08
017075/00 AMERICAN RIVER	SPEECH INC.		
1189 PO-131001 04/19/2013	4/9/13	1 01-6500-0-5800-102-5750-1180-003-000 NN P 2,911.2 TOTAL PAYMENT AMOUNT 2,911.25 *	2,911.25 2,911.25
011481/00 AT&T			
3 PO-130005 04/19/2013 4 3 PO-130005 04/19/2013 4	4252444 4252337	1 01-0000-0-5902-106-0000-8110-007-000 NN P 1 01-0000-0-5902-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 7,587.94 *	
011684/00 BADGE-A-MINIT			
1819 PO-131538 04/19/2013 2	A2685	1 01-5640-0-4300-601-9728-1000-017-090 YN F TOTAL PAYMENT AMOUNT 279.90 * TOTAL USE TAX AMOUNT 22.39	9 279.90 279.90
010442/00 BAR HEIN			
11 PO-130111 04/19/2013 4	111330	1 01-0000-0-4300-106-0000-B110-007-000 NN P 151.07 *	7 151.07 151.07
021235/00 BECKER, LEE ANN			
761 PO-130638 04/19/2013 M	MARCH MILEAGE REIMB	1 01-0000-0-5210-102-0000-3140-003-000 NN P 54.2 TOTAL PAYMENT AMOUNT 54.24 *	4 54.24 54.24

81 CENTER UNIFIED SCHOOL DIST. 04/19/13

ACCOUNTS PAYABLE PRELIST BATCH: 0055 04/19/2013 FUND : 01 GENERAL F

J2126 APY500 H.02.05 04/17/13 PAGE << Open >>

2

GENERAL FUND

				OLIVEIGHD FOND			
Vendor/Addr Remit name Req Reference Date	To Description	ax ID n	um Depo	Bit type FD RESO P OBJE	ABA num Account num SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount
014056/00 BENDER, LINDA				• • • • • • • • • • • • • • • • • • • •			
1881 PO-131653 04/19/2013	REIMB	TOTAL	PAYMENT	1 01-6520-0-5200- AMOUNT	472-5770-1110-003-000 NN F 909.44 *	909.44	909.44 909.44
021036/00 CCHAT CENTER			,				
528 PO-130454 04/19/2013	CENTENIS3/13	TOTAL	PAYMENT	1 01-6500-0-5800- AMOUNT	102-5750-1180-003-000 NN P 85.00 *	85.00	85.00 85.00
020305/00 CDW GOVERNMENT	INC.		.4				
1803 PO-131523 04/19/2013 1803 PO-131523 04/19/2013 1803 PO-131523 04/19/2013	BKR4R2R	TOTAL	PAYMENT	1 01-0000-0-4300-1	115-0000-7700-007-000 NN P 115-0000-7700-007-000 NN P 115-0000-7700-007-000 NN F 580.18 *	543.51 10.44 26.25	543.51 10.44 26.23 580.18
018180/00 CITRUS HEIGHTS	MOWER		•				
20 PO-130677 04/19/2013	231524	TOTAL	PAYMENT	1 01-0000-0-4300-1 AMOUNT	106-0000-8110-007-000 NN P 45.46 *	45.46	45.46 45.46
016320/00 COLLIER, ALYSON							
1972 PO-131655 04/19/2013 (REIMB	TOTAL 1	PAYMENT A	1 01-5630-0-4300-6 AMOUNT	01-1220-1000-017-000 NN F 766.54 *	766.54	766.54 766.54
015718/00 CUSTOM BENEFIT J	ADMINISTRATORS						
PV-131060 04/19/2013 (CBA APRIL 30,201		PAYMENT A	01-0000-0-9552-0 RMOUNT	00-0000-0000-000-000 NN 2,610.12 *		2,610.12 2,610.12
022347/00 GIVE SOMETHING E	BACK						
1790 PO-131509 04/19/2013 I 1790 PO-131509 04/19/2013 I	N-0092246	TOTAL F	PAYMENT #	1 01-6500-0-4300-1	02-5770-1110-003-000 NN P 02-5770-1110-003-000 NN F 81.68 •	25.90 55.79	25.90 55.78 81.68

81 CENTER UNIFIED SCHOOL DIST. 04/19/13

ACCOUNTS PAYABLE PRELIST BATCH: 0055 04/19/2013

J2126 APY500 H.02.05 04/17/13 PAGE

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FUND : 01 GENERAL 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 ------017718/00 GUIDING HANDS INC. 1528 PO-131282 04/19/2013 MARCH 1 01-6500-0-5800-102-5750-1180-003-000 NN P 3,721.86 3.721.86 TOTAL PAYMENT AMOUNT 3.721.86 * 3,721.86 015164/00 HARDIN, TONI 1977 PO-131658 04/19/2013 APR1-15 MILEAGE 1 01-5630-0-5800-601-1220-1000-017-000 NN F 117.75 117.75 TOTAL PAYMENT AMOUNT 117.75 * 117.75 017002/00 HOME DEPOT CREDIT SERVICES 31 PO-130017 04/19/2013 6669 02 92946 1 01-8150-0-4300-106-0000-8110-007-000 NN P 102.33 102.33 TOTAL PAYMENT AMOUNT 102.33 * 102.33 021789/00 JABBERGYM INC 529 PO-130455 04/19/2013 3031 1 01-6500-0-5800-102-5750-1180-003-000 NN P 807.50 807.50 TOTAL PAYMENT AMOUNT 807.50 * 807.50 010355/00 KAISER PV-131061 04/19/2013 KAISER MAY 01-0000-0-9552-000-0000-000-000-000 NN 154,205.69 TOTAL PAYMENT AMOUNT 154,205.69 * 154,205.69 010609/00 KELLY MOORE PAINT CO 1877 PO-131586 04/19/2013 202 246892/246891/246880 1 01-8150-0-4300-106-0000-8110-007-000 NN P 118.53 110.53 TOTAL PAYMENT AMOUNT 118.53 * 118.53 015080/00 LILLY PROPERTIES INC 276 PO-130234 04/19/2013 0404135 1 01-0000-0-5550-106-0000-8110-007-000 NN P 632.43 632.43 TOTAL PAYMENT AMOUNT 632.43 • 632.43 022335/00 LOFTUS, MARK 1956 PO-131643 04/19/2013 MILEAGE MARCH 1 01-0000-0-5210-103-1110-1004-003-000 NN F 24.86 24.86 TOTAL PAYMENT AMOUNT 24.86 * 24.86

81 CENTER UNIFIED SCHOOL DIST. 04/19/13

ACCOUNTS PAYABLE PRELIST

BATCH: 0055 04/19/2013 FUND : 01 GENERAL FUND J2126 APY500 H.02.05 04/17/13 PAGE

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Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
022406/00 MAXIM HEALTHCARE SERVICES INC		
1328 PO-131109 04/19/2013 1494320262 1328 PO-131109 04/19/2013 1481670262	1 01-0000-0-5800-102-0000-3140-003-000 NN P 1 01-0000-0-5800-102-0000-3140-003-000 NN P TOTAL PAYMENT AMOUNT 6,337.60 •	3,237.20 3,100.40 3,100.40 6,337.60
018496/00 MCCLELLAN HIGH SCHOOL		
1964 PO-131654 04/19/2013 236850 G.CONWAY	1 01-5630-0-4300-601-1220-1000-017-000 NN F TOTAL PAYMENT AMOUNT 35.00 *	35.00 35.00 35.00
019935/00 MENDOZA, ROSE		
1963 PO-131648 04/19/2013 REIMB	1 01-3550-0-5211-472-1110-1000-014-000 NN F TOTAL PAYMENT AMOUNT 19.53 *	19.53 19.53
022163/00 ODYSSEY LEARNING CENTER INC		
1526 PO-131280 04/19/2013 8002729	1 01-6500-0-5800-102-5750-1180-003-000 NN P TOTAL PAYMENT AMOUNT 2,912.04 *	2,912.04 2,912.04 2,912.04
017576/00 OFFICE DEPOT/BUS.SERVICES DIV		
1772 PO-131495 04/19/2013 651572494001	1 01-6500-0-4300-102-5770-1110-003-000 NN F TOTAL PAYMENT AMOUNT 120.40 *	117.82 120.40 120.40
015373/00 ORIENTAL TRADING COMPANY		
1820 PO-131539 04/19/2013 656690227-01 1821 PO-131540 04/19/2013 656690254-01	1 01-5630-0-4300-601-1220-1000-017-000 YN F 1 01-5630-0-4300-601-1220-1000-017-000 YN F TOTAL PAYMENT AMOUNT 222.71 * TOTAL USE TAX AMOUNT 17.82	108.83 101.73 129.54 120.98 222.71
014069/00 PLATT ELECTRIC SUPPLY		
1668 PO-131408 04/19/2013 3622580 1668 PO-131408 04/19/2013 3364802	1 01-8150-0-4300-106-0000-8110-007-000 NN P 1 01-8150-0-4300-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 947.86 •	54.37 54.37 893.49 893.49 947.86

81 CENTER UNIFIED SCHOOL DIST. 04/19/13

ACCOUNTS PAYABLE PRELIST BATCH: 0055 04/19/2013

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FUND : 01 GENERAL 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 -017245/00 PRECISION DATA PRODUCTS INC. 1624 PO-131364 04/19/2013 29561 1 01-0000-0-4300-472-1224-1000-014-000 NN F 166.16 166.16 TOTAL PAYMENT AMOUNT 166.16 * 166.16 010264/00 SACRAMENTO BEE 1960 PO-131645 04/19/2013 00772480 1 01-0000-0-4300-105-0000-7200-005-000 NN F 156.00 156.00 TOTAL PAYMENT AMOUNT 156.00 * 156.00 022352/00 SACRAMENTO CNTY OFFICE OF EDUC 1976 PO-131657 04/19/2013 131285 2 01-3010-0-5200-103-1110-1000-003-822 NN F 1976 PO-131657 04/19/2013 131285 120.00 120.00 1 01-3010-0-5200-371-0000-2150-012-822 NN F 700.00 700.00 TOTAL PAYMENT AMOUNT 820.00 • 820.00 010266/00 SACRAMENTO COUNTY UTILITIES 1439 PO-131200 04/19/2013 5000185866 1 01-0000-0-5540-106-0000-8110-007-000 NN P 675.29 675.29 TOTAL PAYMENT AMOUNT 675.29 * 675.29 018385/00 SCHOOL NURSE SUPPLY INC. 1846 PO-131556 04/19/2013 0432213 2 01-0000-0-4300-102-0000-3140-003-000 NN F 214.22 1846 PO-131556 04/19/2013 2213IN 171.73 1 01-5640-0-4300-601-9728-3140-017-000 NN F 395.36 352.87 TOTAL PAYMENT AMOUNT 524.60 * 524.60 014786/00 SCHOOL SPECIALTY 1782 PO-131504 04/19/2013 308101563747 1 01-6500-0-4300-102-5770-1110-003-000 NN F 159.27 138.21 TOTAL PAYMENT AMOUNT 138.21 * 138.21 021060/00 SHURTLEFF, DIANA 1978 PO-131659 04/19/2013 APRIL MILEAGE 1 01-5630-0-5200-601-1220-1000-017-000 NN F 20.68 20.68 TOTAL PAYMENT AMOUNT 20.68 * 20.68

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ACCOUNTS PAYABLE PRELIST BATCH: 0055 04/19/2013

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115.26

FUND : 01 GENERAL 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 014242/00 SKOGEBO, TERRI 1948 PO-131641 04/19/2013 REIMB 1 01-0000-0-4300-234-1110-1000-008-000 NN F 100.00 100.00 TOTAL PAYMENT AMOUNT 100.00 * 100.00 020252/00 STAPLES ADVANTAGE 1781 PO-131503 04/19/2013 3196376348 1 01-6500-0-4300-102-5770-1110-003-000 NN F 146.09 169.84 TOTAL PAYMENT AMOUNT 169.84 * 169.84 020462/00 STAPLES ADVANTAGE 1625 PO-131371 04/19/2013 3194469632 1 01-6300-0-4300-472-1110-1000-014-000 NN F 97.59 97.59 TOTAL PAYMENT AMOUNT 97.59 * 97.59 010137/00 STATE BOARD OF EQUALIZATION 734 PO-130614 04/19/2013 JAN-MARCH 1 01-7230-0-5800-112-0000-3600-007-000 NN P 71.79 71.79 TOTAL PAYMENT AMOUNT 71.79 * 71.79 020075/00 TATYANA SILCHUK 628 PO-130529 04/19/2013 MARCH 1 01-6500-0-5800-102-5770-3600-003-000 NN P 217.68 217.68 TOTAL PAYMENT AMOUNT 217.68 * 217.68 017453/00 THERAPY SHOPPE INC. 1744 PO-131470 04/19/2013 157015 1 01-6500-0-4300-102-5750-1110-003-000 NN F 32.39 30.98 TOTAL PAYMENT AMOUNT 30.98 * 30.98 010127/00 UNITED PARCEL SERVICE 665 PO-130554 04/19/2013 00000YW013143 1 01-0000-0-5901-472-1110-1000-014-472 NN P 17.99 17.99 TOTAL PAYMENT AMOUNT 17.99 • 17.99 015191/00 WACHOB, CYNTHIA 1146 PO-130970 04/19/2013 MARCH MILEAGE REIMB 1 01-6500-0-5210-102-5060-2110-003-000 NN P 115.26 115.26 TOTAL PAYMENT AMOUNT 115.26 *

81 CENTER UNIFIED SCHOOL DIST. 04/19/13	ACCOUNTS PAYABLE PRELIST J2126 APY500 H.02.05 04/17/13 PAGE 7 BATCH: 0055 04/19/2013 << Open >> FUND : 01 GENERAL FUND	7
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Liq Amt Net Amount	
022221/00 WESTERN HEALTH ADVANTAGE	***************************************	
PV-131062 04/19/2013 WHA MAY	01-0000-0-9552-000-0000-0000-000 NN 99,347.55 TOTAL PAYMENT AMOUNT 99,347.55 * 99,347.55	
017313/00 XEROX CORPORATION		
1003 PO-130852 04/19/2013 701610536 1003 PO-130852 04/19/2013 701619751	1 01-0000-0-5800-115-9790-8200-007-000 NN P 668.53 668.53 1 01-0000-0-5800-115-9790-8200-007-000 NN P 635.39 635.39 TOTAL PAYMENT AMOUNT 1,303.92 * 1,303.92	
	TOTAL FUND PAYMENT 290,543.52 ** 290,543.52 TOTAL USE TAX AMOUNT 40.21	

81 CENTER UNIFIED SCHOOL DIST. ACCOUNTS PAYABLE PRELIST 04/19/13 J2126 APY500 H.02.05 04/17/13 PAGE BATCH: 0055 04/19/2013 << Open >> FUND : 11 ADULT EDUCATION 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 020588/00 HATCH 1728 PO-131468 04/19/2013 00225082-IN 1 11-0028-0-4400-601-4130-1000-017-000 NN F 1,011.35 1,011.36 TOTAL PAYMENT AMOUNT 1,011.36 * 1,011.36 TOTAL FUND PAYMENT 1,011.36 **

1,011.36

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ACCOUNTS PAYABLE PRELIST

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BATCH: 0055 04/19/2013 FUND : 13 CAF CAFETERIA FUND

Vendor/Addr Remit name Req Reference Date D	escription	ax ID num	Depoi	sit typ FD	e RESO	P OBJE	AB SIT	A num GOAL F	Ac UNC R	count ES DEI	num T9MP	Lig Amt	Net Amount
019834/00 BERKELEY FARMS I	NC			• • • • • • •									
1511 PO-131269 04/19/2013 3	05000												
1511 PO-131269 04/19/2013 D	11 325920 11 325920			1 13-	5310-	0-4700	-108-	0000-3	700-0	07-000	NN P	1,779.46	1,779.46
1511 PO-131269 04/19/2013 N	C 325980			1 13-	5310-	0-4700	-108-	0000-3	700-0	07-000	NN D	1,976.52	1,976.52
1511 PO-131269 04/19/2013 O	H 325890			1 13-	5310 <i>-</i>	0-4700	-108-	0000-3	700-0	07-000	NN P	1,263.83	1,263.83
1511 PO-131269 04/19/2013 S	P 325950			1 13-	2310-	0-4700· 0-4700·	-108-	0000-3	700-0	07-000	NN P	1,603.54	1,603.54
1511 PO-131269 04/19/2013 W	CR 326010			1 13-	5310-	0-4700	-108-	0000-3	700-0	07-000	NN P	1,286.60	1,286.60
		TOTAL P	YMENT	AMOUNT			10,0	18.69	*	J7-000	NN P	2,108.74	2,108.74 10,018.69
020098/00 BIG TRAY													10,010.05
136 PO-130100 04/19/2013 7	33476	TOTAL PA	YMENT	1 13-9 AMOUNT	5310-6	0-4400-		9.77		7-000	NN P	9.77	9.77 9.77
015699/00 CLARK SECURITY PR													
1958 PO-131644 04/19/2013 S#	A14132501	TOTAL PA	YMENT .	1 13-5 AMOUNT	310-0	-4300-	108-0	0000-3°	700-00 •	7-000	NN F	108.32	108.32 108.32
021080/00 ED JONES FOOD SER													
131 PO-130095 04/19/2013 15	57105	TOTAL PA	YMENT A	1 13-5 AMOUNT	310-0	-4700-	108-0 5,68	000-37 8.14 •	700-00	7-000	NN P	5,688.14	5,688.14 5,688.14
022364/00 HEARTLAND PAYMENT	SYSTEMS												
470 PO-130507 04/19/2013 MS	80000001756	TOTAL PA	YMENT /	1 13-5 AMOUNT	310-0	-5300-	108-0 24	000-37 1.65 •	'00-00'	7-000	NN P	241.65	241.65 241.65
016279/00 PAR PAPER SUPPLY													
1192 PO-131003 04/19/2013 N5	5201-00	TOTAL PAY	(MENT A	1 13-5 MOUNT	310-0	-4300-1	108-00 1,04	000-37 1.71 •	00-00	7-000	NN P	1,041.71	1,041.71 1,041.71
021194/00 PRUDENTIAL OVERAL	L SUPPLY INC												
137 PO-130101 04/19/2013 180	0153623	TOTAL PAY	MENT A	1 13-5: MOUNT	310-0	-5800-1		000-37 3.52 *		7-000 1	NN P	73.52	73.52 73.52

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020462/00 STAPLES ADVANTAGE

612 PO-130520 04/19/2013 115956707

612 PO-130520 04/19/2013 115956724

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Tax ID num Deposit type

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227.44

Vendor/Addr Remit name

Req Reference Date Description FUND : 13 CAFETERIA FUND

ABA num Account num

FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Liq Amt Net Amount

1 13-5310-0-4300-108-0000-3700-007-000 NN P 203.20 203.20 1 13-5310-0-4300-108-0000-3700-007-000 NN P 24.24 24.24 TOTAL PAYMENT AMOUNT 227.44 *

TOTAL FUND PAYMENT 17,409.24 ** 17,409.24

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BUILDING FUND

FUND : 21

ABA num Account num

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Liq Amt Net Amount

Vendor/Addr Remit name Tax ID num Deposit type Req Reference Date Description FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP 019750/00 CAPITAL PROGRAM MGMT INC PO-121492 04/19/2013 63

TOTAL	PAYMENT		0-6234-106-9600- 10,382.93		NN P	10,382.93	10,382.93 10,382.93
TOTAL	FUND	PAYMENT	10,382.93	**			10,382.93
	BATCH PA USE TAX		322,729.13 40.21	•••	0.00		322,729.13
	DISTRICT USE TAX	PAYMENT AMOUNT	322,729.13 40.21	***	0.00		322,729.13
	FOR ALL USE TAX	DISTRICTS: AMOUNT	322,729.13 40.21	****	0.00		322,729.13

Number of warrants to be printed: 58, not counting voids due to stub overflows.

81 CENTER UNIFIED SCHOOL DIST. 04/26/2013

ACCOUNTS PAYABLE PRELIST

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Batch status: A All

From batch: 0057

To batch: 0057

Include Revolving Cash: Y

Include Address: N

81 CENTER UNIFIED SCHOOL DIST. 04/26/2013	ACCOUNTS PAYABLE PRELIST BATCH: 0057 04/26/2013 FUND : 01 GENERAL	ABLE PRELIST 6/2013 GENERAL FUND	J2399 APY500 H.(<< Open >>	H.02.05 04/24/13 PAGE	13 PAGE 1
Vendor/Addr Remit name Reg Reference Date Description	Tax ID num Depo	Deposit type FD RESO P OBJE SIT GOAL	ABA num Account num SIT GOAL FUNC RES DEP T9MP	Lig Amt	Net Amount
011802/00 A-Z BUS SALES INC.	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		, , , , , , , , , , , , , , , , , , ,		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
1759 PO-131483 04/26/2013 DI22092 1759 PO-131483 04/26/2013 DI2060	1 01- 1 01- TOTAL PAYMENT AMOUNT	7230-0-4300-112 7230-0-4300-112	-0000-3600-007-000 NN P -0000-3600-007-000 NN P 568.15 *	215.84	215.84 352.31 568.15
021988/00 ABDO PUBLISHING COMPANY					
1805 PO-131525 04/26/2013 172153 1805 PO-131525 04/26/2013 172153	TOTAL PAYMENT	1 01-6300-0-4200-371-1110-1000-012-000 2 01-6300-0-4300-371-1110-1000-012-000 AMOUNT 837.27 *	-1110-1000-012-000 NN F -1110-1000-012-000 NN F 837.27 *	670.95 192.78	657.72 179.55 837.27
010669/00 ALHAMBRA & SIERRA SPRINGS					
7 PO-13000B 04/26/2013 4782453 041113 66 PO-130039 04/26/2013 4781839 041113 390 PO-130323 04/26/2013 4781257 041113 519 PO-130424 04/26/2013 4780794 041113	1 01 1 01 1 01 1 01 TOTAL PAYMENT AMOUNT	8150-0-4300-106 7230-0-4300-112 0000-0-4300-105 0000-0-4300-103	-0000-8110-007-000 NN P -0000-3600-007-000 NN P -0000-7200-005-000 NN P -0000-7200-003-000 NN P 216.25 *	101.01 16.93 52.75 45.56	101.01 16.93 52.75 45.56 216.25
021763/00 ALL STAR RENTS					
1994 PO-131670 04/26/2013 CONTRACT 369934	1 01- TOTAL PAYMENT AMOUNT	1 01-8150-0-5600-106-0000-8110-007-000 NN AMOUNT 199.11 *	00-8110-007-000 NN P	1199.11	199.11 199.11
011617/00 AMADOR STAGE LINES					
1987 PO-131664 04/26/2013 42900 2014 PO-131688 04/26/2013 39506 2014 PO-131688 04/26/2013 39507	TOTAL PAYMENT	1 01-0000-0-5810-472-1110-4000-014-915 1 01-0000-0-5810-240-1110-1000-011-000 1 01-0000-0-5810-240-1110-1000-011-000 AMOUNT 1,840.20 *	10-4000-014-915 NN F 10-1000-011-000 NN P 10-1000-011-000 NN P	457.40 691.40 691.40	457.40 691.40 691.40 1,840.20
018533/00 ATKINSON ANDELSON LOYA RUDD					
1839 PO-131551 04/26/2013 426579 1839 PO-131551 04/26/2013 426579	1 01 2 01 TOTAL PAYMENT AMOUNT	1 01-0000-0-5804-105-0000-7200-005-000 NE 2 01-0000-0-5804-105-0000-7200-005-000 NE AMOUNT	00-7200-005-000 NE F 00-7200-005-000 NE P -40 *	13,901.00 11,941.40	13,901.00 11,941.40 25,842.40

ACCOUNTS PAYABLE PRELIST

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BATCH: 0057 04/26/2013 FUND : 01 GENERAL FUND

					GENERAL FORD				
Vendor/Addr Rem Req Reference		Description	Tax ID n	um Depo	sit type FD RESO P OBJE	ABA num E SIT GOAL FU	Account num NC RES DEP T9MP	Liq Amt	Net Amount
017760/00 BAC	KFLOW TECHN	OLOGIES LLC							
10 PO-130150	04/26/2013	13-5962	TOTAL	PAYMENT	1 01-0000-0-5800 AMOUNT	0-106-0000-81 130.00 *	10-007-000 NN P	130.00	130.00 130.00
010442/00 BAR	HEIN								
2008 PO-131683	04/26/2013	412094	TOTAL	PAYMENT	1 01-0000-0-4300 AMOUNT	0-106-0000-81: 103.10 •	10-007-000 NN P	103.10	103.10 103.10
011355/00 вмн	EQUIPMENT (COMPANY							
1929 PO-131621	04/26/2013	000 8053-IN	TOTAL	PAYMENT	1 01-8150-0-4300 AMOUNT	0-106-0000-811 51.09 *	10-007-000 NN P	51.09	51.09 51.09
018984/00 BURN	ETT, NELLIE	3							
802 PO-130673	04/26/2013	TRIP 000-196 MEAL		PAYMENT	7 07-1230-0-3000	-112-0000-360 11.83 *	00-007-000 NN P	11.83	11.83 11.83
010340/00 CA D	EPT OF JUST	CICE :		٤					
1376 PO-131151	04/26/2013	963261	TOTAL	PAYMENT	1 01-0000-0-5800 AMOUNT	-110-0000-720 288.00 *	00-004-000 NN P	288.00	288.00 288.00
020540/00 CALI	FORNIA AMER	ICAN WATER CO							
1816 PO-131535 1816 PO-131535 1816 PO-131535 1816 PO-131535 1816 PO-131535 1816 PO-131535 1816 PO-131535 1816 PO-131535 1816 PO-131535 1816 PO-131535 1816 PO-131535 1816 PO-131535 1816 PO-131535 1816 PO-131535 1816 PO-131535	04/26/2013 04/26/2013 04/26/2013 04/26/2013 04/26/2013 04/26/2013 04/26/2013 04/26/2013 04/26/2013 04/26/2013 04/26/2013 04/26/2013 04/26/2013	05-0401542-1 05-0401546-2 05-0401551-2 05-0054876-3 05-0052956-5 05-0482625-6 05-0550586-7 05-0052955-7 05-0054874-8 05-0062336-8 05-0482624-9			1 01-0000-0-5540 1 01-0000-0-5540 1 01-0000-0-5540 1 01-0000-0-5540 1 01-0000-0-5540 1 01-0000-0-5540 1 01-0000-0-5540 1 01-0000-0-5540 1 01-0000-0-5540 1 01-0000-0-5540 1 01-0000-0-5540 1 01-0000-0-5540 1 01-0000-0-5540	-106-0000-811 -106-0000-811 -106-0000-811 -106-0000-811 -106-0000-811 -106-0000-811 -106-0000-811 -106-0000-811 -106-0000-811 -106-0000-811	0-007-000 NN P 0-007-000 NN P 0-007-000 NN P 0-007-000 NN P 0-007-000 NN P 0-007-000 NN P 0-007-000 NN P 0-007-000 NN P 0-007-000 NN P 0-007-000 NN P	180.61 428.68 180.61 1,180.02 77.72 180.61 1,284.87 724.46 2,164.00 1,980.73 1,337.99 180.61 2,153.36	180.61 429.68 180.61 1,180.02 77.72 180.61 1,284.87 724.46 2,164.00 1,980.73 1,337.99 180.61 2,153.36
1816 PO-131535 (04/26/2013	05-0052643-9			1 01-0000-0-5540-	-106-0000-811	0-007-000 NN P	806.81 2,518.61	806.81 2,518.61

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ACCOUNTS PAYABLE PRELIST BATCH: 0057 04/26/2013

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FUND : 01 GENERAL FUND

	GENERAL FUND	
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Liq Am	. Net Amount
020540 (CONTINUED)		
1816 PO-131535 04/26/2013 05-0053100-9 1816 PO-131535 04/26/2013 05-0509237-9	1 01-0000-0-5540-106-0000-8110-007-000 NN P 223.14 TOTAL PAYMENT AMOUNT 17,745.57 *	
018659/00 CAPSTONE	, , , , , , , , , , , , , , , , , , ,	
1812 PO-131531 04/26/2013 CI10310228	1 01-5630-0-4200-601-1220-1000-017-000 NN F 1,346.54 TOTAL PAYMENT AMOUNT 1,346.54 *	1,346.54 1,346.54
010409/00 CAROLINA BIOLOGICAL SUPPLY CO		
1607 PO-131353 04/26/2013 48368644RI	1 01-0029-0-4300-472-1110-1000-014-000 NN F 282.98 TOTAL PAYMENT AMOUNT 308.18 *	308.18 308.18
017639/00 CDT INC.		
456 PO-130369 04/26/2013 26061	1 01-0000-0-5800-110-0000-7200-004-000 NN P 197.00 TOTAL PAYMENT AMOUNT 197.00 *	197.00 197.00
20305/00 CDW GOVERNMENT INC.		
1993 PO-131674 04/26/2013 BS88409	1 01-7230-0-4400-112-0000-3600-007-000 NN F 341.11 TOTAL PAYMENT AMOUNT 341.11 *	341.11 341.11
18180/00 CITRUS HEIGHTS SAW & MOWER		
20 PO-130677 04/26/2013 233303	1 01-0000-0-4300-106-0000-8110-007-000 NN P 152.25 TOTAL PAYMENT AMOUNT 152.25 *	152.25 152.25
14557/00 COLLEGE OAK TOW & TRANSPORT		
72 PO-130159 04/26/2013 465993	1 01-7230-0-5600-112-0000-3600-007-000 NN P 201.60 TOTAL PAYMENT AMOUNT 201.60 *	201.60 201.60

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ACCOUNTS PAYABLE PRELIST

81 CENTER UNIFIED SCHOOL DIST. 04/26/2013	ACCOUNTS PAYABLE PRELIST J2399 APY500 H.02.05 04/24/13 BATCH: 0057 04/26/2013 << Open >> FUND : 01 GENERAL FUND	3 PAGE 4
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Lig Amt	Net Amount
014526/00 CORNERSTONE ENVIRONMENTAL		
1670 PO-131410 04/26/2013 2735	1 01-0000-0-5600-106-0000-8110-007-000 NN P 224.06 TOTAL PAYMENT AMOUNT 224.06 *	224.06 224.06
010236/00 CREATIVE BUS SALES		
822 PO-130688 04/26/2013 5035216/5030067 822 PO-130688 04/26/2013 5035145 822 PO-130688 04/26/2013 8002577	1 01-7230-0-4300-112-0000-3600-007-000 NN P 836.84 1 01-7230-0-4300-112-0000-3600-007-000 NN P 21.28 1 01-7230-0-4300-112-0000-3600-007-000 NN P 24.06 TOTAL PAYMENT AMOUNT 882.18 *	836.84 21.28 24.06 882.18
018951/00 DELL		
1731 PO-131442 04/26/2013 XJ41JW8J4 1830 PO-131511 04/26/2013 XJ44W4PM1	1 01-0000-0-4400-371-0000-2700-012-000 NN F 612.36 1 01-0000-0-4400-472-0000-2420-014-000 NN F 5,306.77 TOTAL PAYMENT AMOUNT 5,920.80 *	604.45 5,316.35 5,920.80
011613/00 DITTO PRINT & COPY		
1806 PO-131526 04/26/2013 4834	1 01-0000-0-5800-105-0000-7200-005-000 NN F 1,008.61 TOTAL PAYMENT AMOUNT 1,059.05 *	1,059.05 1,059.05
018203/00 EDVOTEK		
1756 PO-131480 04/26/2013 126915	1 01-0029-0-4300-472-1110-1000-014-000 YN F 368.58 TOTAL PAYMENT AMOUNT 347.60 * TOTAL DSE TAX AMOUNT 27.81	347.60 347.60
019262/00 ENTERPRISE RENT A CAR		
2011 PO-131685 04/26/2013 D852686-3082	1 01-0000-0-5600-472-1110-4000-014-915 NN F 110.15 TOTAL PAYMENT AMOUNT 110.15 *	110.15 110.15
019446/00 FENCE SPECIALTIES INC		
1863 PO-131568 04/26/2013 584252	1 01-8150-0-4300-106-0000-8110-007-000 NN P 254.90 TOTAL PAYMENT AMOUNT 254.90 *	254.90 254.90

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ACCOUNTS PAYABLE PRELIST

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FUND : 01 GENERAL FUND

Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num	
019523/00 FOLLETT EDUCATIONAL SERVICE	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Liq Am	t Net Amount
	• 	
1662 PO-131571 04/26/2013 1418057A 1662 PO-131571 04/26/2013 148057B	1 01-6300-0-4100-234-1110-1000-008-000 NN P 10,420.5	
33,50,500	1 01-6300-0-4100-234-1110-1000-008-000 NN F 32.5 TOTAL PAYMENT AMOUNT 10,467.01 *	7 46.05 10,467.01
019704/00 FRISCH, JOYCE		
2015 PO-131689 04/26/2013 REIMB	1 01-0000-0-5210-110-0000-7200-004-000 NN F 13.5	5 13.95
	TOTAL PAYMENT AMOUNT 13.95 *	13.95
021754/00 GAYNOR TELESYSTEMS INC		
1995 PO-131671 04/26/2013 INV000023424	1 01-8150-0-5600-106-0000-8110-007-000 NN F 165.0	0 165.00
	TOTAL PAYMENT AMOUNT 165.00 *	165.00
017681/00 GEARY PACIFIC SUPPLY		
24 PO-130154 04/26/2013 2653399	1 01-8150-0-4300-106-0000-8110-007-000 NN P 140.4	9 140.49
	TOTAL PAYMENT AMOUNT 140.49 *	140.49
022347/00 GIVE SOMETHING BACK		
1675 PO-131415 04/26/2013 IN-0092815	1 01-0000-0-5800-105-0000-7200-005-000 NN F 38.3	4 38.34
1980 PO-131666 04/26/2013 IN-0098983	1 01-6500-0-4300-102-5770-1110-003-000 NN F 91.5 TOTAL PAYMENT AMOUNT 129.88 *	5 91.54 129.88
0.15404 / 100		
017609/00 GUERGUY, CARLA		
1845 PO-131672 04/26/2013 REIMB	1 01-5630-0-4300-601-1220-1000-017-000 NN F 199.8 TOTAL PAYMENT AMOUNT 199.82 *	
	TOTAL PAYMENT AMOUNT 199.82 *	199.82
013988/00 HAJOCA CORPORATION		
12 PO-130112 04/26/2013 S007210248	1 01-8150-0-4300-106-0000-8110-007-000 NN P 87.6	9 87.69
	TOTAL PAYMENT AMOUNT 87.69 *	87.69

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GENERAL FUND

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Vendor/Addr Req Refer	Remit name Sence Date	Description	Tax ID nu	n Depo	sit type FD RESO P OBJ	ABA num / E SIT GOAL FUNC	Account num RES DEP T9MP	Liq Amt	Net Amount
011219/00	HILLYARD/SACRA	MENTO				•••••••••••••••			· · · · · · · · · · · · · · · · · · ·
1982 PO-13	1660 04/26/2013	211428	TOTAL 1	PAYMENT	1 01-0000-0-9320 AMOUNT	0-000-0000-0000- 255.57 *	-000-000 NN F	255.57	255.57 255.57
018990/00	INTERSTATE BATT	TERY SYSTEM							
1537 PO-13	1286 04/26/2013	10073874	TOTAL I	'AYMENT	1 01-7230-0-4300 AMOUNT	0-112-0000-3600- 236.41 *	007-000 NN P	236.41	236.41 236.41
017653/00	JONES SCHOOL SU	JPPLIES							
	1620 04/26/2013		TOTAL F			0-601-9728-1000- 310.80 ± 24.86	017-371 YN F	335.66	310.80 310.80
016750/00	JUST SEND IT PO	STAL CENTER							
	0481 04/26/2013		TOTAL P	AYMENT	1 01-8150-0-5800 AMOUNT	-106-0000-8110- 10.00 *	007-000 NN P	10.00	10.00 10.00
021874/00	KIDWELL, TAMBRA								
897 PO-130 897 PO-130	0755 04/26/2013 0755 04/26/2013	TRIP 000-183 MEAL TRIP 000-184	REIMB TOTAL PA	AYMENT	1 01-7230-0-5800 1 01-7230-0-5800 AMOUNT	-112-0000-3600- -112-0000-3600- 19.27 *	007-000 NN P 007-000 NN F	14.55 4.76	14.55 4.72 19.27
17267/00	LASER AGE								
2012 PO-131	.686 04/26/2013	73313	TOTAL PA	AYMENT	1 01-0000-0-4300 AMOUNT	-472-0000-2700-0 104.65 ±	014-000 NN F	104.65	104.65 104.65
18720/00	MAITA CHEVROLET								
1988 PO-131	667 04/26/2013 8	811291	TOTAL PA	YMENT	1 01-7230-0-4300 AMOUNT	-112-0000-3600-(61.45 *	007-000 NN P	61.45	61.45 61.45

MANAGED HEALTH NETWORK

84 PO-130054 04/26/2013 902328

84 PO-130054 04/26/2013 902333

84 PO-130054 04/26/2013 902385

84 PO-130054 04/26/2013 902528

84 PO-130054 04/26/2013 902553

84 PO-130054 04/26/2013 903039

84 PO-130054 04/26/2013 903041

84 PO-130054 04/26/2013 904732

84 PO-130054 04/26/2013 905608

NCS PEARSON INC 1777 PO-131499 04/26/2013 3964529

O'REILLY AUTO PARTS

1990 PO-131669 04/26/2013 3558-225687

1990 PO-131669 04/26/2013 3558-225955

Vendor/Addr Remit name

022230/00

017315/00

010253/00

015787/00

Req Reference Date

7

269.99

536.67

7.51

6.39

269.99

7.51

6.39

TOTAL PAYMENT AMOUNT

FUND : 01 GENERAL FUND Tax ID num Deposit type ABA num Account num Description FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Lig Amt Net Amount 1398 PO-131171 04/26/2013 3200047074 1 01-0000-0-3401-100-1110-1000-000-000 NN P 1.197.90 1.197.90 TOTAL PAYMENT AMOUNT 1.197.90 * 1,197.90 NAPA AUTO PARTS - GENUINE AUTO 1 01-7230-0-4300-112-0000-3600-007-000 NN P 219.03 219.03 1 01-7230-0-4300-112-0000-3600-007-000 NN P 10.38 10.38 1 01-7230-0-4300-112-0000-3600-007-000 NN P 38.80 38.80 1 01-7230-0-4300-112-0000-3600-007-000 NN P 33.67 33.67 1 01-7230-0-4300-112-0000-3600-007-000 NN P 98.78 98.78 84 PO-130054 04/26/2013 902621/902662 1 01-7230-0-4300-112-0000-3600-007-000 NN P 107.87 107.87 1 01-7230-0-4300-112-0000-3600-007-000 NN P 139.23 139.23 1 01-7230-0-4300-112-0000-3600-007-000 NN P 88.84 88.84 1 01-7230-0-4300-112-0000-3600-007-000 NN P 21.03 21.03 1 01-7230-0-4300-112-0000-3600-007-000 NN P 140.27 140.27 TOTAL PAYMENT AMOUNT 897.90 * 897.90 1 01-5640-0-4300-601-9728-3120-017-000 NN P 165.29 165.29 TOTAL PAYMENT AMOUNT 165.29 * 165.29 1076 PO-130915 04/26/2013 3558-223863 1 01-7230-0-4300-112-0000-3600-007-000 NN P 8.04 B.04 1076 PO-130915 04/26/2013 3558-224469 1 01-7230-0-4300-112-0000-3600-007-000 NN P 15.65 15.65 1076 PO-130915 04/26/2013 3558-224735 1 01-7230-0-4300-112-0000-3600-007-000 NN P 1076 PO-130915 04/26/2013 3558-224897 14.05 14.05 1 01-7230-0-4300-112-0000-3600-007-000 NN P 8.04 1076 PO-130915 04/26/2013 3558-224866 8.04 1 01-7230-0-4300-112-0000-3600-007-000 NN P 10.09 10.09 1076 PO-130915 04/26/2013 3558-224895 1 01-7230-0-4300-112-0000-3600-007-000 NN P 8.04 B.04 1076 PO-130915 04/26/2013 3558-223579 1 01-7230-0-4300-112-0000-3600-007-000 NN P 50.79 50.79 1076 PO-130915 04/26/2013 3558-223612/224586 1 01-7230-0-4300-112-0000-3600-007-000 NN F 33.44 1990 PO-131669 04/26/2013 3558-226395 138.08

1 01-7230-0-4300-112-0000-3600-007-000 NN P

1 01-7230-0-4300-112-0000-3600-007-000 NN P

1 01-7230-0-4300-112-0000-3600-007-000 NN P

536.67 *

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1668 PO-131408 04/26/2013 3635328

1668 PO-131408 04/26/2013 3724803

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	HATCH: 0057 04/26/2013		
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount
017576/00 OFFICE DEPOT/BUS.SERVICES DIV	†		
1750 PO-131474 04/26/2013 651572964/65259 1858 PO-131576 04/26/2013 652856734001 1894 PO-131639 04/26/2013 652864221001	1 01-0000-0-4300-238-1110-1000-010-777 NN F 1 01-0000-0-4300-371-0000-2700-012-000 NN F 1 01-0000-0-4300-236-1110-1000-009-000 NN F TOTAL PAYMENT AMOUNT 427.60 *	58.91 49.02 323.05	55.76 48.79 323.05 427.60
011822/00 OLARIU, STEFAN			
1727 PO-131455 04/26/2013 000-132	1 01-7230-0-5800-112-0000-3600-007-000 NN P TOTAL PAYMENT AMOUNT 11.02 *	11.02	11.02 11.02
015373/00 ORIENTAL TRADING COMPANY			
1828 PO-131573 04/26/2013 656817912-01	1 01-5630-0-4300-601-1220-1000-017-000 YN F TOTAL PAYMENT AMOUNT 96.99 * TOTAL USE TAX AMOUNT 7.76	102.08	96.99 96.99
016692/00 PERFORMANCE CHEVROLET			
980 PO-130822 04/26/2013 518126	1 01-7230-0-4300-112-0000-3600-007-000 NN P TOTAL PAYMENT AMOUNT 195.61 *	195.61	195.61 195.61
019700/00 PITNEY BOWES INC			
1984 PO-131665 04/26/2013 1255240-AP13	1 01-0000-0-7439-106-0000-9100-007-000 NN F TOTAL PAYMENT AMOUNT 1,250.99 *	1,250.99	1,250.99 1,250.99
020169/00 PITZNER, JOSEPH			
44 PO-130023 04/26/2013 MAR/APR MILEAGE	1 01-0000-0-5210-106-0000-8300-007-000 NN P TOTAL PAYMENT AMOUNT 19.21 *	19.21	19.21 19.21
014069/00 PLATT ELECTRIC SUPPLY			
1668 PO-131408 04/26/2013 2979838 1668 PO-131408 04/26/2013 3634696 1668 PO-131408 04/26/2013 3665770 1668 PO-131408 04/26/2013 3635328	1 01-8150-0-4300-106-0000-8110-007-000 NN P 1 01-8150-0-4300-106-0000-8110-007-000 NN P 1 01-8150-0-4300-106-0000-8110-007-000 NN P	107.42 63.20 51.31	107.42 63.20 51.31

TOTAL PAYMENT AMOUNT

1 01-8150-0-4300-106-0000-8110-007-000 NN P

1 01-8150-0-4300-106-0000-8110-007-000 NN P

1,134.12 *

245.83

666.36

245.83

666.36

1,134.12

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ACCOUNTS PAYABLE PRELIST BATCH: 0057 04/26/2013

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FUND : 01 GENERAL 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 010093/00 PRECISION MARKETING SOLUTIONS 1581 PO-131329 04/26/2013 2013-131329 1 01-5640-0-4300-601-9728-1000-017-236 NN F 169.82 150.47 TOTAL PAYMENT AMOUNT 150.47 • 150.47 021194/00 PRUDENTIAL OVERALL SUPPLY INC 1641 PO-131386 04/26/2013 180153622 1 01-7230-0-5600-112-0000-3600-007-000 NN P 48.90 48.90 1641 PO-131386 04/26/2013 180154108 1 01-7230-0-5600-112-0000-3600-007-000 NN P 48.90 48.90 TOTAL PAYMENT AMOUNT 97.80 * 97.80 017016/00 RADIO SHACK CORPORATION 215 PO-130185 04/26/2013 057221 1 01-8150-0-4300-106-0000-8110-007-000 NN P 26.54 26.54 215 PO-130185 04/26/2013 056853 1 01-8150-0-4300-106-0000-8110-007-000 NN P 85.27 85.27 TOTAL PAYMENT AMOUNT 111.81 * 111.81 011238/00 RELIABLE TIRE 1598 PO-131345 04/26/2013 103843 1 01-7240-0-4300-112-5001-3600-007-000 NN P 1,015.23 1,015.23 TOTAL PAYMENT AMOUNT 1.015.23 * 1,015.23 010552/00 SAC VAL JANITORIAL 1722 PO-131451 04/26/2013 10031316 1 01-0000-0-9320-000-0000-0000-000 NN P 185.12 1722 PO-131451 04/26/2013 10031309 185.12 1 01-0000-0-9320-000-0000-0000-000-000 NN P 345.60 345.60 1722 PO-131451 04/26/2013 10032853 1 01-0000-0-9320-000-0000-0000-000 NN P 1,354.75 1,354.75 TOTAL PAYMENT AMOUNT 1.885.47 * 1,885.47 018777/00 SACRAMENTO COUNTY SHERRIF'S 479 PO-130381 04/26/2013 LIVESCAN MAR-13 1 01-0000-0-5800-110-0000-7200-004-000 NN P 297.00 297.00 TOTAL PAYMENT AMOUNT 297.00 * 297.00 022372/00 SAFETY GEAR CORPORATION 1818 PO-131537 04/26/2013 0016671 1 01-5640-0-4300-601-9728-1000-017-090 YN F 365.47 338.40 TOTAL PAYMENT AMOUNT 338.40 + 338.40 TOTAL USE TAX AMOUNT 27.07

		UNIFIED	SCHOOL	DIST.
04,	/26/2013	3		

ACCOUNTS PAYABLE PRELIST BATCH: 0057 04/26/2013 FUND : 01 GENERAL FUND

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	FUND : 01 GENERAL FUND	
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
018912/00 SAFETY-KLEEN CORPORATION		
95 PO-130162 04/26/2013 60313409	1 01-7230-0-5800-112-0000-3600-007-000 NN P TOTAL PAYMENT AMOUNT 622.40 *	622.40 622.40 622.40
013973/00 SAMBA HOLDINGS INC		
1538 PO-131287 04/26/2013 INV00036652	1 01-7230-0-4300-112-0000-3600-007-000 NN P TOTAL PAYMENT AMOUNT 48.65 *	48.65 48.65
010279/00 SARGENT-WELCH LLC		
1757 PO-131481 04/26/2013 8053564046	1 01-0029-0-4300-472-1110-1000-014-000 NN F TOTAL PAYMENT AMOUNT 35.28 *	35.28 35.28 35.28
018260/00 SAWSTOP LLC		
1804 PO-131524 04/26/2013 0082093-IN	1 01-0000-0-4300-472-1203-1000-014-000 NN F TOTAL PAYMENT AMOUNT 209.20 *	199.28 209.20 209.20
018930/00 SCHOOL SPECIALTY/CLASSROOM DIR		
1715 PO-131463 04/26/2013 308101569021	1 01-5630-0-4300-601-1220-1000-017-000 NN P TOTAL PAYMENT AMOUNT 204.70 *	204.70 204.70 204.70
017763/00 SCHOOLDUDE.COM		
1985 PO-131662 04/26/2013 R27442 1985 PO-131662 04/26/2013 R27442	2 01-0000-0-5800-111-0000-8200-007-000 NN F 1 01-8150-0-9330-000-0000-0000-000 NN F TOTAL PAYMENT AMOUNT 5,196.75 •	2,240.00 2,240.00 2,956.75 2,956.75 5,196.75
021060/00 SHURTLEFF, DIANA		
2001 PO-131680 04/26/2013 REIMB	1 01-0000-0-4300-105-0000-7200-005-000 NN F TOTAL PAYMENT AMOUNT 160.00 *	160.00 160.00 160.00

GENERAL FUND

	TOND : OI GENERAL FUND	
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
018370/00 STANLEY CONVERGENT SECURITY		
53 PO-130031 04/26/2013 10135574 53 PO-130031 04/26/2013 10105474 53 PO-130031 04/26/2013 10117709	1 01-0000-0-5800-106-0000-8110-007-000 NN P 1 01-0000-0-5800-106-0000-8110-007-000 NN P 1 01-0000-0-5800-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 2,761.95 •	2,469.39 2,469.39 117.90 117.90 174.66 174.66 2,761.95
020252/00 STAPLES ADVANTAGE		
1784 PO-131572 04/26/2013 3197286250	1 01-6500-0-4300-102-5770-1110-003-000 NN F TOTAL PAYMENT AMOUNT 334.98 *	294.12 334.98 334.98
021813/00 SUREWEST		
1896 PO-131596 04/26/2013 604800-0001	1 01-0000-0-5902-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 201.05 *	201.05 201.05
010127/00 UNITED PARCEL SERVICE		
1968 PO-131651 04/26/2013 00000YW013163	1 01-0000-0-5901-103-0000-2110-003-000 NN F TOTAL PAYMENT AMOUNT 54.14 *	60.00 54.14 54.14
015018/00 VERHOVETCHI, VEACESLAV		
1448 PO-131213 04/26/2013 000-132 TRIP MEAI 1448 PO-131213 04/26/2013 000-174 1448 PO-131213 04/26/2013 000-192	TOTAL PAYMENT AMOUNT 1 01-7230-0-5800-112-0000-3600-007-000 NN P 1 01-7230-0-5800-112-0000-3600-007-000 NN P 29.83 •	9.99 9.99 8.98 8.98 10.86 10.86 29.83
020845/00 W. ROSENAU MOTOR REWINDING		
1983 PO-131661 04/26/2013 8079	1 01-8150-0-4300-106-0000-8110-007-000 NY P TOTAL PAYMENT AMOUNT 64.80 *	64.80 64.80 64.80
010116/00 WESTERN PSYCHOLOGICAL SERVICES		
1888 PO-131591 04/26/2013 WPS-011477	1 01-6500-0-4300-102-5770-1110-003-000 NN F TOTAL PAYMENT AMOUNT 196.31 *	198.63 196.31 196.31

GENERAL FUND

Vendor/Addr Remit name Req Reference Date Do	escription	ax ID nu	m Depo	sit type FD RESO	P OBJE	ABA num SIT GOAL FU	Account num		Net Amount
018567/00 WESTERN STATES G	LASS		•••••			• • • • • • • • • • • • • • • • • • • •			••••••
1100 PO-130936 04/26/2013 45 1100 PO-130936 04/26/2013 46 1986 PO-131663 04/26/2013 46	49791	TOTAL	Payment	1 01-8150-	0-4300	-106-0000-81	10-007-000 NN 10-007-000 NN 10-007-000 NN	P 140.18	4.04 140.18 829.18 973.40
019842/00 WFCB-OSH COMMERCI	IAL SERVICES								
1487 PO-131244 04/26/2013 02 1487 PO-131244 04/26/2013 02 1487 PO-131244 04/26/2013 02 1487 PO-131244 04/26/2013 02 1487 PO-131244 04/26/2013 02 1487 PO-131244 04/26/2013 02 1487 PO-131244 04/26/2013 02 1487 PO-131244 04/26/2013 02 1487 PO-131244 04/26/2013 02	211010553 211010702 211159546 211048570 211010644/162625 211010483 211159407	TOTAL		1 01-8150- 1 01-8150- 1 01-8150- 1 01-8150- 1 01-8150- 1 01-8150-	0-4300- 0-4300- 0-4300- 0-4300- 0-4300- 0-4300-	106-0000-81; 106-0000-81; 106-0000-81; 106-0000-81; 106-0000-81; 106-0000-81;	L0-007-000 NN L0-007-000 NN L0-007-000 NN L0-007-000 NN L0-007-000 NN L0-007-000 NN L0-007-000 NN L0-007-000 NN	P 24.34 P 9.05 P 52.16 P 51.56 P 18.75 P 15.10 P 36.59	24.96 24.34 9.05 52.16 51.56 18.75 15.10 36.59 45.33 277.84
010649/00 WOODLAND TRACTOR 1903 PO-131599 04/26/2013 P2	22612	TOTAL 1	Payment	1 01-0000-0)- 4 300-	106-0000-811 344.91 *	.0-007-000 NN	P 344.91	344.91 344.91
010119/00 ZAHOUREK SYSTEMS	INC								
1760 PO-131484 04/26/2013 17	247	TOTAL I	PAYMENT		-4300-	472-1110-100 3,436.27 *	0-014-000 NN	P 3,436.27	3,436.27 3,436.27
		TOTAL E	 Fund Ise tax	PAYMENT AMOUNT		96,362.32 ** 87.50			96,362.32

81 CENTER UNIFIED SCHOOL DIST. 04/26/2013	ACCOUNTS PAYABLE PRELIST J2399 APY500 H.02.05 04 BATCH: 0057 04/26/2013 << Open >> FUND : 11 ADULT EDUCATION FUND	/24/13 PAGE 13
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Liq	Amt Net Amount
011377/00 STERLING COMPUTER PRODUCTS 1721 PO-131466 04/26/2013 116234	1 11-0028-0-4300-601-4130-1000-017-000 NN F 153 TOTAL PAYMENT AMOUNT 152.65 *	.36 152.65 152.65

PAYMENT

152.65 **

152.65

8

TOTAL FUND

81 CENTER UNIFIED SCHOOL DIST. 04/26/2013	ACCOUNTS PAYABLE I BATCH: 0057 04/26/2013 FUND : 12 CF		02.05 04/24/13 PAGE 14
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit ty	rpe ABA num Account num D RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
018143/00 CHILD DEVELOPMENT CENTERS INC	<i>,</i>		
674 PO-130559 04/26/2013 5030-0313 674 PO-130559 04/26/2013 5030-0313		-5025-0-5800-100-8500-1000-005-000 NN P -6105-0-5800-100-8500-1000-005-000 NN P T 40,607.80 *	17,867.43 22,740.37 40,607.80
	TOTAL FUND PAYM	ENT 40,607.80 **	40,607.80

81 CENTER UNIFIED SCHOOL DIST. 04/26/2013

ACCOUNTS PAYABLE PRELIST

J2399 APY500 H.02.05 04/24/13 PAGE << Open >>

15

BATCH: 0057 04/26/2013 FUND : 13 CAFETERIA FUND

	FUND : 13	CAFETERIA FUND	
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit	type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
011205/00 CULTURE SHOCK YOGURT			• • • • • • • • • • • • • • • • • • • •
1426 PO-131193 04/26/2013 1344	TOTAL PAYMENT AMO	13-5310-0-4700-108-0000-3700-007-000 NN P DUNT 168.00 *	168.00 168.00 168.00
021080/00 ED JONES FOOD SERVICE INC			
131 PO-130095 04/26/2013 157370	TOTAL PAYMENT AND	13-5310-0-4700-108-0000-3700-007-000 NN P DUNT 10,071.58 *	10,071.58 10,071.58
016279/00 PAR PAPER SUPPLY			
1192 PO-131003 04/26/2013 N55695-00	1 TOTAL PAYMENT AMO	13-5310-0-4300-108-0000-3700-007-000 NN P UNT 185.55 *	185.55 185.55 185.55
021194/00 PRUDENTIAL OVERALL SUPPLY INC			
137 PO-130101 04/26/2013 180152572 137 PO-130101 04/26/2013 180154109	1 1 TOTAL PAYMENT AMO	13-5310-0-5800-108-0000-3700-007-000 NN P 13-5310-0-5800-108-0000-3700-007-000 NN P UNT 147.04 *	73.52 73.52 73.52 73.52 147.04
018311/00 TOBEY, REBEKAH			
2002 PO-131681 04/26/2013 REFUND	TOTAL PAYMENT AMO	13-5310-0-8634-000-0000-0000-000-000 NN F UNT 15.53 *	15.53 15.53 15.53
	TOTAL FUND PA	YMENT 10,587.70 **	10,587.70

81 CENTER UNIFIED SCHOOL DIST. 04/26/2013	ACCOUNTS PAYABLE PRELIST J2399 APY500 H.02.05 04/24 BATCH: 0057 04/26/2013 << Open >> FUND : 14 DEFERRED MAINTENANCE FUND	4/13 PAGE 16
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Lig Amt	. Net Amount
017002/00 HOME DEPOT CREDIT SERVICES		
1931 PO-131623 04/26/2013 6669 28 87891 1931 PO-131623 04/26/2013 6669 01 88938	1 14-0024-0-4300-106-9605-8110-007-000 NN P 1,004.13 1 14-0024-0-4300-106-9605-8110-007-000 NN P 176.02 TOTAL PAYMENT AMOUNT 1,180.15 *	-, -, -, -,
	TOTAL FUND PAYMENT 1,180.15 **	1.180.15

81 CENTER UNIFIED SCHOOL DIST. 04/26/2013

ACCOUNTS PAYABLE PRELIST BATCH: 0057 04/26/2013

TOTAL USE TAX AMOUNT

J2399 APY500 H.02.05 04/24/13 PAGE 17

87.50

<< Open >>

FUND : 21 BUILDING 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 014507/00 HORIZON DISTRIBUTORS 1860 PO-131565 04/26/2013 2A049279 1 21-0000-0-4300-501-9629-8500-007-000 NN P 321.84 321.84 1860 PO-131565 04/26/2013 2A050205 1 21-0000-0-4300-501-9629-8500-007-000 NN P 182.57 182.57 TOTAL PAYMENT AMOUNT 504.41 * 504.41 TOTAL FUND PAYMENT 504.41 ** 504.41 TOTAL BATCH PAYMENT 149,395.03 *** 0.00 149,395.03 TOTAL USE TAX AMOUNT 87.50 TOTAL DISTRICT PAYMENT 149,395.03 **** 0.00 149,395.03 TOTAL USE TAX AMOUNT 87.50 TOTAL FOR ALL DISTRICTS: 149,395.03 **** 0.00 149,395.03

Number of warrants to be printed: 84, not counting voids due to stub overflows.

Action Item

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Wilson C. Riles Middle School

Date: May 1, 2013

To: Board of Trustees Information Item x

From: Joyce Frisch/Pripcipal # Attached Pages <u>1</u>

Principal's Initials: 🗾

SUBJECT:

Wilson C. Riles Middle School will send Jennifer Slay, Jennifer Law, Joyce Frisch and one other person (TBA) to the 2013 AVID Summer Institute on July 8 – 10 in Sacramento. Funding will be from Title 1

Center Unified School District Budget Data - Gathering Data

INSTRUCTIONS:	2. Use only one of	ject code and one vendor per page.		e One	ر ر
TEACHER:	Tennifer.	Slay	ACCT #:		
_	ON C. RILES MIDDI	U			
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Diagra fay DO	to 800 5	24-9917	VENDOR NAME & ADDRESS		
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Check needed	by	; Will hand carry.	<i>J</i> ,	71 12	120
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<u> </u>	Jegistration	7 01	uy		- CX - F
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APPROVAL:		ne Frisel	\supset	Shipping	Ø
_	(Site P	Pincipal)		• • • • •	2676
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Danisitiani		A manumb	Date Satured		

2013 AVID Summer Institute Registration Worksheet and Payment Coversheet

- Collect the information you will need for online registration using this worksheet
 Register the attendees at www.avid.org
- 3. Send payment(s) with completed worksheet to AVID Center

n	is	trict	and	Site	Inform	nation
١			anu	2116	11110111	IG LI OII

Center Joint Unified		Wilson C Riles MS	916-787-8	916-787-8100	
OISTRICT 4747 PFE R	Rd	scHool Roseville	SCHOOL PHONE CA	95747	
SCHOOL ADDRESS		CITY	STATE	ZIP	
Registrar: I	Please provide	contact information for the pe	erson entering reg	gistrations online.	
Jennifer Slay		916-787-8100	jslay@cen	terusd.org	
FIRST & LAST NAME		PHONE	EMAIL		

Attendees: List only those attending the same Institute. Use a separate form for each Institute.

	Last Name	First Name	Email The registration system requires a unique email address for each attendes.	Job Title/ AVID Role	Strand Check strend evallability at the institute you're attending at wew.avid.org
1	Law	Jennifer	jlaw@centerusd.org	Elective	Advancing the elective
	Frisch	Joyce	joyce@centerusd.org	Principal	Leadership School Wide
.3	Slay	Jennifer	jslay@centerusd.org	Coordinator	Writing Middle
-4	TBA				Implementing Middle
15	Jbeily	Tami	tjbeily@centerusd.org	DD	DD 1
ย	Lawson	Rebecca	rlawson@centerusd.org	DD	DD 1
7					
ö					

lease refer to the full AVID Center Contact for Payme Michelle Churchi		91-787-8100	questions abo	out payment? michellec@centerusd.org
lease refer to the full AVID Center Contact for Payme		ay we contact with	questions abo	out payment?
lease refer to the full AVID Center	•			
Copy of purchase order MUST ancellation Policy Cancellations	must be submitted in writing by or will be a \$75.00 processing	completing the Contact Form online a fee for all cancellations. Cancellations	t www.avid.org. All cancel s received fewer than 30 d	lations must be received no fewer ays before Event date are not eligible for a refund.
Other Please specify_				
Credit Card Select I	ay Now with Credit Card ori	ine		
Check #	Mail check and com	pleted worksheet(s) to: AVID Cen	ter-SI Payment 9246 L	ightwave Ave, Ste 200, San Diego, CA 92123.
Payment Method(s Purchase Order#_			se order and completed	worksheet(s) to AVID Center, 800 524-9917.
Sacramento	July 8-10	☐ San Diego 1	July 31-Augus	t 2
Orlando	July 1-3	☐ Indianapolis	July 22-24	
Dallas	June 26-28	☐ Philadelphia	July 15-17	
☐ Hawaii	June 5-7	☐ San Antonio	July 15-17	
	THE STATE OF THE S	riedse use a sepai.	ate worksnee	i for each Summer institute
Summer Institute		Mark only one	Mark only one Discostuce a sense	Mark only one. Please use a separate workshee

Western - Jennifer Slav

search



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Event Registration :: Registration Wizard

What would you like to do?

search Registrations
Register in , self-for an event
Register someone else for event
Register a TRA
Vew/Complete my registration(s)

View my registration history

Please, print this page for your records.

Thank you! You have reserved a space for the event below.

You may click a link on the left side menu to continue registering for events.

Registration Summary

Name: Jennifer Slav

Requested Event: 2013-Sacramento Summer Institute
Requested Strand: Writing Middle School and High School

Payment Status: Pending Registration ID: 240433

To apply for 2.0 semester units of continuing education credits, please click here.

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Event Registration :: Registration Wizard

What would you like to do?

Register in , self (or an event Register someone else for event Register a TBA View/Complete my registration(s) View my registration history

Please, print this page for your records.

Thank you! You have reserved a space for the event below.

You may click a link on the left side menu to continue registering for events.

Registration Summary

Name: TBA Registrant

Requested Event: 2013-Sacramento Summer Institute
Requested Strand: Implementation Middle School

Payment Status: Pending

Registration ID: 240424

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Welcome, Jennifer Slay

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Event Registration :: Registration Wizard

What would you like to do?

Search Registrations
Register myself for an event
Register someone else for event

Register a TBA View/Complete my registration(s)

View my registration history

Please, print this page for your records.

Thank you! You have reserved a space for the event below.

You may click a link on the left side menu to continue registering for events.

Registration Summary

Name: Joyce Frisch

Requested Event: 2013-Sacramento Summer Institute
Requested Strand: Leadership for AVID Schoolwide

Payment Status: Pending Registration ID: 240422

To apply for 2.0 semester units of continuing education credits, please $\underline{\text{click here}}$.

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Event Registration :: Registration Wizard

What would you like to do?

Search Registrations Register myself for an event Register someone else for event Register a TBA View/Complete my registration(s) View my registration history



Please, print this page for your records.

Thank you! You have reserved a space for the event below.

You may click a link on the left side menu to continue registering for events.

Registration Summary

Name:

Jennifer Law

Requested Event: 2013-Sacramento Summer Institute

Requested Strand: Advancing the AVID Elective Middle School

Payment Status:

Pending

Registration ID:

240418

To apply for 2.0 semester units of continuing education credits, please click here.

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AGENDA ITEM # XVI - A

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site:

Personnel Department

Action Item

<u>X</u>

Date:

May 15, 2013

Information Item

To:

Board of Trustees

Attached Pages

3

From:

David Grimes

Director of Personnel and Student Services

Subject: Declaration of Need for Fully Qualified Educators 2013/14 SY

The Department of Education and the Commission on Teacher Credentialing regulations for the issuance of emergency teaching credentials require individual districts to submit a "Declaration of Need for Fully Qualified Educators" each year for any *anticipated* certificated positions that may need to be filled with an individual holding an emergency credential.

In the event a District may wish to employ any teacher(s) needing emergency credentials, school districts are required to file a "Declaration of Need for Fully Qualified Educators" at the beginning of each school year. The "Declaration of Need for Fully Qualified Educators" is to be approved by the Board and will be valid for one school year. Each year, a new "Declaration of Need for Fully Qualified Educators" must be filed at the Commission on Teacher Credentialing.

Recommendation: Approve Declaration of Need for Fully Qualified Educators as Submitted.



Telephone: (916) 445-7254 or (888) 921-2682 E-mail: credentials@ctc.ca.gov Web site: www.ctc.ca.gov

DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

Original declaration of need for year Revised declaration of need for year			
For Service in a School District Name of District Center Joint Uni	fied School District	District CDS Code_	73973
Name of County Sacramento		County CDS Code_	
By submitting this annual Declaration the	district is certifying the following:	_	
a diligent search, as defined be	elow, to recruit a fully prepared teacher	for the assignment(s)) was made
if a suitable fully prepared to effort to recruit based on the p	acher is not available to the school distriority stated below	strict, the district will	make a reasonable
specified employment criteria for the pos and the declaration did NOT appear as pa	there is an insufficient number of cersition(s) listed on the attached form. Tort of a consent calendar.	tificated persons who	meet the district's
Enclose a copy of the Board agenda	item		
With my signature below I verify that th force until June 30,	e item was acted upon favorably by th	e board. The declara	tion shall remain in
Submitted by (Superintendent, Board Sec David Grimes	retary, or Designee):	Dir. Personnel	/Student Serv.
Name (916) 338-6415	Signature (916) 338-6404		Title
Fax Number	Telephone Number	05/15/2013	Date
8408 Watt Avenue Antelog	pe, CA 95843		
davidgrimes@centerusd.org	Mailing Address		
	E-Mail Address		
For Service in a County Office of E	ducation, State Agency or Non-P	ublic School or Ag	ency
Name of County		County CDS Code_	
Name of State Agency			
Name of NPS/NPA		County of Location	
The Superintendent of the County Offic NPS/NPA specified above adopted a de announcement that such a declaration was persons who meet the county's, agency' attached form.	colaration on/, at least yould be made, certifying that there is	t 72 hours following	g his or her public
The declaration shall remain in force unti	June 30,		
Enclose a copy of the public announ			
			(continued)

Name	Signature		Title
Fax Number	Telephone Nu	mber	Date
	Mailing Address		
	E-Mail Address		
➤ This declaration must be on file with the Cal permits will be issued for service with the em	lifornia Commission uploying agency	on Teacher Credentialing	g before any emergency
Areas of Anticipated Need for Fully Quali	fied Educators		
Based on the previous year's actual needs and prethe employing agency estimates it will need in Need for Fully Qualified Educators. This declaration	each of the identified ation shall be valid o	d areas during the valid only for the type(s) and su	period of this Declaration o bjects(s) identified below.
This declaration must be revised by the emplo exceeds the estimate by ten percent. Board appro	oying agency when oval is required for a	the total number of em revision.	ergency permits applied fo
Type of Emergency Permit		Estimated Number	Needed
CLAD (applicant already holds teaching	ng credential)	3	
BCLAD (applicant already holds teach	ning credential)	0	
List Target Language(s) for BCLA	AD Permit(s)		
Resource Specialist		0	
Library Media Teacher Services		0	
Clinical or Rehabilitative Services:			
Language. Speech and Hearing		0	
Special Class Authorization		0	
Limited Assignment Permits			
Limited Assignment Permits may only be issued baccalaureate degree and a professional preparati	d to applicants holdi on program includin	ng a valid California tea g student teaching.	ching credential based on a
Based on the previous year's actual needs and preparates the employing agency estimates it will ne	ojections of envolume	ent please indicate the m	umber of limited assignments.
TYPE OF LIMITED ASSIGNM	MENT PERMIT	ESTIMATED NU	MBER NEEDED
Multiple Subject			
Single Subject			

(continued)

TOTAL

Efforts to Recruit Certificated Personnel

The employing agency declares that it has implemented in policy and practices 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, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for more details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable teacher is not available to the school district, the district made a reasonable effort to recruit an individual for the assignment, in the following order:

- an individual who is scheduled to complete initial preparation requirements within six months
- a candidate who qualifies and agrees to participate in an approved internship program in the region of the school district

Efforts to Certify, Assign, and Develop Fully Qualified Personnel

	blished a District Intern program?	☐ Yes	☑ No
If no, explain. We u	se Fortune School of Education		
Does your agency college or university	participate in a Commission-approved internship program?	Yes	No
if yes, how many inte	ms do you expect to have this year?	0	
If yes, list each colleg	e or university with which you participate in an		
	California State University Sacra	mento, Chapman	University,
National Univer	sity		·
If no, explain why you	do not participate in an internship program.		
	, and the second		

Center Unified School Sistrict

Dept./Site:	AG Personnel Department	SENDA REQUEST FOR:
Date: To:	May 15, 2013 Board of Trustees	Action Item X
From:	David Grimes Director of Personnel/Student Services	# Attached Pages2
SUBJECT: Rese	olution #9/2012-13 Layoff For Lack ds	∢ Of Work Or Lack Of
XVII of the CSEA	12-13 is a result of lack of funds/la /CUSD Agreement, affected emplo in sixty (60) calendar days prior to	oyees will be sent notice of
RECOMMENDAT	ION: Approve Resolution #9/2012-	-13 as submitted.

AGENDA ITEM # XVI-B

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

RESOLUTION NO. #9/2012-13 ELIMINATION AND/OR REDUCTION OF CLASSIFIED EMPLOYEE SERVICES

WHEAREAS, Education Code sections 45114 and 45308 provide that classified employees shall be subject to layoff for lack of work or lack of funds; and

WHEAREAS, Education Code section 45117 provides that classified employees subject to layoff shall be given notice of layoff not less than sixty (60) days prior to the effective date of layoff and be informed of their displacement rights, if any, and reemployment rights; and

WHEAREAS, the Governing Board of the Center Joint Unified School District hereby finds that budgetary considerations for the 2013-2014 school year require classified employee services be eliminated and/or reduced due to lack of work or lack of funds; and

WHEAREAS, the District is mindful of its statutory duty to meet and negotiate with California School Employees Association, Chapter 610 ("CSEA"), regarding the effects and impacts of a decision to eliminate classified services.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Center Joint Unified School District hereby determines that positions in the classified service shall be eliminated or reduced for lack of work and/or lack of funds, as follows:

Eliminate: Instructional Specialist .90 FTE

Office Assistant .75 FTE
Instructional Assistant .1250 FTE
Bilingual Assistant/Spanish .4375 FTE

Reduce: Office Assistant (from 19½ to 180 days) .40 FTE
Parent Volunteer Coordinator (from 191 to 180 days) .35 FTE

BE IT FURTHER RESOLVED by the Governing Board of the Center Joint Unified School District, as follows:

- 1. The Superintendent is directed and authorized to meet and negotiate with CSEA regarding the effects and impacts of the foregoing decisions to eliminate classified services; and
- 2. The Superintendent is directed and authorized to give notice of layoff to the affected classified employees in accordance with the requirements of law; and

- 3. That said layoff shall be effective no later than August 7, 2013; and
- 4. That classified employees laid off pursuant to this Resolution shall be eligible for reemployment and/or reinstatement in accordance with Education Code section 45298 and any subsequent agreements between the District and CSEA.

APPROVED, PASSED AND ADOPTED by the Governing Board of the Center Joint Unified School District of Sacramento County, State of California, this 15th day of May 2013, by the following vote:

May 2013, by the following vote:	cramento County, State of Canfornia, this 15" day of
AYES: NOES: ABSENT OR NOT VOTING:	
	President of the Governing Board of the Center Joint Unified School District
CERTII	FICATE OF THE CLERK
Governing Board of the District of thereof on the 15 th day of May 2	Clerk of the Governing Board of the ct, hereby certify that the foregoing is a full, true and 0/2012-13 duly adopted at a regular meeting of the duly and regularly held at the regular meeting place 2013, of which meeting all of the members of such at which a majority thereof were present; and that at dopted by the following vote:
AYES: NOES: ABSENT OR NOT VOTING:	
meeting on file and of record in meeting on file and of record in meeting of the original Resort	y compared the same with the original minutes of such any office; the foregoing Resolution is a full, true and lution adopted at such meeting and entered in such as not been amended, modified or rescinded since the snow in full force and effect.
Dated: May 15, 2013	
	Clerk of the Governing Board of the Center Joint Unified School District

AGENDA ITEM # XVI-C

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept/Site: Business Department

Date: 06/20/12 Action Item X

To: Board of Trustees Information Item

From: Jeanne Bess # Attached Page

Director of Fiscal Services

SUBJECT:

Public Hearing and Authorization Tier III Categorical Funding Flexibility Transfer For FY 2013/14

To take advantage of the flexibility provisions described in the 2009/10 Budget Act, school districts have the ability to transfer all "Tier III" categorical programs for "any educational purpose to the extent permitted by federal and state law". The flexibility to transfer funds from these programs is authorized through 2014/15. The Tier III programs for Center Joint Unified are:

Resource	Program	Budget Amount	Transfer Amt
0000	Supplemental Hourly Programs	\$142,316	\$0.00
0020/1200	Morgan-Hart Class Size Reduction	\$127,409	\$127,409
0024/6205	Deferred Maintenance	\$197,167	\$0.00
0028/6285	Community Based Tutoring Grant	\$17,906	\$0.00
0030/6390	Adult Education	\$76,051	\$
0031/6405	School Safety Block Grant	\$36,233	\$0.00
0032/6760	Arts and Music Block Grant	\$76,253	\$0
0033/7055	CAHSEE Intervention Grants	\$49,123	\$ 0
0034/7080	Counselors, Grades 7-12	\$165,741	\$0
0036/7140	Gifted and Talented Education (GATE)	\$34,544	\$0.00
0037/7156	Instructional Materials Fund	\$297,399	\$0
0040/7271	PAR (Peer Assistance Review)	\$20,649	\$0
0049/7390	Pupil Retention Block Grant	\$134,936	\$0
0052/7393	Professional Development Block Grant	\$146,822	\$0
0053/7394	Targeted Instructional Improvement		
	Block Grant (TIIG)	\$231,213	\$0
0054/7395	School & Library Improvement Block Gran	nt \$316,915	\$0.00

The fiscal impact of this action would shift the funds in these programs from restricted to unrestricted purposes. All funds will be used to support current core programs. The amounts listed are based on estimated awards.

RECOMMENDATION: To approve the transfer of the above restricted programs to be used for unrestricted purposes that support current core programs.

Tier III Categorical Flexibility Transfers For Fiscal Year 2013/14

The following Tier III categorical programs will have their funds used for purposes that support core programs and will not necessarily be used for their original intent.

Program Supplemental Hourly Programs Morgan-Hart Class Size Reduction Arts and Music Block Grant Counselors, Grades 7-12 PAR (Peer Assistance & Review) Pupil Retention Block Grant	Use of Funds Intervention/Salaries CHS Salaries Site Salaries Existing Counselors Salary & Benefits Categorical Specialists	Budget <u>Amount</u> \$198,994 \$127,409 \$76,253 \$165,741 \$20,649 \$134,936	Transfer <u>Amount</u> \$198,994 \$127,409 \$76,253 \$165,741 \$20,649 \$134,936
Pupil Retention Block Grant Professional Development Block Grant	Categorical Specialists Academic Coach	\$134,936 \$146,822	\$134,936 \$146,822
Targeted Instructional Improvement Block Grant	Transportation	\$231,213	\$231,213

The following Tier III categorical programs will support both the programs for which they were intended and the general fund for other core programs. Those categorical programs are:

Instructional Materials Fund	\$296,997	\$246,997
School & Library Improvement Block Grant	\$316,915	\$150,000
Deferred Maintenance (Fund 14)	\$196,480	\$100,000

The remaining Tier III categorical programs that the District receives funds for will be passed through to support their respective programs. They include:

Community Based Tutoring Grant	Fund 11	\$14,686	\$0.00
Adult Education	Fund 11	\$76,051	\$0.00
School Safety Block Grant	Twin Rivers PD	\$69,551	\$0.00
Gifted and Talented Education	(GATE)	\$21,851	\$0.00
CAHSEE Intervention Grants	Intervention	\$49,123	\$0.00

The above actions will be taken during budget development based on known information from the Governor's January Budget release and other adjustments as of April 30, 2013 and may be adjusted pending change in State law regarding funding allocations to Districts.

AGENDA ITEM # XVII - A

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Superintendent's Office

Action Item____X

To:

Board of Trustees

Information Item _____

Date:

May 15, 2013

Attached Pages _____

From:

Revise BB

Revise BB

Add

Е

Scott A. Loehr, Superintendent

Principal/Administrator Initials:

9322

9323.2

9323.2

SUBJECT:		Second Reading: Board Policies/Regulations/Exhibits	
Revise	AR	0420.4	Charter School Authorization
Revise	BP	0420.42	Charter School Renewal
Revise	BP	0420.43	Charter School Revocation
Revise	BP/AR	1312.3	Uniform Complaint Procedures
Revise	BP/AR	3260	Fees and Charges
Revise	AR	3543	Transportation Safety and Emergencies
Revise	BP	4030	Nondiscrimination in Employment
Revise	AR	4161.2/4261.2/4361.2	Personal Leaves
Revise	AR	4217.3	Layoff/Rehire
Revise	BP/AR	5113.1	Chronic Absence and Truancy
Revise	AR	5125	Student Records
Revise	AR	5141.31	Immunizations
Revise	BP/AR	5144.1	Suspension and Expulsion/Due Process
Revise	BP	5145.6	Parental Notifications
Revise	BP/AR	5148.3	Preschool/Early Childhood Education
Revise	BP/AR/E	6161.1	Selection and Evaluation of Instructional Materials
Revise	BP	6161.11	Supplementary Instructional Materials
Revise	AR	6173.1	Education for Foster Youth
Revise	BP/AR/E(1	1) 6174	Education for English Language Learners
Delete	E(2-6)	6174	Education for English Language Learners
Revise	BP/AR	7214	General Obligation Bonds
A	D: // W \	, =	

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

Agenda/Meeting Materials

Actions by the Board

Actions by the Board

CHARTER SCHOOL AUTHORIZATION

Note: The following administrative regulation is optional.

Petition Signatures

A petition for the establishment of a start-up charter school must be signed by one of the following: (Education Code 47605)

- 1. A number of parents/guardians equivalent to at least one-half of the number of students that the charter school estimates will enroll in the school for its first year of operation
- A number of teachers equivalent to at least one-half of the number of teachers that the charter school estimates will be employed at the school during its first year of operation

If the charter petition calls for an existing public school to be converted to a charter school, the petition must be signed by at least 50 percent of the permanent status teachers currently employed at the school. (Education Code 47605)

(cf. 4116 - Permanent/Probationary Status)

In circulating a petition, the petitioners shall include a prominent statement explaining that a parent/guardian's signature means that the parent/guardian is meaningfully interested in having his/her child attend the charter school or, in the case of a teacher's signature, that the teacher is meaningfully interested in teaching at the charter school. The proposed charter shall be attached to the petition. (Education Code 47605)

Components of Charter Petition

Note: CSBA's publication <u>Charter Schools: A Manual for Governance Teams</u> recommends specific content that might be included in the descriptions of each component listed in items #1-16 below.

A petition shall include affirmations of the conditions described in Education Code 47605(d) as well as reasonably comprehensive descriptions of: (Education Code 47605, 47611.5)

1. The educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling students to become self-motivated, competent, and lifelong learners.

If the proposed school will serve high school students, the petition shall describe the manner in which the charter school will inform parents/guardians about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable, and courses approved by the University of California or the California State University as creditable under the "a-g" admissions criteria may be considered to meet college entrance requirements.

Note: Education Code 47605, as amended by SB 1290 (Ch. 576, Statutes of 2012), requires that the petition identify student outcomes that the charter school intends to use, including those that address increases in student achievement both schoolwide and for all groups of students served by the charter school, as defined in Education Code 47607. Education Code 47607, as amended by SB 1290, defines "all groups of students served by the charter school" to mean all "numerically significant" subgroups of students served by the charter school, as defined in Education Code 52052.

- 2. The measurable student outcomes identified for use by the charter school. Student outcomes means the extent to which all students of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program, including outcomes that address increases in student academic achievement both schoolwide and for each "numerically significant" subgroup of students served by the charter school, as defined in Education Code 52052.
- 3. The method by which student progress in meeting the identified student outcomes is to be measured.
- 4. The governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parent/guardian involvement.
- 5. The qualifications to be met by individuals to be employed by the school.
- 6. The procedures that the school will follow to ensure the health and safety of students and staff, including the requirement that each school employee furnish the school with a criminal record summary as described in Education Code 44237.
- 7. The means by which the school will achieve a racial and ethnic balance among its students that is reflective of the general population residing within the district's territorial jurisdiction.
- 8. Admission requirements, if applicable.
- 9. The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the Governing Board's satisfaction.

- 10. The procedures by which students can be suspended or expelled.
- 11. The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security.
- 12. The public school attendance alternatives for students residing within the district who choose to not attend the charter school.
- 13. A description of the rights of any district employee upon leaving district employment to work in the charter school and of any rights of return to the district after employment at the charter school.
- 14. The procedures to be followed by the charter school and the Board to resolve disputes relating to charter provisions.

Note: Education Code 47605 requires charter petitions to contain the declaration specified in item #15 below regarding responsibilities for collective bargaining. If the charter school is not deemed the public school employer for purposes of collective bargaining under Government Code 3540-3549.3, the district where the charter school is located shall be deemed the public school employer for these purposes, pursuant to Education Code 47611.5. Education Code 47611.5 further provides that, if the charter does not specify that the charter school shall comply with laws and regulations governing tenure or a merit or civil service system, the scope of representation for that charter school shall also include discipline and dismissal of charter school employees.

15. A declaration as to whether or not the charter school shall be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining under Government Code 3540-3549.3.

Note: Education Code 47605 and 5 CCR 11962 require the charter petition to include procedures to be used in the event that the charter school closes for any reason, as provided in item #16 below. Duties of the district pertaining to charter school closures include notification requirements pursuant to Education Code 47604.32 and 5 CCR 11962.1; see BP 0420.41 - Charter School Oversight.

- 16. The procedures to be used if the charter school closes, including, but not limited to: (5 CCR 11962)
 - a. Designation of a responsible entity to conduct closure-related activities
 - b. Notification to parents/guardians, the Board, the county office of education, the special education local plan area in which the school participates, the retirement systems in which the school's employees participate, and the California Department of Education, providing at least the following information:

- (1) The effective date of the closure
- (2) The name(s) and contact information of the person(s) to whom reasonable inquiries may be made regarding the closure
- (3) The students' districts of residence
- (4) The manner in which parents/guardians may obtain copies of student records, including specific information on completed courses and credits that meet graduation requirements
- c. Provision of a list of students at each grade level, the classes they have completed, and their districts of residence to the responsible entity designated in accordance with item #16a above
- d. Transfer and maintenance of all student records, all state assessment results, and any special education records to the custody of the responsible entity designated in accordance with item #16a above, except for records and/or assessment results that the charter may require to be transferred to a different entity
- e. Transfer and maintenance of personnel records in accordance with applicable law
- f. Completion of an independent final audit within six months after the closure of the school that includes an accounting of all financial assets and liabilities pursuant to 5 CCR 11962 and an assessment of the disposition of any restricted funds received by or due to the school
- g. Disposal of any net assets remaining after all liabilities of the school have been paid or otherwise addressed pursuant to 5 CCR 11962
- h. Completion and filing of any annual reports required pursuant to Education Code 47604.33
- i. Identification of funding for the activities identified in item #16a-h above

Note: Education Code 47605 requires that petitioners provide to the Governing Board the information listed in items #1-4 below. The Board may require additional information. For example, U.S. Department of Education nonregulatory guidance, The Impact of New Title I Requirements on Charter Schools, suggests that districts may, at their discretion, choose to incorporate in the charter the state's definition of "adequate yearly progress" to assist charter schools in understanding their accountability requirements; see the accompanying Board policy and BP/AR 0520.2 - Title I Program Improvement Schools.

As outlined in CSBA's publication <u>Charter Schools: A Manual for Governance Teams</u>, some districts request a school calendar, information regarding transportation arrangements, staff development plans, assurances that the school will provide appropriate services for English language learners and students with disabilities, or any other information that will assist the Board in understanding the proposal. Districts that wish to require additional information in the charter may list those items below.

Charter school petitioners shall provide information to the Board regarding the proposed operation and potential effects of the school, including, but not limited to: (Education Code 47605)

Note: Education Code 47605 requires that information on school facilities, listed in item #1 below, must specify where the school intends to locate. Unless otherwise exempted, the school must be located within the geographic boundaries of the chartering district; see section "Location of Charter School" below.

1. The facilities to be used by the school, including where the school intends to locate

(cf. 7160 - Charter School Facilities)

- 2. The manner in which administrative services of the school are to be provided
- 3. Potential civil liability effects, if any, upon the school and district
- 4. Financial statements that include a proposed first-year operational budget, including start-up costs and cash-flow and financial projections for the first three years of operation

Location of Charter School

Note: Education Code 47605 and 47605.1 establish geographic and site requirements for charter schools. Pursuant to Education Code 47605, a charter school granted by either the County Board of Education or the State Board of Education following initial denial by the district also must locate within the geographic boundaries of the district that denied the petition.

The Attorney General has opined, in 89 Ops.Cal.Atty.Gen. 166 (2006), that online charter schools are subject to the restrictions and conditions placed upon independent study programs, including the requirement that students reside in the charter school's home county or an adjacent county.

Unless otherwise exempted by law, the charter petition shall identify a single charter school that will operate within the geographic boundaries of the district. A charter school may propose to operate at multiple sites within the district as long as each location is identified in the petition. (Education Code 47605, 47605.1)

A charter school that is unable to locate within the district's jurisdictional boundaries may establish one site outside district boundaries but within the county, provided that: (Education Code 47605, 47605.1)

- 1. The district is notified prior to approval of the petition.
- 2. The County Superintendent of Schools and Superintendent of Public Instruction are notified before the charter school begins operations.
- 3. The charter school has attempted to locate a single site or facility to house the entire program but such a facility or site is unavailable in the area in which the school chooses to locate, or the site is needed for temporary use during a construction or expansion project.

A charter school may establish and locate a resource center, meeting space, or other satellite facility in an adjacent county if both of the following conditions are met: (Education Code 47605.1)

- 1. The facility is used exclusively for the educational support of students who are enrolled in nonclassroom-based independent study of the charter school.
- 2. The charter school provides its primary educational services in, and a majority of the students it serves are residents of, the county in which the school is authorized.

Petition Review Committee

Note: The following section is optional. CSBA's publication Charter Schools: A Manual for Governance Teams suggests that establishment of a petition review team is one method that can be used to obtain input on proposed charters. Such a committee might include representatives of the district's human resources, fiscal services, risk management, student services, curriculum, special education, facilities, and other appropriate departments.

At his/her discretion, the Superintendent or designee may establish a staff advisory committee to review submitted petitions and supporting documentation. Such a committee may be used to evaluate the completeness of proposals, the merits of the proposed educational programs, and any concerns that should be addressed by the petitioners, taking into consideration the criteria specified in law and Board policy for approval or denial of petitions. The Superintendent or designee shall also consult with legal counsel, as appropriate, regarding compliance of the charter proposals with legal requirements.

(cf. 1220 - Citizen Advisory Committees)

CHARTER SCHOOL AUTHORIZATION

Petition Signatures

A petition for the establishment of a start-up charter school within the district must be signed by one of the following: (Education Code 47605)

- 1. A number of parents/guardians equivalent to at least one-half of the number of students that the charter school estimates will enroll in the school for its first year of operation
- 2. A number of teachers equivalent to at least one-half of the number of teachers that the charter school estimates will be employed at the school during its first year of operation

If the charter petition calls for an existing public school to be converted to a charter school, the petition must be signed by at least 50 percent of the permanent status teachers currently employed at the school. (Education Code 47605)

(cf. 4116 - Permanent/Probationary Status)

In circulating a petition, the petitioners shall include a prominent statement explaining that a parent/guardian's signature means that the parent/guardian is meaningfully interested in having his/her child attend the charter school or, in the case of a teacher's signature, that the teacher is meaningfully interested in teaching at the charter school. The proposed charter shall be attached to the petition. (Education Code 47605)

Components of Charter Petition

A charter petition shall include affirmations of the conditions described in Education Code 47605(d) as well as descriptions of all of the following: (Education Code 47605, 47611.5)

1. The educational program of the school, designed, among other things, to identify those whom the school is attempting to educate, what it means to be an "educated person" in the 21st century, and how learning best occurs. The goals identified in that program shall include the objective of enabling students to become self-motivated, competent, and lifelong learners.

If the proposed school will serve high school students, the petition shall describe the manner in which the charter school will inform parents/guardians about the transferability of courses to other public high schools and the eligibility of courses to meet college entrance requirements. Courses offered by the charter school that are accredited by the Western Association of Schools and Colleges may be considered transferable, and courses approved by the University of California or the California State University as creditable under the "a-g" admissions criteria may be considered to meet college entrance requirements.

- 2. The measurable student outcomes identified for use by the charter school. Student outcomes means the extent to which all students of the school demonstrate that they have attained the skills, knowledge, and attitudes specified as goals in the school's educational program.
- 3. The method by which student progress in meeting those student outcomes is to be measured.
- 4. The governance structure of the school, including, but not limited to, the process to be followed by the school to ensure parent/guardian involvement.
- 5. The qualifications to be met by individuals to be employed by the school.
- 6. The procedures that the school will follow to ensure the health and safety of students and staff. These procedures shall include the requirement that each school employee furnish the school with a criminal record summary as described in Education Code 44237.
- 7. The means by which the school will achieve a racial and ethnic balance among its students that is reflective of the general population residing within the district's territorial jurisdiction.
- 8. Admission requirements, if applicable.
- 9. The manner in which annual, independent financial audits shall be conducted, which shall employ generally accepted accounting principles, and the manner in which audit exceptions and deficiencies shall be resolved to the satisfaction of the Governing Board.
- 10. The procedures by which students can be suspended or expelled.
- 11. The manner by which staff members of the charter school will be covered by the State Teachers' Retirement System, the Public Employees' Retirement System, or federal social security.
- 12. The public school attendance alternatives for students residing within the district who choose to not attend charter schools.
- 13. A description of the rights of any district employee upon leaving district employment to work in a charter school and of any rights of return to the district after employment at a charter school.

- 14. The procedures to be followed by the charter school and the Board to resolve disputes relating to charter provisions.
- 15. A declaration as to whether or not the charter school shall be deemed the exclusive public school employer of the school's employees for purposes of collective bargaining under Government Code 3540-3549.3.
- 16. The procedures to be used if the charter school closes.

These procedures shall include, but not be limited to: (5 CCR 11962)

- a. Designation of a responsible entity to conduct closure-related activities
- b. Notification of the closure to parents/guardians, the Board, the county office of education, the special education local plan area in which the school participates, the retirement systems in which the school's employees participate, and the CDE, providing at least the following information:
 - (1) The effective date of the closure
 - (2) The name(s) of and contact information for the person(s) to whom reasonable inquiries may be made regarding the closure
 - (3) The students' districts of residence
 - (4) The manner in which parents/guardians may obtain copies of student records, including specific information on completed courses and credits that meet graduation requirements
- c. Provision of a list of students at each grade level, the classes they have completed, and the students' district of residence to the responsible entity designated in accordance with item #16a above
- d. Transfer and maintenance of all student records, all state assessment results, and any special education records to the custody of the responsible entity designated in accordance with item #16a above, except for records and/or assessment results that the charter may require to be transferred to a different entity
- e. Transfer and maintenance of personnel records in accordance with applicable law

- f. Completion of an independent final audit within six months after the closure of the school that includes an accounting of all financial assets and liabilities pursuant to 5 CCR 11962 and an assessment of the disposition of any restricted funds received by or due to the school
- g. Disposal of any net assets remaining after all liabilities of the school have been paid or otherwise addressed pursuant to 5 CCR 11962
- h. Completion and filing of any annual reports required pursuant to Education Code 47604.33
- i. Identification of funding for the activities identified in item #16a-h above

Charter school petitioners shall provide information to the Board regarding the proposed operation and potential effects of the school, including, but not limited to: (Education Code 47605)

- 1. The facilities to be used by the school, including where the school intends to locate
- (cf. 7160 Charter School Facilities)
- 2. The manner in which administrative services of the school are to be provided
- 3. Potential civil liability effects, if any, upon the school and district
- 4. Financial statements that include a proposed first-year operational budget, including start-up costs and cash-flow and financial projections for the first three years of operation

Location of Charter School

Unless otherwise exempted by law, the charter petition shall identify a single charter school that will operate within the geographic boundaries of the district. A charter school may propose to operate at multiple sites within the district as long as each location is identified in the petition. (Education Code 47605, 47605.1)

A charter school that is unable to locate within the district's jurisdictional boundaries may establish one site outside district boundaries but within the county, provided that: (Education Code 47605, 47605.1)

1. The district is notified prior to approval of the petition.

- 2. The County Superintendent of Schools and Superintendent of Public Instruction are notified before the charter school begins operations.
- 3. The school has attempted to locate a single site or facility to house the entire program but such a facility or site is unavailable in the area in which the school chooses to locate, or the site is needed for temporary use during a construction or expansion project.

A charter school may establish a resource center, meeting space, or other satellite facility located in an adjacent county if both of the following conditions are met: (Education Code 47605.1)

- 1. The facility is used exclusively for the educational support of students who are enrolled in nonclassroom-based independent study of the charter school.
- 2. The charter school provides its primary educational services in, and a majority of the students it serves are residents of, the county in which the school is authorized.

Petition Review Committee

At his/her discretion, the Superintendent or designee may establish a staff advisory committee to review submitted petitions and supporting documentation. Such a committee may be used to evaluate the completeness of proposals, the merits of the proposed educational programs, and any concerns that should be addressed by the petitioners. The Superintendent or designee shall also consult with legal counsel as appropriate regarding compliance of the proposals with legal requirements.

(cf. 1220 - Citizen Advisory Committees)

CHARTER SCHOOL RENEWAL

Note: The following policy is optional. When the term of a charter granted by the Governing Board pursuant to Education Code 47605 (see BP/AR 0420.4 - Charter School Authorization) is due to expire, the charter school must submit a petition for renewal to the Board in accordance with Education Code 47607 and 5 CCR 11966.4.

Pursuant to Education Code 47605, to renew a charter that was originally granted by the State Board of Education (SBE) on appeal, the charter school must first submit its petition for renewal to the district that initially denied the charter. If the Board denies the renewal, the school may then petition the SBE for renewal.

The Governing Board believes that the ongoing operation of a charter school established within the district should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes. Whenever a charter school submits a petition for renewal of its charter, the Board shall review the petition thoroughly and in a timely manner.

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(cf. 0420.4 - Charter School Authorization)
(cf. 0420.41 - Charter School Oversight)
(cf. 0420.43 - Charter School Revocation)
(cf. 0500 - Accountability)
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Each renewal granted by the Board shall be for a period of five years. (Education Code 47607)

Submission of Renewal Petition

Note: The following **optional** paragraph may be revised to reflect district practice. 5 CCR 11966.4 requires that the Board grant or deny the renewal petition within 60 days of receiving the petition; see section entitled "Timelines for Board Action" below. However, it is recommended that the charter school submit its renewal petition sufficiently early (e.g., as much as nine months before the term of the charter is due to expire) so that, in the event that the Board denies the renewal, the charter school may be able to appeal to the County Board of Education and then to the SBE pursuant to Education Code 47607.5 and, if the school closes, for students of the charter school to transfer to another school.

A charter school seeking renewal of its charter is encouraged to submit its petition for renewal to the Board sufficiently early six months before the term of the charter is due to expire.

The signature requirement applicable to new charter petitions is not applicable to petitions for renewal. (5 CCR 11966.4)

The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. The petition also shall include documentation that

the charter school meets at least one of the criteria for academic performance specified in Education Code 47607(b), as listed in item #5 in the section "Criteria for Granting or Denying Renewal" below. (Education Code 47607; 5 CCR 11966.4)

Criteria for Granting or Denying Renewal

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605. The Board shall consider the past performance of the charter school's academics, finances, and operations in evaluating the likelihood of future success, along with plans for improvement, if any. (Education Code 47607; 5 CCR 11966.4)

Note: As amended by SB 1290 (Ch. 576, Statutes of 2012), Education Code 47607 requires the Board to consider increases in student achievement for all "numerically significant" student subgroups, as defined in Education Code 52052, as the most important factor in determining whether to grant a charter renewal.

In determining whether to grant a charter renewal, the Board shall consider increases in academic achievement for all "numerically significant" groups of students served by the charter school, as defined in Education Code 52052, as the most important factor. (Education Code 47607)

Note: Education Code 47607 and 5 CCR 11966.4 establish grounds for denial of charter renewals. See CSBA's publication <u>Charter Schools: A Manual for Governance Teams</u> for additional information about making the determinations specified in items #1-4 below.

The Board shall deny a renewal petition only if it makes a written factual finding setting forth specific facts to support one or more of the following grounds: (Education Code 47605, 47607; 5 CCR 11966.4)

- 1. The charter school presents an unsound educational program for the students enrolled in the school.
- 2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
- 3. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).
- 4. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).

5. The charter school has failed to meet at least one of the following criteria of academic performance:

Note: SB 1290 (Ch. 576, Statutes of 2012) amended Education Code 47607 to revise the criterion related to the attainment of the Academic Performance Index growth target to (1) delete the option to consider attainment of the growth target in the aggregate for the prior three years and (2) require the growth target to be met both schoolwide and for all numerically significant groups of students served by the charter school.

- a. Attainment of its Academic Performance Index (API) growth target in the prior year or in two of the last three years, both schoolwide and for all numerically significant groups of students served by the charter school as defined in Education Code 52052.
- b. An API ranking in deciles 4-10 in the prior year or in two of the last three years.
- c. An API ranking in deciles 4-10 for a demographically comparable school in the prior year or in two of the last three years.
- d. Academic performance at least equal to the academic performance of the public schools that the charter school students would otherwise have been required to attend as well as the academic performance of district schools, taking into account the composition of the student population that is served at the charter school. In determining whether the charter school satisfies this criterion, the Board shall base its decision on:
 - (1) Documented clear and convincing data
 - (2) Student achievement data from assessments, including, but not limited to, the Standardized Testing and Reporting Program, for demographically similar student populations in comparison schools
 - (3) Information submitted by the charter school

Note: When making a written finding based on item #5d, Education Code 47607 requires the district to submit copies of supporting documentation and a written summary of the basis for its determination to the Superintendent of Public Instruction (SPI), as provided below. The SPI will review the materials and make recommendations to the district; those recommendations may be the basis for a revocation of the charter by the SBE.

Whenever the Board makes a determination based on this criterion, the Superintendent or designee shall submit copies of supporting documentation and a written summary of the basis for the Board's determination to the Superintendent of Public Instruction.

(cf. 6162.51 - Standardized Testing and Reporting Program)

e. Qualification for an alternative accountability system pursuant to Education Code 52052(h)

Timelines for Board Action

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

Within 30 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school and obtain public input.

If the charter school submits documentation pursuant to item #5d in the section "Criteria for Granting or Denying Renewal" above, the Board shall not grant a renewal until at least 30 days after the submission of such documentation. (Education Code 47607)

Within 60 days of receiving the renewal petition, or within 90 days if extended by mutual written agreement of the Board and the charter school, the Board shall either grant or deny the request to renew the charter. (Education Code 47607; 5 CCR 11966.4)

If the Board fails to make a written factual finding pursuant to items #1-5 in the section "Criteria for Granting or Denying Renewal" above within the required time period, the absence of a written factual finding shall be deemed an approval of the renewal petition. (5 CCR 11966.4)

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied. (Education Code 47604.32; 5 CCR 11962.1)

If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board of Education within 30 days of the Board's written factual findings supporting the denial. If the County Board then fails to deny or grant the petition within 60 days of receiving the petition, or within 90 days if extended by written mutual agreement of the charter school and the County Board, the charter school may submit the petition to the State Board of Education. (Education Code 47605, 47607.5)

Note: Pursuant to Education Code 47604.32, if a charter school ceases operation for any reason, including denial of its renewal, the district must notify the California Department of Education; see BP 0420.41 - Charter School Oversight. In addition, the district and/or charter school must implement the school closure procedures specified in the charter in accordance with Education Code 47605 and 5 CCR 11962; see AR 0420.4 - Charter School Authorization.

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

47600-47616.7 Charter Schools Act of 1992

52052 Alternative accountability system; definition of numerically significant student subgroup

56145-56146 Special education services in charter schools

60600-60649 Assessment of academic achievement

CODE OF REGULATIONS, TITLE 5

11960-11969 Charter schools

UNITED STATES CODE, TITLE 20

7223-7225 Charter schools

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Manual for Governance Teams, rev. 2012

WEB SITES

CSBA: http://www.csba.org

California Charter Schools Association: http://www.calcharters.org

California Department of Education, Charter Schools: http://www.cde.ca.gov/sp/cs National Association of Charter School Authorizers: http://www.charterauthorizers.org

U.S. Department of Education: http://www.ed.gov

CHARTER SCHOOL RENEWAL

The Governing Board believes that the ongoing operation of a charter school established within the district should be dependent on the school's effectiveness in achieving its mission and goals for student learning and other student outcomes. Whenever a charter school submits a petition for renewal of its charter, the Board shall review the petition in a thorough and timely manner.

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(cf. 0420.4 - Charter School Authorization)
(cf. 0420.41 - Charter School Oversight)
(cf. 0420.43 - Charter School Revocation)
(cf. 0500 - Accountability)
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A charter school seeking renewal of its charter is encouraged to submit a petition for renewal to the Board sufficiently early before the term of the charter is due to expire.

The signature requirement applicable to new charter petitions shall not be applicable to petitions for renewal. (5 CCR 11966.4)

The petition for renewal shall include a reasonably comprehensive description of how the charter school has met all new charter school requirements enacted into law after the charter was originally granted or last renewed. The petition also shall include documentation that the charter school meets at least one of the criteria for academic performance specified in Education Code 47607(b). (Education Code 47607; 5 CCR 11966.4)

The Board shall not grant a renewal until at least 30 days after the charter school submits such documentation of its academic performance. (Education Code 47607)

Within 30 days of receiving the renewal petition, the Board shall hold a public hearing to review documentation submitted by the charter school and obtain public input.

Within 60 days of receiving the renewal petition, or within 90 days if extended by mutual written agreement of the Board and the charter school, the Board shall either grant or deny the request to renew the charter. (Education Code 47607; 5 CCR 11966.4)

Renewals shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605. When considering a petition for renewal, the Board shall consider the past performance of the charter school's academics, finances, and operations in evaluating the likelihood of future success, along with plans for improvement, if any. (Education Code 47607; 5 CCR 11966.4)

Each renewal shall be for a period of five years. (Education Code 47607)

The Board shall deny a renewal petition only if it makes a written factual finding setting forth specific facts to support one or more of the following grounds: (Education Code 47605, 47607; 5 CCR 11966.4)

- 1. The charter school presents an unsound educational program for the students to be enrolled in the charter school.
- 2. The petitioners are demonstrably unlikely to successfully implement the program set forth in the petition.
- 3. The petition does not contain an affirmation of each of the conditions described in Education Code 47605(d).
- 4. The petition does not contain reasonably comprehensive descriptions of the charter provisions in Education Code 47605(b).
- 5. The charter school has failed to meet at least one of the following criteria of academic performance:
 - a. Attainment of its Academic Performance Index (API) growth target in the prior year or in two of the last three years, or in the aggregate for the prior three years
 - b. An API ranking in deciles 4-10 in the prior year or in two of the last three years
 - c. An API ranking in deciles 4-10 for a demographically comparable school in the prior year or in two of the last three years
 - d. Academic performance at least equal to the academic performance of the public schools that the charter school students would otherwise have been required to attend, as well as the academic performance of district schools, taking into account the composition of the student population that is served at the charter school

In determining whether the charter school satisfies this criterion, the Board shall base its decision on documented, clear, and convincing data; student achievement data including, but not limited to, results from the Standardized Testing and Reporting Program for demographically similar student populations in comparison schools; and information submitted by the charter school at least 30 days prior to the Board's decision.

The district shall submit copies of supporting documentation and a written summary of the basis for its determination to the Superintendent of Public Instruction.

e. Qualification for an alternative accountability system pursuant to Education Code 52052(h)

If the Board fails to make a written factual finding pursuant to items #1-5 above within the required time period, the absence of a written factual finding shall be deemed an approval of the renewal petition. (5 CCR 11966.4)

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, whenever a renewal of the charter is granted or denied. (Education Code 47604.32; 5 CCR 11962.1)

If the Board denies a renewal petition, the charter school may submit its application for renewal to the County Board of Education within 30 days of the Board's written factual findings supporting the denial. If the County Board then fails to deny or grant the petition within 60 days of receiving the petition, or within 90 days if extended by written mutual agreement of the charter school and the County Board, the charter school may submit the petition to the State Board of Education.

Legal Reference:

EDUCATION CODE

47600-47616.7 Charter Schools Act of 1992
52052 Alternative accountability system
56145-56146 Special education services in charter schools
60600-60649 Assessment of academic achievement
CODE OF REGULATIONS, TITLE 5
11960-11969 Charter schools
UNITED STATES CODE, TITLE 20
7223-7225 Charter schools

Management Resources:

CSBA PUBLICATIONS

<u>The Role of the Charter School Authorizer</u>, Online Course <u>Charter Schools: A Manual for Governance Teams</u>, rev. 2009 <u>WEB SITES</u>

CSBA: http://www.csba.org

California Charter Schools Association: http://www.calcharters.org

California Department of Education, Charter Schools: http://www.cde.ca.gov/sp/cs National Association of Charter School Authorizers: http://www.charterauthorizers.org

U.S. Department of Education: http://www.ed.gov

Policy CENTER UNIFIED SCHOOL DISTRICT approved: October 17, 2012 Antelope, California

CHARTER SCHOOL REVOCATION

Note: The following policy is **optional**. Education Code 47607 and 5 CCR 11968.5.2-11968.5.3 authorize the Governing Board to revoke the charter of a charter school in its jurisdiction when certain substantiated findings are made. In <u>Today's Fresh Start, Inc. v. Los Angeles County Office of Education</u>, the court of appeal confirmed that the revocation process prescribed in the Education Code provides a charter school with sufficient due process and that a charter school is not entitled to any additional evidentiary hearing by a neutral third party.

In addition, Education Code 47604.5 authorizes the State Board of Education (SBE) to revoke the charter of any charter school, whether or not the SBE is the chartering authority, if it makes certain findings relating to gross financial mismanagement, illegal or improper use of funds, or substantial and sustained departure from measurably successful practices that may jeopardize the educational development of students. SBE revocation procedures are specified in 5 CCR 11968.5-11968.5.1.

The Governing Board expects any charter school it authorizes to provide a sound educational program that promotes student learning and to carry out its operations in a manner that complies with law and the terms of its charter.

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(cf. 0420.4 - Charter School Authorization)
(cf. 0420.41 - Charter School Oversight)
(cf. 0420.42 - Charter School Renewal)
(cf. 0500 - Accountability)
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The Board may revoke a charter before the date it is due to expire whenever the Board makes a written factual finding, supported by substantial evidence, that the charter school has done any of the following: (Education Code 47607)

- 1. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter
- 2. Failed to meet or pursue any of the student outcomes identified in the charter
- 3. Failed to meet generally accepted accounting principles or engaged in fiscal mismanagement
- 4. Violated any provision of law

Note: As amended by SB 1290 (Ch. 576, Statutes of 2012), Education Code 47607 requires the Board to consider increases in student achievement for all numerically significant student subgroups, as defined in Education Code 52052, as the most important factor in determining whether to revoke a charter.

In determining whether to revoke a charter, the Board shall consider increases in student academic achievement for all "numerically significant" groups of students served by the charter school, as defined in Education Code 52052, as the most important factor. (Education Code 47607)

At least 72 hours prior to any Board meeting at which the Board will consider issuing a Notice of Violation, the Board shall provide the charter school with notice and all relevant documents related to the proposed action. (5 CCR 11968.5.2)

(cf. 9320 - Meetings and Notices)

If the Board takes action to issue a Notice of Violation, it shall deliver the Notice of Violation to the charter school's governing body. The Notice of Violation shall identify: (Education Code 47607; 5 CCR 11965, 11968.5.2)

- 1. The charter school's alleged violation(s).
- 2. All evidence relied upon by the Board in determining that the charter school committed the alleged violation(s), including the date and duration of the alleged violation(s). The Notice shall show that each alleged violation is both material and uncured and that it occurred within a reasonable period of time before the Notice of Violation is issued.
- 3. The period of time that the Board has concluded is a reasonable period of time for the charter school to remedy or refute the identified violation(s). In identifying this time period, the Board shall consider the amount of time reasonably necessary to remedy each identified violation, which may include the charter school's estimation as to the anticipated remediation time.

By the end of the remedy period identified in the Notice of Violation, the charter school's governing body may submit to the Board a detailed written response and supporting evidence addressing each identified violation, including the refutation, remedial action taken, or proposed remedial action. (5 CCR 11968.5.2)

Within 60 calendar days of the conclusion of the remedy period, the Board shall evaluate any response and supporting evidence provided by the charter school's governing body and shall take one of the following actions: (5 CCR 11968.5.2)

1. Discontinue revocation of the charter and provide timely written notice of such action to the charter school's governing body

Note: Pursuant to Education Code 47607 and 5 CCR 11968.5.2, a decision to issue a Notice of Intent to Revoke as provided in item #2 below must be supported by substantial evidence that the charter school has failed to remedy or refute a violation. "Substantial evidence" is not defined in law or state regulations. The district should consult legal counsel as necessary.

2. If there is substantial evidence that the charter school has failed to remedy a violation identified in the Notice of Violation or to refute a violation to the Board's satisfaction, continue revocation of the charter by issuing a Notice of Intent to Revoke to the charter school's governing body

If the Board issues a Notice of Intent to Revoke, it shall hold a public hearing concerning the revocation on the date specified in the notice, which shall be no later than 30 days after providing the notice. Within 30 calendar days after the public hearing, or within 60 calendar days if extended by written mutual agreement of the Board and the charter school, the Board shall issue a final decision to revoke or decline to revoke the charter. (Education Code 47607; 5 CCR 11968.5.2)

If the Board fails to meet the timelines specified above for issuing a Notice of Intent to Revoke or a final decision, the revocation process shall be deemed terminated. (5 CCR 11968.5.2)

Within 10 calendar days of the Board's final decision, the Superintendent or designee shall provide a copy of the final decision to the California Department of Education (CDE) and the County Board of Education. (Education Code 47604.32; 5 CCR 11968.5.2)

Note: Pursuant to Education Code 47604.32, if a charter school ceases operation for any reason, including revocation, the district must notify the California Department of Education; see BP 0420.41 - Charter School Oversight. In addition, the district and/or charter school must implement the school closure procedures specified in the charter in accordance with Education Code 47605 and 5 CCR 11962; see AR 0420.4 - Charter School Authorization.

Severe and Imminent Threat

The procedures specified above shall not be applicable when the Board determines, in writing, that any violation under Education Code 47607 constitutes a severe and imminent threat to the health or safety of students. In such circumstances, the Board may immediately revoke the school's charter by approving and delivering a Notice of Revocation by Determination of a Severe and Imminent Threat to Pupil Health or Safety to the charter school's governing body, the County Board, and the CDE. (Education Code 47607; 5 CCR 11968.5.3)

Appeals

Note: Pursuant to Education Code 47607 and 5 CCR 11968.5.3-11968.5.5, a charter school may appeal the revocation of its charter, including a revocation based on a severe and imminent threat, to the County Board of Education within 30 days of the Board's final decision. The County Board may reverse the revocation if it determines that the district's findings are not supported by substantial evidence, in which case the district may appeal the reversal to the SBE. If the County Board upholds the revocation or does not issue a decision within 90 days of its receipt of the appeal, the charter school may appeal to the SBE. Pursuant to Education

Code 47607, if either the County Board or the SBE reverses the revocation, the district remains the chartering authority.

Education Code 47607 further provides that, while an appeal is pending, a charter school whose revocation is based on a material violation of any of the conditions, standards, or procedures set forth in its charter or is based on a failure to meet or pursue any of the student outcomes identified in the charter will continue to qualify as a charter school for funding and all other purposes of the Charter Schools Act and may continue to hold all existing grants, resources, and facilities in order to ensure that the education of students enrolled in the school is not disrupted.

In the event that the Board revokes the charter, the charter school may, within 30 days of the Board's final decision, appeal the revocation to the County Board. Either the charter school or the district may subsequently appeal the County Board's decision to the SBE. (Education Code 47607; 5 CCR 11968.5.3-11968.5.5)

Legal Reference:

EDUCATION CODE

47600-47616.7 Charter Schools Act of 1992, especially:

47607 Charter renewals and revocations

52052 Numerically significant student subgroup; definition

CODE OF REGULATIONS, TITLE 5

11960-11969 Charter schools, especially:

11968.5-11968.5.5 Charter revocations

COURT DECISIONS

Today's Fresh Start, Inc. v. Los Angeles County Office of Education, (2011) 197 Cal. App. 4th 436

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Manual for Governance Teams, rev. 2012

WEB SITES

CSBA: http://www.csba.org

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U.S. Department of Education: http://www.ed.gov

CHARTER SCHOOL REVOCATION

The Governing Board expects any charter school authorized by the Board to provide a sound educational program that promotes student learning and to comply with law and the terms of its charter. However, when necessary, the Board may revoke a charter before the date it is due to expire.

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(cf. 0420.4 - Charter School Authorization)
(cf. 0420.41 - Charter School Oversight)
(cf. 0420.42 - Charter School Renewal)
(cf. 0500 - Accountability)
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The Board may revoke a charter whenever it makes a written factual finding, supported by substantial evidence, that the charter school has done any of the following: (Education Code 47607)

- 1. Committed a material violation of any of the conditions, standards, or procedures set forth in the charter
- 2. Failed to meet or pursue any of the student outcomes identified in the charter
- 3. Failed to meet generally accepted accounting principles or engaged in fiscal mismanagement
- 4. Violated any provision of law

At least 72 hours prior to any Board meeting at which the Board will consider issuing a Notice of Violation, the Board shall provide the charter school with notice and all relevant documents related to the proposed action. (5 CCR 11968.5.2)

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(cf. 9320 - Meetings and Notices)
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If the Board takes action to issue a Notice of Violation, it shall deliver the Notice of Violation to the charter school's governing body. The Notice of Violation shall identify: (Education Code 47607; 5 CCR 11965, 11968.5.2)

- 1. The charter school's alleged violation(s).
- 2. All evidence relied upon by the Board in determining that the charter school committed the alleged violation(s), including the date and duration of the alleged violation(s). The Notice shall show that the violation(s) are both material and uncured and that the alleged violation(s) occurred within a reasonable period of time before the Notice of Violation is issued.
- 3. The period of time that the Board has concluded is a reasonable period of time for the charter school to remedy or refute the identified violation(s). In identifying this time period, the Board shall consider the amount of time reasonably necessary to remedy each identified violation, which may include the charter school's estimation as to the anticipated remediation time.

By the end of the remedy period identified in the Notice of Violation, the charter school's governing body may submit to the Board a detailed written response and supporting evidence addressing each identified violation, including the refutation, remedial action taken, or proposed remedial action. (5 CCR 11968.5.2)

Within 60 calendar days of the conclusion of the remedy period, the Board shall evaluate any response and supporting evidence provided by the charter school's governing body and shall take one of the following actions: (5 CCR 11968.5.2)

- 1. Discontinue revocation of the charter and provide timely written notice of such action to the charter school's governing body
- 2. If there is substantial evidence that the charter school has failed to remedy or refute to the Board's satisfaction a violation identified in the Notice of Violation, continue revocation of the charter by issuing a Notice of Intent to Revoke to the charter school's governing body

If the Board issues a Notice of Intent to Revoke, it shall hold a public hearing concerning the revocation on the date specified in the notice, which shall be no later than 30 days after providing the notice. Within 30 calendar days after the public hearing, or within 60 calendar days if extended by written mutual agreement of the Board and the charter school, the Board shall issue a final decision to revoke or decline to revoke the charter. (Education Code 47607; 5 CCR 11968.5.2)

If the Board fails to meet the timelines specified above for issuing a Notice of Intent to Revoke or a final decision, the revocation process shall be deemed terminated. (5 CCR 11968.5.2)

Within 10 calendar days of the Board's final decision, the Superintendent or designee shall provide a copy of the final decision to the California Department of Education (CDE) and the County Board of Education. (Education Code 47604.32; 5 CCR 11968.5.2)

Severe and Imminent Threat

The procedures specified above shall not be applicable when the Board determines that any violation under Education Code 47607 constitutes a severe and imminent threat to the health or safety of students. In such circumstances, the Board may immediately revoke the school's charter by approving and delivering a Notice of Revocation by Determination of a Severe and Imminent Threat to Pupil Health or Safety to the charter school's governing body, the County Board, and the CDE. (Education Code 47607; 5 CCR 11968.5.3)

Appeals

In the event that the Board revokes the charter, the charter school may, within 30 days of the Board's final decision, appeal the revocation to the County Board. Either the charter school or the district may subsequently appeal the County Board's decision to the SBE. (Education Code 47607; 5 CCR 11968.5.3-11968.5.5)

Legal Reference:

EDUCATION CODE

47600-47616.7 Charter Schools Act of 1992, especially:

47607 Charter renewals and revocations

CODE OF REGULATIONS, TITLE 5

11960-11969 Charter schools, especially:

11968.5-11968.5.5 Charter revocations

COURT DECISIONS

Today's Fresh Start, Inc. v. Los Angeles County Office of Education, (2011) 197 Cal. App. 4th 436

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

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California Charter Schools Association: http://www.calcharters.org

California Department of Education, Charter Schools: http://www.cde.ca.gov/sp/cs National Association of Charter School Authorizers: http://www.charterauthorizers.org

U.S. Department of Education: http://www.ed.gov

Policy CENTER UNIFIED SCHOOL DISTRICT approved: October 17, 2012 Antelope, California

UNIFORM COMPLAINT PROCEDURES

Note: To address prohibited discrimination and possible violations of state and federal laws governing educational programs, 5 CCR 4621 mandates districts to adopt uniform complaint policies and procedures consistent with the state's complaint procedures specified in 5 CCR 4600-4687. Pursuant to Education Code 234.1, as amended by AB 9 (Ch. 723, Statutes 2011), districts are required to adopt a process for receiving and investigating complaints alleging discrimination, harassment, intimidation, and bullying that meets the requirements specified in the law, including applicable timelines and an appeal process to follow if a complainant disagrees with the resolution of the complaint. The California Department of Education (CDE) monitors districts for compliance with these procedures through its Federal Program Monitoring (FPM) process. The FPM includes a review of written district policies and procedures for required language, including for discrimination, harassment, intimidation, and bullying against students pursuant to Education Code 234.1, and a review of records of required activities, such as annual notification provided to students, parents/guardians, employees, and other school community members.

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve any complaints alleging failure to comply with such laws and/or alleging unlawful discrimination, harassment, intimidation, or bullying in accordance with the uniform complaint procedures.

Note: The following paragraph lists types of discrimination prohibited by state and federal law, as well as the protected groups listed in 5 CCR 4610.

The district shall use the uniform complaint procedures to resolve any complaint alleging unlawful discrimination, harassment, intimidation, or bullying in district programs and activities based on actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Penal Code 422.55, or Government Code 11135, or based on association with a person or group with one or more of these actual or perceived characteristics.

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(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4031 - Complaints Concerning Discrimination in Employment)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
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Note: 5 CCR 4610 specifies programs and activities for which state and/or federal funding is provided to districts and for which districts are required to establish a uniform system of complaint processing. In addition, Education Code 32289 authorizes an individual to file a complaint if he/she believes that the district has not complied with the school safety planning requirements of 20 USC 7114(d)(7). The CDE has interpreted this to mean that complaints as to the development and adoption of the school safety plan may be considered under this procedure.

In addition, pursuant to Education Code 49013, as added by AB 1575 (Ch. 776, Statutes of 2012), districts are mandated to adopt policies and procedures authorizing complaints to be filed using the uniform complaint procedures when a district is alleged to have violated the prohibition against requiring students to pay fees, deposits, or other charges as defined in Education Code 49010, unless authorized by law. For information about authorized student fees, see AR 3260 - Fees and Charges.

Uniform complaint procedures shall also be used to address any complaint alleging the district's failure to comply with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities, the requirements for the development and adoption of a school safety plan, and state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs.

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(cf. 0450 - Comprehensive Safety Plan)
(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 3260 - Fees and Charges)
(cf. 3320 - Claims and Actions Against the District)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5148 - Child Care and Development)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)
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Note: 5 CCR 4621 mandates that district policy ensure that complainants are protected from retaliation.

The Board prohibits any form of retaliation against any complainant in the complaint process. Participation in the complaint process shall not in any way affect the status, grades, or work assignments of the complainant.

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

Note: 5 CCR 4631 authorizes the district to utilize alternative dispute resolution methods, including mediation, to resolve complaints before initiating a formal investigation. The following optional paragraph provides for a neutral mediator and should be revised to reflect district practice.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with the uniform complaint procedures, whenever all parties to a complaint agree to try resolving the problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

Note: The following paragraph is mandated pursuant to 5 CCR 4621. Appropriate disclosure will vary in each case depending on the facts and circumstances.

In investigating complaints, the confidentiality of the parties involved and the integrity of the process shall be protected. As appropriate for any complaint alleging discrimination, harassment, intimidation, or bullying, the Superintendent or designee may keep the identity of a complainant confidential to the extent that the investigation of the complaint is not obstructed. The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate ad except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a case-by-case basis.

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(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information) (cf. 5125 - Student Records) (cf. 9011 - Disclosure of Confidential/Privileged Information)
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Note: Education Code 35186 requires the district to use uniform complaint procedures, with modifications, to investigate and resolve complaints related to items #1-4 below (i.e., "Williams complaints"). Because Education Code 35186 sets forth different timelines for investigation and resolution of these kinds of complaints than the timelines specified in law for other uniform complaints, the CDE has created a separate uniform complaint process for the Williams complaints. See AR 1312.4 - Williams Uniform Complaint Procedures for the separate procedure.

The district's Williams uniform complaint procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to the following:

- 1. Sufficiency of textbooks or instructional materials
- 2. Emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff
- 3. Teacher vacancies and misassignments

Note: Districts that do not receive funding for California High School Exit Examination intensive instruction and services pursuant to Education Code 37254 should delete item #4 below.

Deficiency in the district's provision of instruction and/or services to any student who, 4. by the completion of grade 12, has not passed one or both parts of the high school exit examination

(cf. 1312.4 - Williams Uniform Complaint Procedures)

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

3080 Application of section

Note: 5 CCR 4611 details complaint issues that are not subject to the uniform complaint procedures. Such issues include, but are not limited to, allegations of child abuse, health and safety complaints regarding a child development program, allegations of fraud, and employment discrimination complaints. procedures related to complaints of discrimination in employment, see AR 4031 - Complaints Concerning Discrimination in Employment.

Legal Reference:

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EDUCATION CODE
200-262.4 Prohibition of discrimination
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32289 School safety plan, uniform complaint procedures
35186 Williams uniform complaint procedures
37254 Intensive instruction and services for students who have not passed exit exam
41500-41513 Categorical education block grants
48985 Notices in language other than English
49010-49013 Student fees
49060-49079 Student records
49490-49590 Child nutrition programs
52160-52178 Bilingual education programs
52300-52490 Career technical education
52500-52616.24 Adult schools
52800-52870 School-based program coordination
54000-54028 Economic impact aid programs
54100-54145 Miller-Unruh Basic Reading Act
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56867 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process
GOVERNMENT CODE
11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act
PENAL CODE
422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege
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4900-4965 Nondiscrimination in elementary and secondary education programs

Legal Reference: (continued)

UNITED STATES CODE, TITLE 20

6301-6577 Title I basic programs

6601-6777 Title II preparing and recruiting high quality teachers and principals

6801-6871 Title III language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act

7201-7283g Title V promoting informed parental choice and innovative programs

7301-7372 Title V rural and low-income school programs

Management Resources:

WEB SITES

CSBA: http://www.csba.org

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

U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

Center USD

Board Policy

Uniform Complaint Procedures

BP 1312.3

Community Relations

The Governing Board recognizes that the district is primarily responsible for complying with applicable state and federal laws and regulations governing educational programs. The district shall investigate complaints alleging failure to comply with such laws and/or alleging discrimination and shall seek to resolve those complaints in accordance with the district's uniform complaint procedures. (5 CCR 4620)

The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination against any protected group as identified under Education Code 200 and 220 and Government Code 11135, including actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability, or age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any district program or activity that receives or benefits from state financial assistance. (5 CCR 4610)

Uniform complaint procedures shall also be used when addressing complaints alleging failure to comply with state and/or federal laws in adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and career technical and technical training programs, child care and development programs, child nutrition programs, and special education programs. (5 CCR 4610)

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(cf. 0410 - Nondiscrimination in District Programs and Activities)
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(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5148 - Child Care and Development)

(cf. 6159 - Individualized Education Program)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Language Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 - Vocational Education)

(cf. 6200 - Adult Education)

Complaints related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of pupils or staff, and

teacher vacancies and misassignments shall be investigated pursuant to the district's Williams uniform complaint procedure (AR 1312.4).

(cf. 1312.4 - Williams Uniform Complaint Procedures)

The Board encourages the early, informal resolution of complaints at the site level whenever possible.

The Board acknowledges and respects every individual's right to privacy. Discrimination complaints shall be investigated in a manner that protects the confidentiality of the parties and the integrity of the process. This may include keeping the identity of the complainant confidential, as appropriate and except to the extent necessary to carry out the investigation or proceedings, as determined by the Superintendent or designee, on a caseby-case basis.

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

(cf. 5125 - Pupil Records)

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

The Board prohibits any form of retaliation against any complainant in the complaint process, including but not limited to a complainant's filing of a complaint or the reporting of instances of discrimination. Such participation shall not in any way affect the status. grades, or work assignments of the complainant.

The Board recognizes that a neutral mediator can often suggest a compromise that is agreeable to all parties in a dispute. In accordance with uniform complaint procedures. whenever all parties to a complaint agree to try resolving their problem through mediation, the Superintendent or designee shall initiate that process. The Superintendent or designee shall ensure that the results are consistent with state and federal laws and regulations.

Legal Reference: **EDUCATION CODE**

200-262.4 Prohibition of discrimination

8200-8498 Child care and development programs

8500-8538 Adult basic education

18100-18203 School libraries

32289 School safety plan, uniform complaint procedure

35186 Williams uniform complaint procedure

41500-41513 Categorical education block grants

48985 Notices in language other than English

49060-49079 Student records

49490-49590 Child nutrition programs

52160-52178 Bilingual education programs

52300-52490 Career-technical education

52500-52616.24 Adult schools

52800-52870 School-based coordinated programs

54000-54028 Economic impact aid programs

54100-54145 Miller-Unruh Basic Reading Act

54400-54425 Compensatory education programs

54440-54445 Migrant education

54460-54529 Compensatory education programs

56000-56867 Special education programs

59000-59300 Special schools and centers

64000-64001 Consolidated application process

PENAL CODE

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

3080 Application of section

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

6301-6577 Title I basic programs

6601-6777 Title II preparing and recruiting high quality teachers and principals

6801-6871 Title III language instruction for limited English proficient and immigrant students

7101-7184 Safe and Drug-Free Schools and Communities Act

7201-7283g Title V promoting informed parental choice and innovative programs

7301-7372 Title V rural and low-income school programs

Management Resources:

WEB SITES

CSBA: http://www.csba.org

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

U.S. Department of Education, Office for Civil Rights:

http://www.ed.gov/about/offices/list/ocr/index.html

Policy CENTER UNIFIED SCHOOL DISTRICT adopted: August 16, 2006 Antelope, California

UNIFORM COMPLAINT PROCEDURES

Note: 5 CCR 4621 mandates that the district's uniform complaint procedures be consistent with the procedures of 5 CCR 4600-4687.

Except as the Governing Board may otherwise specifically provide in other Board policies, the uniform complaint procedures shall be used only to investigate and resolve complaints alleging violations of federal or state laws or regulations governing specific educational programs, the prohibition against requiring students to pay fees, deposits, or other charges for participating in educational activities, and unlawful discrimination, harassment, intimidation, or bullying, as specified in accompanying Board policy.

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(cf. 1312.1 - Complaints Concerning District Employees)
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(cf. 4031 - Complaints Concerning Discrimination in Employment)

Note: The following paragraph is required pursuant to Education Code 234.1, as amended by AB 9 (Ch. 723, Statutes of 2011), and Education Code 48985.

The district's uniform complaint procedures policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning uniform complaint procedures shall be translated into that language. (Education Code 234.1, 48985)

(cf. 5145.6 - Parental Notifications)

Compliance Officers

Note: 5 CCR 4621 mandates the district to identify in its policies and procedures the person(s), position(s), or unit(s) responsible for ensuring compliance with applicable state and federal laws and regulations governing educational programs, including receiving and investigating complaints alleging noncompliance or discrimination, harassment, intimidation, or bullying. During its Federal Program Monitoring (FPM) process, California Department of Education (CDE) staff will check to ensure that the district's procedures list the specific title(s) of the employee(s) responsible for investigating complaints. Districts should identify the specific title(s) of the compliance officer(s) in the space provided below.

The following compliance officer(s) shall receive and investigate complaints and shall ensure district compliance with law:

Director of Personnel & Student Service 8408 Watt Avenue, Antelope, CA 95843 (916 338-6320

⁽cf. 1312.2 - Complaints Concerning Instructional Materials)

⁽cf. 1312.4 - Williams Uniform Complaint Procedures)

Note: 5 CCR 4621 mandates that the district's policy provide that employees responsible for compliance and/or investigation of complaints are knowledgeable about the laws and programs they are assigned to investigate. The second sentence below may be modified to reflect district practice.

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 9124 - Attorney)

Notifications

Note: During the FPM process, CDE staff will check to ensure that the district's policy contains a statement ensuring annual dissemination of notice of the district's uniform complaint procedures to the persons specified below. A sample of the annual notice is available through the CDE web site.

Education Code 49013, as added by AB 1575 (Ch. 776, Statutes of 2012), mandates that district policy and procedures reflect the requirement to include information about student fees in the annual uniform complaint procedures notice; see also BP 3260 - Fees and Charges for language implementing this mandate.

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 49013; 5 CCR 4622)

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(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 3260 - Fees and Charges)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)
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Note: During the FPM process, CDE staff will check the notice to ensure that it contains a summary of the complaint procedures as specified in items #1-4 below.

The notice shall:

- 1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
- 2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
- 3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies

4. Include statements that:

- a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
- b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
- c. A complaint alleging unlawful discrimination, harassment, intimidation, or bullying must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying.
- d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.
- e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

Note: To ensure that the public is made aware of districts' obligation to provide the uniform complaint procedures free of charge pursuant to 5 CCR 4622, CDE staff review the notice during the FPM process.

f. Copies of the district's uniform complaint procedures are available free of charge.

Procedures

Note: 5 CCR 4631 requires that all complaints be investigated and completely resolved within 60 calendar days of the receipt of the complaint. The sample timelines in Steps #1-3 below are designed to ensure that the district complies with the 60-day requirement and should be revised to reflect district practice. Pursuant to 5 CCR 4640, when a complaint is erroneously sent to the CDE without first being filed with the district, the 60-day period specified in 5 CCR 4631 begins when the district receives the complaint.

All complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of the district's alleged noncompliance with federal or state laws or regulations governing educational programs. (5 CCR 4630)

A complaint concerning unlawful discrimination, harassment, intimidation, or bullying may be filed only by a person who alleges that he/she personally suffered unlawful discrimination, harassment, intimidation, or bullying or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged discrimination, harassment, intimidation, or bullying occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination, harassment, intimidation, or bullying. However, upon written request by the complainant, the Superintendent or designee may extend the filing period for up to 90 calendar days. (5 CCR 4630)

Note: Education Code 49013, as added by AB 1575 (Ch. 776, Statutes of 2012), mandates districts to adopt procedures that allow for anonymous complaints to be filed when a district allegedly violates the prohibition against the charging of student fees.

A complaint alleging noncompliance with the law regarding the prohibition against requiring students to pay student fees, deposits, and charges may be filed anonymously if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance. (Education Code 49013)

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

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Step 2: Mediation

Note: The following optional section should be used only by those districts that have decided to establish procedures for attempting to resolve complaints through mediation; see the accompanying Board policy. Timelines should be revised to reflect district practice.

Within three business days of receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging discrimination, harassment, intimidation, or bullying, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

Note: 5 CCR 4631, which requires the district to provide the complainant with the opportunity to present relevant information, does not provide any timeline. Thus, the timeline specified below may be modified to reflect district practice.

Within 10 calendar days of receiving the complaint, the compliance officer shall provide the complainant and/or his/her representative an opportunity to present the complaint and any evidence, or information leading to evidence, to support the allegations in the complaint. The compliance officer also shall collect all documents and interview all witnesses with information pertinent to the complaint.

Note: 5 CCR 4631 allows the district to dismiss a complaint when the complainant refuses to provide the investigator with relevant documents or otherwise obstructs the investigation. 5 CCR 4631 also provides that, if the district refuses to provide the investigator with access to records or other documents, the investigator may issue a finding in favor of the complainant. During the FPM process, CDE staff will check to ensure that both of these statements regarding the provision of access to information are included in the district's policy or procedures, as specified below.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct

the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Step 4: Response

Note: Pursuant to 5 CCR 4631, the district's written decision must be sent to the complainant within 60 calendar days of receiving the complaint. Option 1 below is for districts that do not allow complainants to appeal the compliance officer's decision to the Board. Option 2 is for districts that allow appeals to the Board, and it requires the compliance officer's decision within 30 calendar days so that the Board's decision can still be given within the 60-day time limit.

OPTION 1:

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

OPTION 2:

Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special-Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Step 5: Final Written Decision

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

Note: Education Code 48985 requires that reports sent to parents/guardians be written in the primary language when 15 percent or more of a school's enrolled students speak a single primary language other than English. During the FPM process, CDE staff will check to ensure compliance with this requirement.

The district's decision shall be written in English and, when required by Education Code 48985, in the complainant's primary language.

Note: 5 CCR 4631 specifies components that should be part of the district's decision. Inclusion of these items will help protect the district's position in case of an appeal to the CDE or if litigation is filed.

For all complaints, the decision shall include: (5 CCR 4631)

- 1. The findings of fact based on the evidence gathered
- 2. The conclusion(s) of law
- 3. Disposition of the complaint
- 4. Rationale for such disposition
- 5. Corrective actions, if any are warranted
- 6. Notice of the complainant's right to appeal the district's decision within 15 calendar days to the CDE and procedures to be followed for initiating such an appeal

In addition, any decision concerning a discrimination, harassment, intimidation, or bullying complaint based on state law shall include a notice that the complainant must wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. (Education Code 262.3)

Note: The following paragraph provides a means for ensuring that the privacy rights of individuals involved are protected even as appropriate action is being taken to address a complaint and may be revised to reflect district practice.

If investigation of a complaint results in discipline to a student or an employee, the decision shall simply state that effective action was taken and that the student or employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

Note: Pursuant to Education Code 49013, as added by AB 1575 (Ch. 776, Statutes of 2012), if the district, or the CDE on appeal, finds merit in the complaint alleging noncompliance with the law regarding student fees and charges, the district is required to provide a remedy as specified below, based on regulations to be adopted by the State Board of Education.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges is found to have merit, the district shall provide a remedy to all affected students and parents/guardians, which, where applicable, shall include reasonable efforts to ensure full reimbursement to them. (Education Code 49013)

Appeals to the California Department of Education

Note: 5 CCR 4632-4633 provide that any complainant may appeal the district's decision to the CDE, as provided below. Pursuant to Education Code 49013, as added by AB 1575 (Ch. 776, Statutes of 2012), the district is mandated to adopt procedures that include the right to appeal to the CDE, in accordance with 5 CCR 4632, when a complainant is dissatisfied with the district's decision on his/her complaint alleging noncompliance with the law that prohibits districts from requiring students to pay fees, deposits, or charges for their participation in educational activities.

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE. (Education Code 49013; 5 CCR 4632)

The complainant shall file his/her appeal within 15 calendar days of receiving the district's decision and the appeal shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

- 1. A copy of the original complaint
- 2. A copy of the decision
- 3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
- 4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
- 5. A report of any action taken to resolve the complaint
- 6. A copy of the district's uniform complaint procedures
- 7. Other relevant information requested by the CDE

Note: 5 CCR 4650 details circumstances under which the Superintendent of Public Instruction may directly intervene without waiting for action by the district. One such circumstance is when the district has not taken action on a complaint within 60 calendar days of the date that the complaint was filed with the district.

The CDE may directly intervene in a complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including when the district has not taken action within 60 calendar days of the date the complaint was filed with the district. (5 CCR 4650)

Civil Law Remedies

Note: During the FPM process, CDE staff will expect to see a statement detailing a complainant's right to pursue civil law remedies (i.e., action in a court of law) in addition to or in conjunction with the right to pursue administrative remedies from the CDE.

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

Note: Pursuant to Education Code 262.3, a complainant alleging discrimination, harassment, intimidation, or bullying based on state law must wait until 60 calendar days after filing an appeal with the CDE before filing a civil suit, except when he/she is only seeking injunctive relief from the court such as an injunction or restraining order. The 60-day waiting period does not apply when the discrimination complaint is based on federal law.

For complaints alleging discrimination, harassment, intimidation, and bullying based on state law, a complainant shall wait until 60 calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies, provided the district has appropriately and in a timely manner apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622. The moratorium does not apply to injunctive relief and to discrimination complaints based on federal law. (Education Code 262.3)

Center USD

Administrative Regulation

Uniform Complaint Procedures

AR 1312.3 Community Relations

Compliance Officers

The Governing Board designates the following compliance officer(s) to receive and investigate complaints and to ensure district compliance with law:

Assistant Superintendent - Instructional Services 8408 Watt Avenue, Antelope California 95843 (916) 338-6413

The Superintendent or designee shall ensure that employees designated to investigate complaints are knowledgeable about the laws and programs for which they are responsible. Designated employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 9124 - Attorney)

Notifications

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge. (5 CCR 4622)

The notice shall:

- 1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
- 2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal discrimination laws, if applicable
- 3. Advise the complainant of the appeal process pursuant to Education Code 262.3, including the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies

- 4. Include statements that:
- a. The district is primarily responsible for compliance with state and federal laws and regulations
- b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline
- c. An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination
- d. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 days of receiving the district's decision
- e. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision

(cf. 5145.6 - Parental Notifications)

Procedures

The following procedures shall be used to address all complaints which allege that the district has violated federal or state laws or regulations governing educational programs. Compliance officers shall maintain a record of each complaint and subsequent related actions, including all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in allegations shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

Step 1: Filing of Complaint

Any individual, public agency, or organization may file a written complaint of alleged noncompliance by the district. (5 CCR 4630)

A complaint alleging unlawful discrimination shall be initiated no later than six months from the date when the alleged discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged discrimination. A complaint may be filed by a person who alleges that he/she personally suffered unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to unlawful discrimination. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Step 2: Mediation

Within three days of receiving the complaint, the compliance officer may informally discuss with the complainant the possibility of using mediation. If the complainant agrees to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a discrimination complaint, the compliance officer shall ensure that all parties agree to make the mediator a party to related confidential information.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. (5 CCR 4631)

Step 3: Investigation of Complaint

The compliance officer is encouraged to hold an investigative meeting within five days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or his/her representative to repeat the complaint orally.

The complainant and/or his/her representative shall have an opportunity to present the complaint and evidence or information leading to evidence to support the allegations in the complaint. (5 CCR 4631)

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, or his/her failure or refusal to cooperate in the investigation or his/her engagement in any other obstruction of the investigation, may result in the dismissal of the complaint because of a lack of evidence to support the allegation. (5 CCR 4631)

The district's refusal to provide the investigator with access to records and/or other information related to the allegation in the complaint, or its failure or refusal to cooperate in the investigation or its engagement in any other obstruction of the investigation, may result in a finding, based on evidence collected, that a violation has occurred and may result in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Step 4: Response

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report of the district's investigation and decision, as described in Step #5 below, within 60 days of the district's receipt of the complaint. (5 CCR 4631)

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 days of the district's initial receipt the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

Step 5: Final Written Decision

The district's decision shall be in writing and sent to the complainant. (5 CCR 4631)

The district's decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

The decision shall include:

- 1. The findings of fact based on the evidence gathered (5 CCR 4631)
- 2. The conclusion(s) of law (5 CCR 4631)
- 3. Disposition of the complaint (5 CCR 4631)
- 4. Rationale for such disposition (5 CCR 4631)
- 5. Corrective actions, if any are warranted (5 CCR 4631)
- 6. Notice of the complainant's right to appeal the district's decision within 15 days to the CDE and procedures to be followed for initiating such an appeal (5 CCR 4631)
- 7. For discrimination complaints, notice that the complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies (Education Code 262.3)

If an employee is disciplined as a result of the complaint, the decision shall simply state that effective action was taken and that the employee was informed of district expectations. The report shall not give any further information as to the nature of the disciplinary action.

Appeals to the California Department of Education

If dissatisfied with the district's decision, the complainant may appeal in writing to the CDE within 15 days of receiving the district's decision. When appealing to the CDE, the complainant must specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

- 1. A copy of the original complaint
- 2. A copy of the decision
- 3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
- 4. A copy of the investigation file, including but not limited to all notes, interviews, and documents submitted by the parties and gathered by the investigator
- 5. A report of any action taken to resolve the complaint
- 6. A copy of the district's complaint procedures
- 7. Other relevant information requested by the CDE

The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the district has not taken action within 60 days of the date the complaint was filed with the district.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For discrimination complaints, however, a complainant must wait until 60 days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if the district has appropriately, and in a timely manner, apprised the complainant of his/her right to file a complaint in accordance with 5 CCR 4622.

Regulation CENTER UNIFIED SCHOOL DISTRICT approved: August 16, 2006 Antelope, California

FEES AND CHARGES

Note: Education Code 49010-49013, as added by AB 1575 (Ch. 776, Statutes of 2012), prohibit districts from requiring students to pay fees, deposits, or other charges in order to participate in an educational activity, unless authorized by law, and mandate governing boards to adopt policies and procedures implementing this prohibition. However, the prohibition does not restrict districts from soliciting for voluntary donations, participating in fundraising activities, or providing prizes or other recognition for participants in such fundraising activities.

In addition, pursuant to 5 CCR 350, only fees specifically authorized by law may be charged by districts. See the accompanying administrative regulation for a list of such fees.

The Governing Board recognizes its responsibility desires to ensure that books, materials, equipment, supplies, and other resources necessary for students' participation in the educational program are made available to them. No student shall be required to pay any fees, deposits, or other charges for his/her participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

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(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 3100 - Budget)
(cf. 3290 - Gifts, Grants and Bequests)
(cf. 6145 - Extracurricular and Cocurricular Activities)
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As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. For such authorized fees, deposits, and charges, the district shall consider students' and parents/guardians' ability to pay when establishing fee schedules and granting waivers or exceptions.

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(cf. 3250 - Transportation Fees)
(cf. 3515.4 - Recovery for Property Loss or Damage)
(cf. 3553 - Free and Reduced Price Meals)
(cf. 5143 - Insurance)
(cf. 9323.2 - Actions by the Board)
```

Note: Pursuant to Education Code 49013, as added by AB 1575 (Ch. 776, Statutes of 2012), a district is mandated to adopt a policy which (1) allows students and/or parents/guardians to file complaints, using the uniform complaint procedures, when the district is alleged to have violated the prohibition against requiring students to pay unauthorized student fees and (2) requires the district to include information about the prohibition against requiring students to pay fees in the annual notification to students, parents/guardians, employees, and other interested parties. See BP/AR 1312.3 - Uniform Complaint Procedures for additional language implementing this mandate.

Whenever a student or parent/guardian believes that an impermissible fee, deposit, or other charge is being required of the student for his/her participation in an educational activity, the student or his/her parent/guardian may file a complaint with the principal or designee using the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

FEES AND CHARGES (continued)

The Superintendent or designee shall include information in the annual notification required by 5 CCR 4622 to be provided to all district students, parents/guardians, employees, and other interested parties about the requirements relating to the prohibition against districts requiring students to pay fees, deposits or other charges in order to participate in an educational activity, unless authorized by law, and the filing of complaints for alleged violations using the uniform complaint procedures. (Education Code 49013)

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(cf. 4112.9/4212.9/4312.9 - Employee Notifications) (cf. 5145.6 - Parental Notifications)
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Note: The following paragraph is optional and may be revised to reflect district practice.

The Superintendent or designee shall provide professional development opportunities to administrators, teachers, and other personnel to learn about permissible fees.

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(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
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Legal Reference:

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EDUCATION CODE
8239 Preschool and wraparound child care services
8263 Child care eligibility
8760-8773 Outdoor science and conservation programs
17551 Property fabricated by students
19910-19911 Offenses against libraries
32033 Eye protective devices
32221 Insurance for athletic team member
32390 Fingerprinting program
35330-35332 Excursions and field trips
35335 School camp programs
38080-38085 Cafeteria establishment and use
38120 Use of school band equipment on excursions to foreign countries
39807.5 Payment of transportation costs
39837 Transportation of students to places of summer employment
48050 Residents of adjoining states
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Legal Reference continued: (see next page)

FEES AND CHARGES (continued)

Legal Reference: (continued)

EDUCATION CODE (continued)

48052 Tuition for foreign residents

48904 Liability of parent or guardian

49010-49013 Student fees

49065 Charge for copies

49066 Grades, effect of physical education class apparel

49091.14 Prospectus of school curriculum

51810-51815 Community service classes

52612 Tuition for adult classes

52613 Nonimmigrant aliens

60410 Students in classes for adults

GOVERNMENT CODE

6253 Request for copy; fee

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

4622 Notice

UNITED STATES CODE, TITLE 8

1184 Foreign students

COURT DECISIONS

Driving School Assn of CA v. San Mateo Union HSD (1993) 11 Cal. App. 4th 1513

Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251

Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739

Hartzell v. Connell (1984) 35 Cal. 3d 899

CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT ADVISORIES

1030.97 Fiscal Management Advisory 97-02: Fees, Deposits and Other Charges

WEB SITES

CSBA: http://www.csba.org

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

Center USD

Board Policy

Fees And Charges

BP 3260

Business and Noninstructional Operations

The Governing Board desires to furnish books, materials and instructional equipment as needed for the educational program. Because the needs of the district must be met with limited available funds, the Board may charge fees when specifically authorized by law.

The district shall consider the student and parent/guardian's ability to pay when establishing fee schedules and granting exceptions.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3250 - Transportation Fees)

(cf. 3290 - Gifts, Grants and Bequests)

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5143 - Insurance)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 9323.2 - Actions by the Board)

Legal Reference:

EDUCATION CODE

8263 Child care eligibility

8760-8773 Outdoor science and conservation programs

17551 Property fabricated by students

19910-19911 Offenses against libraries

32033 Eye protective devices

32221 Insurance for athletic team member

32390 Fingerprinting program

35330-35332 Excursions and field trips

35335 School camp programs

38080-38085 Cafeteria establishment and use

38119 Lease of personal property; caps and gowns

38120 Use of school band equipment on excursions to foreign countries

39807.5 Payment of transportation costs

39837 Transportation of students to places of summer employment

48050 Residents of adjoining states

48052 Tuition for foreign residents

48904 Liability of parent or guardian

49066 Grades, effect of physical education class apparel

49091.14 Prospectus of school curriculum

51810-51815 Community service classes

52612 Tuition for adult classes

52613 Nonimmigrant aliens
60410 Students in classes for adults
GOVERNMENT CODE
6253 Request for copy; fee
VEHICLE CODE
21113 Public grounds (parking)
CALIFORNIA CONSTITUTION
Article 9, Section 5 Common school system
CODE OF REGULATIONS, TITLE 5
350 Fees not permitted
UNITED STATES CODE, TITLE 8
1184 Foreign Students
COURT DECISIONS

Driving School Assn of CA v. San Mateo Union HSD (1993) 11 Cal. App. 4th 1513 Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251 Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739 Hartzell v. Connell (1984) 35 Cal. 3d 899 CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Management Resources:

CDE MANAGEMENT ADVISORIES

1030.97 Fiscal Management Advisory 97-02: Fees Deposits and Other Charges

WEB SITES

CDE: http://www.cde.ca.gov

Policy adopted: December 6, 2000

CENTER UNIFIED SCHOOL DISTRICT
Antelope, California

FEES AND CHARGES

Note: Pursuant to 5 CCR 350, constitutionally permissible fees can be charged only when specifically authorized by law. The following list specifies fees currently authorized by law. Other such fees may exist and be identified in the future. Pursuant to Education Code 49011, as added by AB 1575 (Ch. 776, Statutes of 2012), a district is prohibited from requiring a student to pay fees or charges in order to participate in an educational activity. A complaint against the charging of impermissible student fees may be filed in accordance with the uniform complaint procedures; see the accompanying Board policy and BP/AR 1312.3 - Uniform Complaint Procedures. Districts with questions as to whether a fee may be charged should consult with legal counsel.

The district shall not require any district student to pay any fees, deposits, or charges except as specifically authorized by law. (Education Code 49011; 5 CCR 350)

When approved by the Governing Board, the Superintendent or designee may impose a fee for the following:

1. Insurance for athletic team members, with an exemption for financial hardship (Education Code 32221)

(cf. 5143 - Insurance)

- 2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)
- 3. Expenses of students' participation in a field trip or excursion to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

(cf. 6153 - School-Sponsored Trips)

4. Student fingerprinting program (Education Code 32390)

(cf. 5142.1 - Identification and Reporting of Missing Children)

5. School camp programs operated pursuant to Education Code 8760-8773 provided that the fee is not mandatory (Education Code 35335)

(cf. 6142.5 - Environmental Education)

6. Personal property of the district fabricated by students, as long as the cost of the property does not exceed the cost of the materials provided by the district (Education Code 17551)

FEES AND CHARGES (continued)

7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and as long as exemptions are made for indigent and disabled students (Education Code 39807.5)

(cf. 3250 - Transportation Fees)

- 8. Transportation to and from summer employment programs for youth (Education Code 39837)
- 9. Deposit for band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)
- 10. Fees for community service classes (Education Code 51815)

(cf. 6142.4 - Service Learning/Community Service Classes)

11. Eye safety devices, at a price not to exceed the district's actual costs (Education Code 32033)

(cf. 5142 - Safety)

12. Actual cost of furnishing copies of any student's records except, if he/she is a former student, up to two transcripts or two verifications of his/her various records (Education Code 49065)

(cf. 5125 - Student Records)

13. Actual costs of duplication for copies of public records (Government Code 6253)

(cf. 1340 - Access to District Records)

14. Actual costs of duplication for reproduction of the prospectus of school curriculum (Education Code 49091.14)

(cf. 5020 - Parent Rights and Responsibilities)

15. Food sold at school subject to free and reduced-price meal program eligibility and other restrictions specified in law (Education Code 38084)

(cf. 3550 - Food Service/Child Nutrition Program)

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

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3554 - Other Food Sales)

FEES AND CHARGES (continued)

16. Fines or reimbursements for lost or damaged district property or damage to library property (Education Code 19910-19911, 48904)

(cf. 3515.4 - Recovery for Property Loss or Damage)

17. Tuition for district school attendance by an out-of-state and out-of-country resident (Education Code 48050, 48052, 52613; 8 USC 1184)

(cf. 5111.2 - Nonresident Foreign Students)

18. Adult education books, materials, and classes as specified in law (Education Code 52612, 60410)

(cf. 6200 - Adult Education)

Note: Pursuant to Education Code 8239 and 8263, as amended by SB 1016 (Ch. 38, Statutes of 2012), districts are required to charge a fee to families enrolled in part-day preschool programs operated under the California State Preschool Program and/or wraparound child care and development services in accordance with the fee schedule established by the Superintendent of Public Instruction; see AR 5148.3 - Preschool/Early Childhood Education.

19. Preschool and child care and development services (Education Code 8239, 8263)

(cf. 5148 - Child Care and Development)
(cf. 5148.3 - Preschool/Early Childhood Education)

Note: In Fiscal Management Advisory 97-02, the California Department of Education (CDE) opines that it is permissible for a district to require students to purchase their own gym clothes of a district-specified design and color, as long as the design and color are of a type sold for general wear outside of the school. According to the CDE, once the gym uniforms become specialized (e.g., logos, school name), they then become "school supplies" and the district must provide the items free of charge. It is important to note that Education Code 49066 provides that a student's grade may not be adversely affected due to the fact that he/she does not wear standardized physical education apparel due to circumstances beyond his/her control, such as lack of funds.

20. Physical education uniforms

(cf. 6142.7 - Physical Education and Activity)

21. Rental or lease of personal property needed for district purposes, such as caps and gowns used by seniors in graduation ceremonies (Education Code 38119)

Center USD

Administrative Regulation

Fees And Charges

AR 3260

Business and Noninstructional Operations

The district shall charge only those fees specifically authorized by law. (5 CCR 350)

The following fees and charges are permissible if approved by the Governing Board:

1. Insurance for athletic team members, with an exemption for financial hardship (Education Code 32221)

(cf. 5143 - Insurance)

- 2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)
- 3. Expenses of students' participation in a field trip or excursion to another state, the District of Columbia or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

(cf. 6153 - School-Sponsored Trips)

4. Student fingerprinting program (Education Code 32390)

(cf. 5142.1 - Identification and Reporting of Missing Children)

5. School camp programs operated pursuant to Education Code 8760-8773 provided that the fee is not mandatory (Education Code 35335)

(cf. 6142.5 - Environmental Education)

- 6. Personal property of the district fabricated by students, as long as the cost of the property does not exceed the cost of the materials provided by the district (Education Code 17551)
- 7. Home-to-school transportation and transportation between school and regional occupational centers, programs or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student and so long as exemptions are made for indigent and disabled students (Education Code 39807.5)

(cf. 3250 - Transportation Fees)

8. Transportation to and from summer employment programs for youth (Education Code 39837)

9. Physical education uniforms

(cf. 6142.7 - Physical Education)

10. Rental or lease of personal property needed for district purposes, such as caps and gowns used by seniors in graduation ceremonies (Education Code 38119)

(cf. 5127 - Graduation Ceremonies and Activities)

- 11. Deposit for band instruments, music, uniforms and other regalia which school band members take on excursions to foreign countries (Education Code 38120)
- 12. Fees for community service classes (Education Code 51815)
- 13. Eye safety devices, at a price not to exceed the district's actual costs (Education Code 32033)

(cf. 5142 - Safety)

14. Actual costs of duplication for copies of public records (Government Code 6253)

(cf. 1340 - Access to District Records)

15. Actual costs of duplication for reproduction of the prospectus of school curriculum (Education Code 49091.14)

(cf. 5020 - Parent Rights and Responsibilities)

16. Food sold at school subject to free and reduced price meal program eligibility and other restrictions specified in law (Education Code 38084)

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

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3554 - Other Food Sales)

17. Fines or reimbursements for lost or damaged district property or damage to library property (Education Code 19910-19911, 48904)

(cf. 3515.4 - Recovery for Property Loss or Damage)

18. Tuition for out-of-state and out-of-country residents (Education Code 48050, 48052, 52613; 8 USC 1184)

(cf. 5111.1 - District Residency)

(cf. 5111.2 - Nonresident Foreign Students)

19. Adult education books, materials, and classes as specified in law (Education Code 52612, 60410)

(cf. 6200 - Adult Education)

20. Child care and development services (Education Code 8263)

(cf. 5148 - Child Care and Development)

TRANSPORTATION SAFETY AND EMERGENCIES

Cautionary Notice: AB 1610 (Ch. 724, Statutes of 2010) amended Government Code 17581.5 to relieve districts from the obligation to implement specified statutes whenever they are identified in the Budget Act as being ones for which state mandate reimbursement is not provided for that fiscal year. As a result, certain provisions of the following administrative regulation that reflect those requirements may be suspended. It is recommended that districts consult legal counsel prior to suspending any provisions.

Note: The following regulation is for use by districts that provide school bus transportation services and employ their own school bus drivers. Districts that contract out for all transportation services may revise this regulation as appropriate to ensure that the contracting firm meets all legal requirements regarding transportation safety.

Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment listed in 13 CCR 1215, including any defect or deficiency discovered by or reported to him/her which would affect safe operation or result in mechanical breakdown of the bus, or indicating that no defect or deficiency was discovered or reported. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)

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(cf. 3540 - Transportation)
(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 3542 - School Bus Drivers)
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In the event of a school bus accident, the driver shall immediately notify the California Highway Patrol, the Superintendent or designee, and, if the bus is operated under contract, the driver's employer. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

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

Passenger Restraint Systems

Note: Pursuant to Vehicle Code 27316 and 27316.5, any school bus or student activity bus purchased or leased for use in California must be equipped with a passenger restraint system if the bus was manufactured on or after the dates specified in law, as described below. Although it is the manufacturer's responsibility to ensure installation of appropriate passenger restraint systems, the district should be aware that buses manufactured or purchased from outside California may need to be modified to comply with the state's requirements. In addition, according to the California Department of Education's (CDE) Passenger Restraints Frequently Asked Questions, districts may, but are not required to, retrofit older school buses with passenger restraint systems with the original equipment manufacturer's approval. In determining whether to retrofit buses, the CDE recommends that districts consider the age of the bus, the total cost of the retrofit, and the required re-inspection of the bus by the California Highway Patrol.

The Superintendent or designee shall ensure that any school bus or student activity bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

- 1. Is a Type 1 school bus manufactured on or after July 1, 2005 which is designed for carrying more than 16 passengers and the driver
- 2. Is a Type 2 school bus or student activity bus manufactured on or after July 1, 2004 which meets one of the following criteria:
 - a. Is designed for carrying 16 or fewer passengers and the driver
 - b. Has a manufacturer's vehicle weight rating of 10,000 pounds or less and is designed for carrying not more than 20 passengers and the driver

Note: The following optional paragraph reflects legislative intent of Vehicle Code 27316.

The Superintendent or designee shall prioritize the allocation of school buses purchased, leased, or contracted to ensure that elementary students receive first priority for new school buses equipped with passenger restraint systems whenever feasible.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Note: Pursuant to Vehicle Code 27316, no person, district, or organization may be held criminally liable if a passenger improperly uses or fails to use the passenger restraint system. However, the CDE's <u>Passenger Restraints Frequently Asked Questions</u> encourages districts to develop procedures to enforce disciplinary actions for nonuse or improper use of the passenger restraint system.

The following optional paragraph may be expanded to specify the steps that should be taken by the driver to reasonably ensure that all passengers are properly restrained (e.g., verbal instructions to students, visual inspection), which may vary depending on the age/grade levels of the students. Such steps also may be incorporated in district regulations adopted pursuant to 5 CCR 14103 related to student conduct on buses, bus driver authority, and the suspension of riding privileges; see BP/AR 5131.1 - Bus Conduct.

Bus drivers shall be instructed regarding procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with Board policy and administrative regulations.

Fire Extinguishers

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)

Electronic Communications Devices

Note: Vehicle Code 23123 prohibits any person from driving a motor vehicle while using a wireless telephone, except under the conditions described below. Pursuant to the definitions in Vehicle Code 415 and 545, a "motor vehicle" would include a school bus or student activity bus. In addition, Vehicle Code 23125 prohibits a person from driving a school bus while using a wireless telephone except for work-related or emergency purposes. At its discretion, the district may establish conditions that are more restrictive than law and should revise the following list accordingly.

A bus driver shall not drive a school bus or student activity bus while using a wireless telephone, except under the following conditions: (Vehicle Code 23123, 23125)

- 1. When he/she uses a wireless telephone that is specifically designed and configured to allow hands-free listening and talking, provided it is used in that manner while driving
- 2. For emergency purposes, including, but not limited to, a call to a law enforcement agency, health care provider, fire department, or other emergency service agency or entity
- 3. For work-related purposes

(cf. 3513.1 - Cellular Phone Reimbursement)

Note: Vehicle Code 23123.5 generally prohibits any person from driving a motor vehicle while using an electronic wireless communications device for text-based communication. AB 1536 (Ch. 92, Statutes of 2012) amended Vehicle Code 23123.5 to add an exception for the use of voice-operated and hands-free operation of an electronic wireless communications device. At its discretion, the district may establish conditions that are more restrictive than law and should revise the following paragraph accordingly.

A bus driver shall not drive while using an electronic wireless communications device to write, send, or read a text-based communication, including, but not limited to, text messages, instant messages, and email, unless the device is specifically designed and configured to

allow voice-operated and hands-free operation and is used in that manner. This prohibition does not include reading, selecting, or entering a telephone number or name in an electronic wireless communications device for the purpose of making or receiving a telephone call. (Vehicle Code 23123.5)

Safe Bus Operations

Note: Pursuant to Education Code 39834, any Governing Board member, employee, or other person who knowingly operates or permits operation of a school bus in excess of its seating capacity is guilty of a misdemeanor. However, the Board is authorized to adopt policy that allows seating capacities to be exceeded in cases of emergency; see BP/AR 3516 - Emergencies and Disaster Preparedness Plan.

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety. (Education Code 39834)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Note: Vehicle Code 34501.6 mandates any district that provides student transportation to adopt procedures that limit bus operation when atmospheric conditions reduce visibility, as described below, and that give drivers for school activity trips discretionary authority to discontinue operation when it is unsafe.

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips may discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

Unauthorized Entry

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)

(cf. 3515.2 - Disruptions)

Transportation Safety Plan for Boarding and Exiting Buses

Note: The district should modify items #1-2 below to reflect grade levels offered by the district. A district that does not maintain any of grades prekindergarten through 8 should delete items #1-2.

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall include all of the following: (Education Code 39831.3)

- 1. Procedures for determining if students in grades prekindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112
- 2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops
- 3. Procedures for boarding and exiting a school bus at a school or other trip destination

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol. (Education Code 39831.3)

Parental Notifications

Note: The following section is for use by districts that offer any of grades prekindergarten through 6 and should be revised to reflect the grade levels offered by the district.

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a school bus or student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)

- 1. A list of school bus stops near each student's home
- 2. General rules of conduct at school bus loading zones
- 3. Red light crossing instructions
- 4. A description of the school bus danger zone
- 5. Instructions for safety while walking to and from school bus stops

(cf. 5145.6 - Parental Notifications)

Student Instruction

Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows: (Education Code 39831.5; 5 CCR 14102)

1. Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.

Note: Item #2 below is for use by districts that offer any of grades prekindergarten through 8 and should be revised to reflect the grade levels offered by the district.

- 2. At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:
 - a. Proper loading and unloading procedures, including escorting by the driver
 - b. How to safely cross the street, highway, or private road
 - c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
 - d. Proper passenger conduct
 - e. Bus evacuation procedures
 - f. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults

- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- i. Bus number
- k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the California Highway Patrol.

Note: Item #3 below applies to all students in grades prekindergarten through 12 and may be revised to reflect grade levels offered by the district.

3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to, the location of emergency exits and the location and use of emergency equipment. This instruction also may include responsibilities of passengers seated next to an emergency exit.

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

39830-39842 Transportation, school buses

51202 Instruction in personal and public health and safety

PENAL CODE

241.3 Assault against school bus driver

243.3 Battery against school bus driver

VEHICLE CODE

415 Definition of motor vehicle

545-546 Definition of school bus and student activity bus

22112 Loading and unloading passengers

23123 Use of wireless telephone prohibited while driving motor vehicle

23123.5 Text communications prohibited while driving motor vehicle

23125 Use of wireless telephone prohibited while driving school bus

27316-27316.5 Passenger restraint systems

34500 California Highway Patrol responsibility to regulate safe operation of school buses

34501.5 California Highway Patrol responsibility to adopt rules re: safe operation of school buses

34501.6 School buses; reduced visibility

34508 California Highway Patrol responsibility to adopt rules re: equipment and operations of school buses

CODE OF REGULATIONS, TITLE 5

14100-14105 School buses and student activity buses

CODE OF REGULATIONS, TITLE 13

1200-1293 Motor carrier safety

2480 Airborne toxic control measure; limitation on bus idling

CODE OF REGULATIONS, TITLE 19

574-575.3 Inspection and maintenance of fire extinguishers

CODE OF FEDERAL REGULATIONS, TITLE 49

571.1-571.500 Motor vehicle standards, including school buses

Management Resources:

WEB SITES

California Association of School Business Officials: http://www.casbo.org

California Association of School Transportation Officials: http://www.castoways.org

California Department of Education, Office of School Transportation: http://www.cde.ca.gov/ls/tn

California Highway Patrol: http://www.chp.ca.gov

National Coalition for School Bus Safety: http://www.ncsbs.org

National Transportation Safety Board: http://www.ntsb.gov

U.S. Department of Transportation, National Highway Traffic Safety Administration:

http://www.nhtsa.dot.gov

Center USD

Administrative Regulation

Transportation Safety And Emergencies

AR 3543

Business and Noninstructional Operations

Cautionary Notice 2010-13: AB 1610 (Ch. 724, Statutes of 2010) amended Education Code 37252.2 to relieve districts from the obligation, until July 1, 2013, to perform any activities that are deemed to be reimbursable state mandates under that section. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended.

Safety Equipment

Each school bus shall be equipped with at least one fire extinguisher located in the driver's compartment which meets the standards specified in law. (Education Code 39838; 13 CCR 1242)

The Superintendent or designee shall ensure that any school bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

- 1. Is a Type 1 school bus designed for carrying more than 16 passengers and the driver and is manufactured on or after July 1, 2005
- 2. Is a Type 2 school bus or student activity bus designed for carrying 16 or fewer passengers and the driver, or designed for carrying 20 or fewer passengers and the driver and having a manufacturer's vehicle weight rating of 10,000 pounds or less, and is manufactured on or after July 1, 2004

The Superintendent or designee shall prioritize the allocation of school buses purchased, leased, or contracted to ensure that elementary students receive first priority for new school buses equipped with passenger restraint systems whenever feasible.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Bus drivers shall be informed of procedures to be followed to reasonably enforce proper use of the passenger restraint system.

Safe Bus Operations

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

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(cf. 3516.5 - Emergency Schedules)
(cf. 3540 - Transportation)
(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 3542 - School Bus Drivers)
```

A person shall not drive a motor vehicle while using a wireless telephone, except under the following conditions: (Vehicle Code 23123, 23125)

- 1. When he/she uses a wireless telephone that is specifically designed and configured to allow hands-free listening and talking, provided it is used in that manner while driving
- 2. For emergency purposes, including, but not limited to, an emergency call to a law enforcement agency, health care provider, fire department, or other emergency service agency or entity
- 3. In the case of a school bus driver, for work-related purposes

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(cf. 3513.1 - Cellular Phone Reimbursement)
(cf. 4040 - Employee Use of Technology)
```

A person shall not drive a motor vehicle while using an electronic wireless communications device to write, send, or read a text-based communication, including, but not limited to, text messages, instant messages, and email. This prohibition does not include reading, selecting, or entering a telephone number or name in an electronic wireless communications device for the purpose of making or receiving a telephone call. (Vehicle Code 23123.5)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

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(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)
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The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)

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(cf. 3515.2 - Disruptions)
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Transportation Safety Plan for Boarding and Exiting Buses

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall include all of the following: (Education Code 39831.3)

- 1. Procedures for determining if students in grades prekindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112
- 2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops
- 3. Procedures for boarding and exiting a school bus at a school or other trip destination

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol. (Education Code 39831.3)

Notifications

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a school bus or student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)

- 1. A list of school bus stops near each student's home
- 2. General rules of conduct at school bus loading zones
- 3. Red light crossing instructions
- 4. A description of the school bus danger zone
- 5. Instructions for safety while walking to and from school bus stops

(cf. 5145.6 - Parental Notifications)

Student Instruction

All students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety. (Education Code 39831.5)

The Superintendent or designee shall ensure that instruction is provided to students as follows:

- 1. The Superintendent or designee shall annually provide appropriate instruction in safe riding practices and emergency evacuation drills to each student who receives home-to-school transportation in a school bus. (5 CCR 14102)
- 2. At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is

not limited to: (Education Code 39831.5)

- a. Proper loading and unloading procedures, including escorting by the driver
- b. How to safely cross the street, highway, or private road
- c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
 - d. Proper passenger conduct

(cf. 5131.1 - Bus Conduct)

- e. Bus evacuation procedures
- f. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit. (Education Code 39831.5)

Each time the above instruction is given, the following information shall be documented: (Education Code 39831.5)

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction
- i. Bus driver's name
- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the California Highway Patrol. (Education Code 39831.5)

- 3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to: (Education Code 39831.5)
 - a. Location of emergency exits
 - b. Location and use of emergency equipment

This instruction also may include responsibilities of passengers seated next to an emergency exit. (Education Code 39831.5)

Legal Reference:

EDUCATION CODE

39830-39842 Transportation, school buses

51202 Instruction in personal and public health and safety

PENAL CODE

241.3 Assault against school bus driver

243.3 Battery against school bus driver

VEHICLE CODE

415 Definition of motor vehicle

545-546 Definition of school bus and school pupil activity bus

22112 Loading and unloading passengers

23123 Use of wireless telephone prohibited while driving motor vehicle

23123.5 Text communications prohibited while driving motor vehicle

23125 Use of wireless telephone prohibited while driving school bus

27316 Passenger restraint systems

34500 California Highway Patrol responsibility to regulate safe operation of school buses

34501.5 California Highway Patrol responsibility to adopt rules re: safe operation of school buses

34501.6 School buses; reduced visibility

34508 California Highway Patrol responsibility to adopt rules re: equipment and operations of school buses

CODE OF REGULATIONS, TITLE 5

14100-14105 School buses and student activity buses

CODE OF REGULATIONS, TITLE 13

1200-1293 Motor carrier safety

CODE OF FEDERAL REGULATIONS, TITLE 49

571.1-571.500 Motor vehicle standards, including school buses

Management Resources:

WEB SITES

California Association of School Business Officials: http://www.casbo.org

California Association of School Transportation Officials: http://www.castoways.org

California Department of Education, Office of School Transportation: http://www.cde.ca.gov/ls/tn

California Highway Patrol: http://www.chp.ca.gov

National Coalition for School Bus Safety: http://www.ncsbs.org

National Transportation Safety Board: http://www.ntsb.gov

U.S. Department of Transportation, National Highway Traffic Safety Administration:

http://www.nhtsa.dot.gov

Regulation approved: April 1, 2009

CENTER UNIFIED SCHOOL DISTRICT
Antelope, California

All Personnel BP 4030(a)

NONDISCRIMINATION IN EMPLOYMENT

Note: The following policy reflects the provisions of the California Fair Employment and Housing Act (FEHA) (Government Code 12900-12996), which prohibits employers from discriminating against employees and job applicants on the basis of actual or perceived race, color, ancestry, national origin, age, sex, sexual orientation, gender, gender identity, gender expression, religious creed, physical or mental disability, medical condition, marital status, or genetic information. All of these protections also are provided under various provisions of federal law, including Title VI of the Civil Rights Act of 1964 (42 USC 2000e-2000e-17), Title IX of the Education Amendments of 1972 (20 USC 1681-1688), the Americans with Disabilities Act (42 USC 12101-12213), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Genetic Information Nondiscrimination Act (42 USC 2000ff-2000ff-11).

For policy addressing sexual harassment of and by employees, see BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment.

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

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(cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 4032 - Reasonable Accommodation) (cf. 4033 - Lactation Accommodation) (cf. 4119.11/4219.11/4319.11 - Sexual Harassment) (cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease) (cf. 4154/4254/4354 - Health and Welfare Benefits) (cf. 5145.7 - Sexual Harassment)
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Prohibited discrimination consists of the taking of any adverse employment action against a person, including termination or denial of promotion, job assignment, or training, or in discriminating against the person in compensation, terms, conditions, or other privileges of employment based on any of the prohibited categories of discrimination listed above.

Note: Government Code 12940, as amended by AB 1964 (Ch. 287, Statutes of 2012), provides that a district may not discriminate against an employee or job applicant based on the person's religious beliefs, observances, or dress or grooming practices unless it can demonstrate that it has explored available reasonable alternative means of accommodating the person but is unable to reasonably accommodate him/her. In addition, Government Code 12926, as amended by AB 2386 (Ch. 701, Statutes of 2012), clarifies the definitions of "religious creed" and "sex." as stated below.

The prohibition against discrimination based on the religious creed of an employee or job applicant includes any discrimination based on the person's religious dress or grooming

practices or any conflict between the person's religious belief, observance, or practice and an employment requirement. The prohibition against discrimination based on the sex of an employee or job applicant shall include any discrimination based on the person's pregnancy, childbirth, breastfeeding, or any related medical conditions. (Government Code 12926, 12940)

Harassment consists of any unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe or pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

Note: In <u>Thompson v. North American Stainless LP</u>, the U.S. Supreme Court held that a third party may file an antiretaliation suit.

The Board also prohibits retaliation against any district employee or job applicant who complains, testifies, assists, or in any way participates in the district's complaint procedures instituted pursuant to this policy.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

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(cf. 4117.4 - Dismissal)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
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Note: Many nondiscrimination laws and regulations require identification of an employee who will be responsible for compliance with the nondiscrimination laws, as provided in the following paragraph. For example, pursuant to 34 CFR 104.7 and 106.8, the district is required to designate the person(s) responsible for the overall implementation of the requirements of Title IX and Section 504, which prohibit discrimination on the basis of sex and disability.

The following position is designated as Coordinator for Nondiscrimination in Employment:

<u>Director of Personnel and Student Services</u> 8408 Watt Avenue, Antelope, CA 95843 (916) 338-6413

Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of district policy should, as appropriate, immediately contact his/her supervisor, the Coordinator, or the Superintendent who shall advise the employee or applicant about the district's procedures for filing, investigating, and resolving any such complaint.

Note: For a sample procedure to be used by district employees or job applicants to complain about perceived discrimination in employment, see AR 4031 - Complaints Concerning Discrimination in Employment.

Complaints regarding employment discrimination or harassment shall immediately be investigated in accordance with AR 4031 - Complaints Concerning Discrimination in Employment.

(cf. 4031 - Complaints Concerning Discrimination in Employment)

Note: Pursuant to 2 CCR 7287.6, in certain instances, an employee's (especially a supervisor's) knowledge or notice of harassment may subject the district to liability. Therefore, it is recommended that the district require its employees with knowledge of harassment or discrimination to report the incident to the appropriate district authorities. In addition, Government Code 12940 provides that an employer may be responsible for the sexual harassment of employees by nonemployees where the employer knows or should have known of the conduct and failed to take immediate and corrective action. See BP/AR 4119.11/4219.11/4319.11 - Sexual Harassment.

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Coordinator or Superintendent as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.

Training and Notifications

Note: Government Code 12950.1 requires any district with 50 or more employees to provide two hours of sexual harassment training and education to supervisory employees once every two years.

In addition, Government Code 12940 requires districts to take all reasonable steps to prevent prohibited discrimination and harassment. Such steps include adopting an effective policy that contains provisions for training employees and providing them with required notifications. See AR 4119.11/4219.11/4319.11 - Sexual Harassment for information regarding sexual harassment training.

Although not required by law, risk managers and legal counsel often recommend that all employees receive training regarding harassment in order to help mitigate damages in the event of litigation.

The Superintendent or designee shall provide training to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the district's policies and regulations regarding discrimination.

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

Note: Pursuant to 34 CFR 100.6(d) and 106.9 and 28 CFR 35.106, the district is required to continually notify job applicants that it does not discriminate on the basis of race, color, national origin, sex, disability, or age.

The Superintendent or designee shall regularly publicize, within the district and in the community, the district's nondiscrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin, or application form that is used in employee recruitment. (34 CFR 100.6, 106.9)

The district's policy shall be posted in all district schools and offices including staff lounges and student government meeting rooms. (5 CCR 4960)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

12900-12996 Fair Employment and Housing Act

PENAL CODE

422.56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

7287.6 Terms, conditions and privileges of employment

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE. TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age discrimination in federally assisted programs

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

Legal Reference continued:

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information

104.7 Designation of responsible employee for Section 504

104.8 Notice

106.8 Designation of responsible employee and adoption of grievance procedures

106.9 Dissemination of policy

110.1-110.39 Nondiscrimination on the basis of age

COURT DECISIONS

Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863

Shephard v. Loyola Marymount, (2002) 102 Cal.App.4th 837

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, August 2010

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Questions and Answers: Religious Discrimination in the Workplace, 2008

<u>Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with</u>
<u>Disabilities Act, October 2002</u>

Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999

WEB SITES

California Department of Fair Employment and Housing: http://www.dfeh.ca.gov

U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

U.S. Equal Employment Opportunity Commission: http://www.eeoc.gov

All Personnel BP 4030(a)

NONDISCRIMINATION IN EMPLOYMENT

The Governing Board desires to provide a positive work environment where employees and job applicants are free from harassment and are assured of equal access and opportunities in accordance with law. The Board prohibits any district employee from harassing or discriminating against any other district employee or job applicant on the basis of the person's actual or perceived race, religion, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, sex, or sexual orientation.

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(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 4032 - Reasonable Accommodation)
(cf. 4033 - Lactation Accommodation)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4119.41/4219.41/4319.41 - Employees with Infectious Disease)
(cf. 4154/4254/4354 - Health and Welfare Benefits)
(cf. 5145.7 - Sexual Harassment)
```

Prohibited discrimination consists of any adverse employment action, including termination or denial of promotion, job assignment, or training, based on any of the prohibited categories of discrimination listed above. Harassment consists of any unwelcome verbal, physical, or visual conduct that is based on any of the prohibited categories of discrimination listed above and that is so severe and pervasive that it adversely affects an individual's employment opportunities, has the purpose or effect of unreasonably interfering with the individual's work performance, or creates an intimidating, hostile, or offensive work environment.

The Board also prohibits retaliation against any district employee or job applicant who complains, testifies, assists, or in any way participates in the district's complaint procedures instituted pursuant to this policy.

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal.

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(cf. 4117.4 - Dismissal)
(cf. 4118 - Suspension/Disciplinary Action)
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The following position is designated as Coordinator for Nondiscrimination in Employment:

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NONDISCRIMINATION IN EMPLOYMENT (continued)

Any employee or job applicant who believes that he/she has been or is being discriminated against or harassed in violation of district policy should, as appropriate, immediately contact his/her supervisor, the Coordinator, or the Superintendent who shall advise the employee or applicant about the district's procedures for filing, investigating, and resolving any such complaint.

Complaints regarding employment discrimination or harassment shall immediately be investigated in accordance with AR 4031 - Complaints Concerning Discrimination in Employment.

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

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment shall report the incident to the Coordinator or Superintendent as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately.

Training and Notifications

The Superintendent or designee shall provide training to employees about how to recognize harassment and discrimination, how to respond appropriately, and components of the district's policies and regulations regarding discrimination.

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

The Superintendent or designee shall regularly publicize, within the district and in the community, the district's nondiscrimination policy and the availability of complaint procedures. Such publication shall be included in each announcement, bulletin, or application form that is used in employee recruitment. (34 CFR 100.6, 106.9)

The district's policy shall be posted in all district schools and offices including staff lounges and student government meeting rooms. (5 CCR 4960)

Legal Reference: (see next page)

NONDISCRIMINATION IN EMPLOYMENT (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

CIVIL CODE

51.7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

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7287.6 Terms, conditions and privileges of employment

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age discrimination in federally assisted programs

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information

104.7 Designation of responsible employee for Section 504

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106.8 Designation of responsible employee and adoption of grievance procedures

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COURT DECISIONS

Thompson v. North American Stainless LP, (2011) 131 S.Ct. 863

Shephard v. Loyola Marymount, (2002) 102 Cal. App. 4th 837

Management Resources: (see next page)

NONDISCRIMINATION IN EMPLOYMENT (continued)

Management Resources:

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

Questions and Answers: Religious Discrimination in the Workplace, 2008

Enforcement Guidance: Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, October 2002

Enforcement Guidance: Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1000

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, August 2010

WEB SITES

California Department of Fair Employment and Housing: http://www.dfeh.ca.gov

U.S. Department of Education, Office for Civil Rights: http://www.ed.gov/about/offices/list/ocr

U.S. Equal Employment Opportunity Commission: http://www.eeoc.gov

Policy CENTER UNIFIED SCHOOL DISTRICT approved: October 17, 2012 Antelope, California

All Personnel

PERSONAL LEAVES

Note: The following administrative regulation is subject to collective bargaining agreements.

As provided in the following paragraph, Family Code 297.5 extends to registered domestic partners the same rights that are available under state law to spouses. Thus, pursuant to Family Code 297.5, any reference to an employee's spouse throughout the following regulation also applies to a registered domestic partner, even if not expressly stated in the applicable state code (e.g., Education Code, Military and Veterans Code). Districts should consult legal counsel if a question arises as to leave provisions relative to an employee's domestic partner.

For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5)

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

(cf. 4121 - Temporary/Substitute Personnel)

Bereavement

Note: Education Code 44985 and 45194 allow the Governing Board to expand the class of relatives listed below and enlarge the benefits provided by law. The following two paragraphs may be revised to reflect district practice.

Employees are entitled to a leave of up to three days, or five days if out-of-state travel is required, upon the death of any member of the employee's immediate family. No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. (Education Code 44985, 45194)

(cf. 4161/4261/4361 - Leaves)

Members of the immediate family include: (Education Code 44985, 45194)

- 1. The mother, father, grandmother, grandfather, or grandchild of the employee or of the employee's spouse
- 2. The employee's spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister
- 3. Any relative living in the employee's immediate household

At the employee's request, bereavement leave may be extended under personal necessity leave provisions as provided in the section "Personal Necessity" below. (Education Code 44981, 45207)

Personal Necessity

Note: Employees may use a maximum of seven days of accumulated personal illness/injury leave (sick leave) for reasons of personal necessity pursuant to Education Code 44981 (certificated employees) and 45207 (classified employees). Pursuant to Education Code 44981 and 45207, a higher maximum may be set for certificated and classified employees if specified in their collective bargaining agreement or, if there is no collective bargaining agreement for classified employees, then in a Board resolution. Districts that have established a maximum that is higher than seven days should modify the following paragraph accordingly.

Education Code 45207 clarifies that provisions pertaining to personal necessity leave also apply to districts that have adopted the merit system for classified employees in accordance with Education Code 45240-45320.

Employees may use a maximum of seven days of their accrued personal illness/injury leave during each school year for reasons of personal necessity. (Education Code 44981, 45207)

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(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4261.1 - Personal Illness/Injury Leave)
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Acceptable reasons for the use of personal necessity leave include:

- 1. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions (Education Code 44981, 45207)
- 2. An accident involving the employee's person or property or the person or property of a member of the employee's immediate family (Education Code 44981, 45207)

Note: Education Code 44981 provides that a certificated employee may use personal necessity leave for the serious illness of a member of his/her immediate family. The Board may extend these provisions to classified employees under the authority granted to the Board by Education Code 45207. Districts are cautioned to consult legal counsel regarding any interaction of Education Code provisions with Labor Code 233, which states that any employer who provides personal illness/injury leave for employees must permit employees to use personal illness/injury leave to attend to the illness of a child, parent, spouse, registered domestic partner, or registered domestic partner's child. See AR 4161.1/4361.1 - Personal Illness/Injury Leave and AR 4261.1 - Personal Illness/Injury Leave. Also see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave for federal and state provisions related to leaves for the birth, adoption, or foster placement of a new child; the care of a seriously ill child, parent, or spouse/registered domestic partner; or the employee's own serious health condition.

3. A serious illness of a member of the certificated employee's immediate family (Education Code 44981)

Note: Education Code 45207 provides that classified employees may use personal illness/injury leave for required court appearances, as provided in item #4 below. Circumstances under which employees may take time off, with pay, for court appearances are described in the section on "Legal Duties" below.

4. A classified employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order (Education Code 45207)

Note: Items #5 and #6 are optional and may be deleted or modified to reflect district practice.

- 5. Fire, flood, or other immediate danger to the home of the employee
- 6. Personal business of a serious nature which the employee cannot disregard

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, no such leave shall be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The Superintendent or designee shall have final discretion as to whether a request reflects personal necessity.

Note: Education Code 44981 and 45207 specify circumstances under which certificated and classified employees cannot be required to seek advance permission for the leave. However, only certificated employees are afforded the right, pursuant to Education Code 44981, to not be required to provide advance notice for leave due to a serious illness of the employee's family member. Districts may, at their discretion, extend this right to all employees as stated in the following optional paragraph. Districts that wish to restrict the provision to certificated employees should revise the paragraph accordingly.

Also see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave for requirements pertaining to requests for leaves that qualify under the federal Family and Medical Leave Act (29 USC 2601-2654) or the California Family Rights Act (Government Code 12945.1-12945.2), including provisions that allow employees to provide notice as soon as practicable when 30-day advance notice is not practicable due to lack of knowledge of the date the leave will be needed, a change in circumstances, or a medical emergency.

Advance permission shall not be required of any employee in cases involving the death of a member of the employee's immediate family, an accident involving the employee's person or property or the person or property of a member of his/her immediate family, or the serious illness of a member of his/her immediate family. (Education Code 44981, 45207)

However, the employee shall notify the Superintendent or designee of the need for the leave as soon as practicable. After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to his/her immediate supervisor.

Note: Education Code 44981 and 45207 mandate the adoption of regulations requiring, and prescribing the manner of, proof of personal necessity. The following paragraph may be revised to specify the manner of proof required by the district.

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to his/her immediate supervisor.

Legal Duties

Note: Pursuant to Education Code 44037, it is unlawful for the district or personnel commission to (1) adopt any rule, regulation, or policy that encourages employees to seek exemption from jury duty; (2) directly or indirectly solicit or suggest to any employee that he/she seek exemption from jury duty; or (3) discriminate against any employee with respect to assignment, employment, promotion, or in any other manner because of his/her service on a jury panel. However, the Board or personnel commission may establish a rule providing that only a percentage of district staff, which shall not be less than two percent, shall be granted such leave with pay at any one time. The following section may be revised to reflect district practice.

Labor Code 230 prohibits the discharge of or discrimination or retaliation against an employee for taking time off for the activities specified in items #1-2 below.

An employee may take time off work in order to: (Labor Code 230)

- 1. Serve on an inquest jury or trial jury
- 2. Comply with a subpoena or other court order to appear as a witness

Notices, summons, and subpoenas for court appearances shall be submitted to the district office when requesting leave.

A classified employee called for jury duty shall be granted leave with pay up to the amount of the difference between his/her regular earnings and any amount received for jury fees. (Education Code 44037)

Note: The following optional paragraph is for use by districts that choose to provide leave of absence with pay for certificated employees called for jury duty, as authorized by Education Code 44036. Districts that do not extend such leave should delete this paragraph.

A certificated employee also shall be granted leave for jury duty with pay up to the amount of the difference between his/her regular earnings and any amount received for jury fees.

Note: Education Code 44036 allows the Board, at its discretion, to provide paid leaves for employees to appear as witnesses in court other than as litigants or to respond to orders from another governmental jurisdiction. The following paragraph is optional. Districts that do not grant such leave should delete this paragraph.

Employees shall be granted leave to appear in court as witnesses other than litigants or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such employees shall receive pay up to the amount of the difference between the employee's regular earnings and any amount received for witness fees.

Leaves for Crime Victims

Note: Labor Code 230.2 prohibits a district from taking adverse employment action against an employee who takes leave as described below.

An employee may be absent from work in order to attend judicial proceedings related to a crime when he/she is a victim, or an immediate family member, registered domestic partner, or child of a registered domestic partner of a victim, of any of the following crimes: (Labor Code 230.2)

- 1. A violent felony as defined in Penal Code 667.5(c)
- 2. A serious felony as defined in Penal Code 1192.7(c)
- 3. A felony provision of law proscribing theft or embezzlement

Note: Pursuant to Labor Code 230.2, employees may use any of the types of leave listed in the following paragraph, unless otherwise provided by a collective bargaining agreement, although a collective bargaining agreement cannot diminish the entitlement of an employee. The district should modify the following paragraph as necessary to reflect the terms of its collective bargaining agreement(s).

For these purposes, the employee may use vacation, personal leave, personal illness/injury leave, unpaid leave, or compensatory time off that is otherwise available to the employee. (Labor Code 230.2)

Prior to taking time off, an employee shall give his/her supervisor a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing.

the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim. (Labor Code 230.2)

The district shall keep confidential any records pertaining to the employee's absence from work by reason of this leave. (Labor Code 230.2)

Leaves for Victims of Domestic Violence or Sexual Assault

Note: Labor Code 230 and 230.1 prohibit a district from taking adverse employment action against an employee who is a victim of sexual assault or domestic violence and who takes leave as described in the following section. Pursuant to Labor Code 230 and 230.1, such an employee may use vacation, personal leave, or compensatory time off that is otherwise available under the applicable terms of employment, unless otherwise provided by a collective bargaining agreement, although a collective bargaining agreement cannot diminish the entitlement of an employee. The district should modify the following paragraph as necessary to reflect the terms of its collective bargaining agreement(s).

An employee who is a victim of domestic violence or sexual assault as defined by law may use vacation, personal leave, or compensatory time off that is otherwise available to him/her under the terms of his/her employment to attend to the following activities: (Labor Code 230, 230.1)

1. Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or his/her child

Note: Labor Code 230.1 requires a district with 25 or more employees to grant time off to an employee who is a victim of sexual assault or domestic violence for the following additional reasons. A district with fewer than 25 employees may use or delete items #2-5 below at its discretion.

- 2. Seek medical attention for injuries caused by domestic violence or sexual assault
- 3. Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence or sexual assault
- 4. Obtain psychological counseling related to an experience of domestic violence or sexual assault
- 5. Participate in safety planning and take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation

Prior to taking time off, an employee shall give reasonable notice to his/her supervisor, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable period of time, certification of the absence in the form of any of the following documents: (Labor Code 230, 230.1)

- 1. A police report indicating that the employee was a victim of domestic violence or sexual assault
- 2. A court order protecting or separating the employee from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that the employee has appeared in court
- 3. Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence or sexual assault

The district shall maintain the confidentiality of such an employee to the extent authorized by law. (Labor Code 230, 230.1)

Personal Leave for a Child's School Activities

Note: Pursuant to Labor Code 230.8, the following section applies to any district employing 25 or more employees at the same location. A district with fewer than 25 employees at the same location may use or delete this section at its discretion.

Any employee who is a parent/guardian, or grandparent having custody, of one or more children who are enrolled in grades K-12 or who attend a licensed day care facility may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to participate in school or day care activities. Such leave shall not exceed eight hours in any month of the year. The employee shall give reasonable advance notice of the absence. (Labor Code 230.8)

Note: Labor Code 230.8 provides that the employee may use time off without pay to the extent the district makes it available. The following **optional** paragraph may be revised to reflect district practice.

In lieu of using vacation, personal leave, or compensatory time off, eligible employees may take unpaid leave for this purpose.

If both parents/guardians of a child are employed at the same work site, this leave shall be allowed for the first parent/guardian who applies. Simultaneous absence by the second parent/guardian may be granted by the Superintendent or designee. (Labor Code 230.8)

Upon request by the Superintendent or designee, the employee shall provide documentation from the school or licensed day care facility that he/she participated in school or licensed day care facility activities on a specific date and at a particular time. (Labor Code 230.8)

Note: Pursuant to Labor Code 230.8, an employee who is discharged, threatened with discharge, demoted, suspended, or otherwise discriminated against for using the above leave is entitled to reinstatement and reimbursement for lost wages and benefits, and an employer who willfully refuses to rehire, promote, or otherwise reinstate such an employee is subject to a civil penalty equal to three times the amount of the lost wages and benefits.

Service on Education Boards and Committees

Upon request, a certificated employee shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education board, commission, committee, or group authorized by Education Code 44987.3 provided that all of the following conditions are met: (Education Code 44987.3)

- 1. The service is performed within the state.
- 2. The board, commission, organization, or group informs the district in writing of the service.
- 3. The board, commission, organization, or group agrees, prior to the service, to reimburse the district, upon the district's request, for compensation paid to the employee's substitute and for actual related administrative costs.

Employee Organization Activities

Note: The following section may be deleted by any district whose collective bargaining agreements expressly provide for a paid leave of absence for participation in the activities described in this section.

Education Code 44987 and 45210 provide that certificated and classified employees may take time off without loss of compensation to serve as elected officers of their local, statewide, or national employee organization. Following the district's payment to the employee for the leave of absence, the employee organization must reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. This leave of absence is in addition to the release time granted to representatives of an employee organization pursuant to Government Code 3543.1.

Upon request, any certificated or classified employee shall be granted a leave of absence without loss of compensation to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the employee organization is affiliated. The leave shall include, but is not limited to, absence for purposes

of attending periodic, stated, special, or regular meetings of the body of the organization. (Education Code 44987, 45210)

(cf. 4140/4240/4340 - Bargaining Units) (cf. 4143/4243 - Negotiations)

Note: AB 1203 (Ch. 804, Statutes of 2012) amended Education Code 45210 to require districts to grant a paid leave of absence to a reasonable number of classified employees serving as unelected members of the employee organization or a statewide or national public employee organization when the employee attends "important organizational activities authorized by the public employee organization." Compensation must include the required retirement fund contributions. The employee will continue to earn full service credit during the leave and must pay member contributions as specified. The maximum amount of service credit an employee may earn cannot exceed 12 years. As amended, Education Code 45210 also requires that an employee organization provide reasonable notification to the district when requesting a leave of absence for employees without loss of compensation.

Upon request of an employee organization in the district or its state or national affiliate, a reasonable number of unelected classified employees shall be granted a leave of absence without loss of compensation for the purpose of attending important organizational activities authorized by the organization. The employee organization shall provide reasonable notification to the Superintendent or designee when requesting a leave of absence for employees for this purpose. (Education Code 45210)

When leave is granted for any of the above purposes, the employee organization shall reimburse the district within 10 days after receiving the district's certification of payment of compensation to the employee. (Education Code 44987, 45210)

Religious Leave

Note: The following optional section is for any district that chooses to grant religious leave and may be revised to reflect district practice. A district that does not grant such leave should delete this section. However, the district should consult legal counsel before denying a request for religious leave since the Constitution requires districts to provide "reasonable accommodation" to employee religious practices.

The Superintendent or designee may grant an employee up to three days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional district expenditures, the neglect of assigned duties, or any other unreasonable hardship on the district.

Note: The following optional paragraph reflects the California Supreme Court's interpretation of Article 1, Section 8 of the California Constitution as stated in <u>Rankin v. Commission on Professional Competence</u>.

The Superintendent or designee shall deduct the cost of hiring a substitute, when required, from the wages of the employee who takes religious leave.

No employee shall be discriminated against for using this leave or any additional days of unpaid leave granted for religious observances at the discretion of the Superintendent or designee.

Spouse on Leave from Military Deployment

Note: Military and Veterans Code 395.10 requires any district with 25 or more employees to allow up to 10 days of unpaid leave to an employee whose spouse is on leave from military deployment. A district with fewer than 25 employees may use the following section at its discretion. In addition, 29 USC 2612 authorizes an employee to take up to 26 work weeks of unpaid military caregiver leave or up to 12 weeks of "exigency" leave; see AR 4161.8/4261.8/4361.8 - Family Care and Medical Leave.

An employee who works an average of 20 hours or more per week and whose spouse is a member of the United States Armed Forces, National Guard, or reserves may take up to 10 days of unpaid leave during a period that his/her spouse is on leave from deployment during a military conflict, as defined in Military and Veterans Code 395.10. (Military and Veterans Code 395.10)

Within two business days of receiving official notice that his/her spouse will be on leave from deployment, the employee shall provide the Superintendent or designee with notice of his/her intention to take the leave. The employee shall submit written documentation certifying that his/her spouse will be on leave from deployment during the time that the leave is requested. (Military and Veterans Code 395.10)

Leave for Emergency Duty

Note: Labor Code 230.3 prohibits a district from discharging or discriminating against an employee who takes time off to perform emergency duty as specified below. Labor Code 230.3 defines emergency rescue personnel as a member of a federal, state, local, or private fire department or agency, as well as a sheriff or police department.

An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. (Labor Code 230.3)

Note: Labor Code 230.4 requires a district with 50 or more employees to grant an employee who is a volunteer firefighter leaves of absence for up to 14 days per calendar year for activities as specified below. A district with fewer than 50 employees may use or delete this paragraph at its discretion.

An employee who is a volunteer firefighter shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire or law enforcement training. (Labor Code 230.4)

Civil Air Patrol Leave

Note: Labor Code 1500-1507 require a district with more than 15 employees to provide at least 10 days of unpaid leave per year, beyond any leave otherwise available to employees, to employees who volunteer with the Civil Air Patrol and are directed to respond to an emergency operational mission, as provided below. Labor Code 1503 specifies that a district may not require an employee to first exhaust all accrued vacation, personal, sick, or any other available leave in order to use Civil Air Patrol leave.

If the district chooses to offer more than 10 days of such leave per year or to provide paid leave, it should modify the following paragraph accordingly. A district with 15 or fewer employees may use or delete this section at its discretion.

An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to him/her, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed by the district for at least a 90-day period immediately preceding the leave. Such leaves shall not exceed three days for a single mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the Superintendent or designee. (Labor Code 1501, 1503)

The employee shall give the district as much advance notice as possible of the intended dates of the leave. The Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to provide the required certification. (Labor Code 1503)

Legal Reference:

EDUCATION CODE

44036-44037 Leaves of absence for judicial and official appearances

44963 Power to grant leaves of absence (certificated)

44981 Leave of absence for personal necessity (certificated)

44985 Leave of absence due to death in immediate family (certificated)

44987 Service as officer of employee organization (certificated)

44987.3 Leave of absence to serve on certain boards, commissions, etc.

45190 Leaves of absence and vacations (classified)

45194 Bereavement leave of absence (classified)

45198 Effect of provisions authorizing leaves of absence

Legal Reference: (continued)

EDUCATION CODE (continued)

45207 Personal necessity (classified)

45210 Service as officer of employee organization (classified)

45240-45320 Merit system, classified employees

FAMILY CODE

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

GOVERNMENT CODE

3543.1 Release time for representatives of employee organizations

12945.1-12945.2 California Family Rights Act

LABOR CODE

230-230.2 Leave for victims of domestic violence, sexual assault, or specified felonies

230.3 Leave for emergency personnel

230.4 Leave for volunteer firefighters

230.8 Leave to visit child's school

233 Illness of child, parent, spouse, domestic partner or domestic partner's child

234 Absence control policy

1500-1507 Civil Air Patrol leave

MILITARY AND VETERANS CODE

395.10 Leave when spouse on leave from military deployment

PENAL CODE

667.5 Violent felony, defined

1192.7 Serious felony, defined

CALIFORNIA CONSTITUTION

Article 1, Section 8 Religious discrimination

UNITED STATES CODE, TITLE 29

2601-2654 Family and Medical Leave Act

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VII, Civil Rights Act of 1964

COURT DECISIONS

Rankin v. Commission on Professional Competence, (1988) 24 Cal.3d 167

PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

Berkeley Council of Classified Employees v. Berkeley Unified School District, (2008) PERB Decision No. 1954

Management Resources:

WEB SITES

California Federation of Teachers: http://www.cft.org

California School Employees Association: http://www.csea.com

California Teachers Association: http://www.cta.org

Public Employment Relations Board: http://www.perb.ca.gov

Regulation approved:

Center USD

Administrative Regulation

Personal Leaves

AR 4161.2 4261.2,4361.2

Personnel

For the purpose of any personal leave offered pursuant to state law, a registered domestic partner shall have the same rights, protections, and benefits as a spouse and protections provided to a spouse's child shall also apply to a child of a registered domestic partner. (Family Code 297.5)

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

(cf. 4121 - Temporary/Substitute Personnel)

Bereavement

Employees are entitled to a leave of up to three days, or five days if out-of-state travel is required, upon the death of any member of the employee's immediate family. No deduction shall be made from the employee's salary, nor shall such leave be deducted from any other leave to which the employee is entitled. (Education Code 44985, 45194)

(cf. 4161/4261/4361 - Leaves)

Members of the immediate family include: (Education Code 44985, 45194)

- 1. The mother, father, grandmother, grandfather, or grandchild of the employee or of the employee's spouse
- 2. The employee's spouse, son, son-in-law, daughter, daughter-in-law, brother, or sister
- 3. Any relative living in the employee's immediate household

At the employee's request, bereavement leave may be extended under personal necessity leave provisions as provided below. (Education Code 44981, 45207)

Personal Necessity

Upon prior approval, current and accumulated sick leave may be used by the employee, at his/her election, in cases of personal necessity. (Education Code 44981, 45207)

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

Acceptable reasons for the use of personal necessity leave include:

- 1. Death of a member of the employee's immediate family when the number of days of absence exceeds the limits set by bereavement leave provisions (Education Code 44981, 45207)
- 2. An accident involving the employee's person or property or the person or property of a member of the employee's immediate family (Education Code 44981, 45207)
- 3. A serious illness of a member of the certificated employee's immediate family (Education Code 44981)

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

- 4. A classified employee's appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or other order (Education Code 45207)
- 5. Fire, flood, or other immediate danger to the home of the employee
- 6. Personal business of a serious nature which the employee cannot disregard

Leave for personal necessity may be allowed for other reasons at the discretion of the Superintendent or designee. However, no such leave shall be granted for purposes of personal convenience, for the extension of a holiday or vacation, or for matters which can be taken care of outside of working hours. The Superintendent or designee shall have final discretion as to whether a request reflects personal necessity.

Advance permission shall not be required of any employee in cases involving the death of a member of the employee's immediate family or an accident involving the employee's person or property or the person or property of a member of his/her immediate family. For certificated employees, advance permission also shall not be required in cases involving the serious illness of a member of the employee's immediate family. (Education Code 44981, 45207)

After any absence due to personal necessity, the employee shall verify the absence by submitting a completed and signed district absence form to his/her immediate supervisor.

Legal Duties

Classified employees called for jury duty shall be granted leave with pay up to the amount of the difference between the employee's regular earnings and any amount received for jury fees. (Education Code 44037)

Certificated employees also shall be granted leave for jury duty with pay up to the amount of the difference between the employee's regular earnings and any amount received as juror's fees.

Employees shall be granted leaves to appear in court as witnesses other than litigants or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of the employee. Such employees shall receive

pay up to the amount of the difference between the employee's regular earnings and any amount received for witness fees.

An employee may take time off work in order to: (Labor Code 230)

- 1. Serve on an inquest jury or trial jury
- 2. Comply with a subpoena or other court order to appear as a witness

Notices, summons, and subpoenas for court appearances shall be submitted to the district office when requesting leave.

Leaves for Crime Victims

An employee may be absent from work in order to attend judicial proceedings related to a crime when he/she is a victim, immediate family member of a victim, registered domestic partner of a victim, or child of a registered domestic partner of a victim of the following crimes: (Labor Code 230.2)

- 1. A violent felony as defined in Penal Code 667.5(c)
- 2. A serious felony as defined in Penal Code 1192.7(c)
- 3. A felony provision of law proscribing theft or embezzlement

For these purposes, the employee may use vacation, personal leave, personal illness/injury leave, compensatory time off that is otherwise available to the employee, or unpaid leave. (Labor Code 230.2)

Prior to taking time off, an employee shall give his/her supervisor a copy of the notice of each scheduled proceeding that is provided by the responsible agency, unless advance notice is not feasible. When advance notice is not feasible or an unscheduled absence occurs, the employee shall, within a reasonable time after the absence, provide documentation evidencing the judicial proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim. (Labor Code 230.2)

The district shall keep confidential any records pertaining to the employee's absence from work. (Labor Code 230.2)

Leaves for Victims of Domestic Violence or Sexual Assault

An employee who is a victim of domestic violence or sexual assault as defined by law may take time off work to obtain or attempt to obtain any relief including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the employee or his/her child. (Labor Code 230)

In addition, an employee who is a victim of domestic violence or sexual assault may take time off work to attend to the following activities: (Labor Code 230.1)

- 1. Seek medical attention for injuries caused by domestic violence or sexual assault
- 2. Obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence or sexual assault
- 3. Obtain psychological counseling related to an experience of domestic violence or sexual assault
- 4. Participate in safety planning and take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation

An employee who is a victim of domestic violence or sexual assault may use vacation, personal leave, or compensatory time off that is otherwise available to the employee under the applicable terms of employment. (Labor Code 230, 230.1)

Prior to taking time off, an employee shall give reasonable notice to his/her supervisor, unless advance notice is not feasible. When an unscheduled absence occurs, the employee shall provide, within a reasonable period of time, certification of the absence in the form of any of the following documents: (Labor Code 230, 230.1)

- 1. A police report indicating that the employee was a victim of domestic violence or sexual assault
- 2. A court order protecting or separating the employee from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that the employee has appeared in court
- 3. Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence or sexual assault

The district shall maintain the confidentiality of such an employee to the extent authorized by law. (Labor Code 230, 230.1)

Personal Leave for a Child's School Activities

Any employee who is a parent/guardian, or grandparent having custody of one or more children who are enrolled in grades K-12, or who attend a licensed day care facility, may use up to 40 hours of personal leave, vacation, or compensatory time off each school year in order to participate in school or day care activities. Such leave shall not exceed eight hours in any month of the year, and the employee shall give reasonable advance notice of the absence. (Labor Code 230.8)

(cf. 1240 - Volunteer Assistance)

In lieu of using vacation, personal leave, or compensatory time off, eligible employees giving reasonable advance notice may take up to 40 hours without pay each school year for this

purpose, not to exceed eight hours in any month.

If both parents/guardians of a child are employed at the same work site, this leave shall be allowed for the first parent/guardian who applies. Simultaneous absence by the second parent may be granted by the Superintendent or designee. (Labor Code 230.8)

Upon request by the Superintendent or designee, the employee shall provide documentation from the school or licensed day care facility that he/she participated in school or licensed day care facility activities on a specific date and at a particular time. (Labor Code 230.8)

Service on Education Boards, Committees, and State or Employee Organizations

Upon request, certificated employees shall be granted up to 20 school days of paid leave per school year for service performed within the state on any education boards, commissions, committees, or groups authorized by Education Code 44987.3 provided that all of the following conditions are met: (Education Code 44987.3)

- 1. The service is performed in the state of California.
- 2. The Board, commission, organization, or group informs the district in writing of the service.
- 3. The board, commission, organization, or group agrees, prior to service, to reimburse the district, upon the district's request, for compensation paid to the employee's substitute and for actual related administrative costs.

Upon request, certificated and classified employees shall be granted a leave of absence without loss of compensation to serve as an elected officer of a district employee organization or any statewide or national employee organization with which the local organization is affiliated. The leave shall include, but is not limited to, absence for purposes of attending periodic, stated, special, or regular meetings of the body of the organization. (Education Code 44987, 45210)

Religious Leave

The Superintendent or designee may grant employees up to three days of leave per year for religious purposes, provided that the leave is requested in advance and that it does not cause additional district expenditures, the neglect of assigned duties, or any other unreasonable hardship on the district.

The Superintendent or designee shall deduct the cost of a substitute, when required, from the wages of the employee who takes religious leave.

No employee shall be discriminated against for using this leave or any additional days of unpaid leave granted for religious observances at the discretion of the Superintendent or designee.

Spouse on Leave from Military Deployment

An employee who works an average of 20 hours or more per week and whose spouse is a member of the United States Armed Forces, National Guard, or reserves may take up to 10 days of unpaid leave during a period that his/her spouse is on leave from deployment during a military conflict, as defined in Military and Veterans Code 395.10. (Military and Veterans Code 395.10)

The employee shall provide the Superintendent or designee with notice, within two business days of receiving official notice that his/her spouse will be on leave from deployment, of his/her intention to take the leave. The employee shall submit written documentation certifying that his/her spouse will be on leave from deployment during the time that the leave is requested. (Military and Veterans Code 395.10)

Leave for Emergency Duty

An employee may take time off to perform emergency duty as a volunteer firefighter, a reserve peace officer, or emergency rescue personnel. (Labor Code 230.3)

An employee who is a volunteer firefighter shall be permitted to take temporary leaves of absence, not to exceed an aggregate total of 14 days per calendar year, for the purpose of engaging in fire or law enforcement training. (Labor Code 230.4)

Civil Air Patrol Leave

An employee may take up to 10 days of unpaid leave per calendar year, beyond any leave otherwise available to employees, to respond to an emergency operational mission of the California Civil Air Patrol, provided that the employee has been employed by the district for at least a 90-day period immediately preceding the leave. Such leaves shall not exceed three days for a single emergency operational mission, unless an extension is granted by the governmental entity authorizing the mission and is approved by the Superintendent or designee. (Labor Code 1501, 1503)

The employee shall give the district as much advance notice as possible of the intended dates of the leave. The Superintendent or designee may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave and may deny the leave if the employee fails to provide the required certification. (Labor Code 1503)

Legal Reference:

EDUCATION CODE

44036-44037 Leaves of absence for judicial and official appearances

44963 Power to grant leaves of absence (certificated)

44981 Leave of absence for personal necessity (certificated)

44985 Leave of absence due to death in immediate family (certificated)

44987 Service as officer of employee organization (certificated)

44987.3 Leave of absence to serve on certain boards, commissions, etc.

45190 Leaves of absence and vacations (classified)

45194 Bereavement leave of absence (classified)

45198 Effect of provisions authorizing leaves of absence

45207 Personal necessity (classified)

45210 Service as officer of employee organization (classified)

45240-45320 Merit system, classified employees

FAMILY CODE

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

GOVERNMENT CODE

3543.1 Release time for representatives of employee organizations

LABOR CODE

230-230.2 Leave for victims of domestic violence, sexual assault, or specified felonies

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MILITARY AND VETERANS CODE

395.10 Leave when spouse on leave from military deployment

PENAL CODE

667.5 Violent felony, defined

1192.7 Serious felony, defined

CALIFORNIA CONSTITUTION

Article 1, Section 8 Religious discrimination

UNITED STATES CODE, TITLE 29

2612 Family and Medical Leave Act, leave requirements

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VII, Civil Rights Act of 1964

COURT DECISIONS

Rankin v. Commission on Professional Competence, (1988) 24 Cal.3d 167

Management Resources:

WEB SITES

California Federation of Teachers: http://www.cft.org

California School Employees Association: http://www.csea.com

California Teachers Association: http://www.cta.org

Regulation approved: June 16, 2010

CENTER UNIFIED SCHOOL DISTRICT
Antelope, California

Classified Personnel AR 4217.3(a)

LAYOFF/REHIRE

Classified employees shall be subject to layoff for lack of work or lack of funds. (Education Code 45114, 45308)

A classified employee shall not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. (Education Code 45117)

Order of Layoff/Determination of Seniority

The order of layoff within the class shall be determined by length of service. (Education Code 45114, 45308)

Length of service shall be determined by the date of hire. The employee who has been employed the shortest time by the district shall be laid off first.

Length of service credit shall be granted for military leave of absence, including voluntary or involuntary active duty during a period of national emergency or war as a member of the Military Reserve or the National Guard. (Education Code 45297, 45308)

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

Length of service credit may be granted for time spent on unpaid illness or maternity leave, unpaid family care leave, or unpaid industrial accident leave. Length of service credit shall not be granted for other types of unpaid leaves. (Education Code 45308, 45114)

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

Persons employed under Education Code Section 45105(b) or 45259 in "restricted" positions do not acquire permanent status under Education Code 45113 or 45301 and do not acquire seniority credits for the purpose of layoff for lack of work or lack of funds. However, after completing six months of satisfactory service, persons hired into these positions shall be given the opportunity to take qualifying examinations that are required for all other persons serving in the same class in the classified service. If they successfully complete the examination, they shall be entitled to the full rights, benefits and burdens of regular classified employees, and his/her service for layoff purposes shall be counted from the original date of employment in the "restricted" position. (Education Code 45105)

For an employee in a "restricted position" under Education Code 45105 or 45259, the original date of employment in the restricted position shall be used to determine his/her length of service, provided he/she has completed six months of satisfactory service and has successfully passed the qualifying examination required for service in the class. (Education Code 45105)

(cf. 4121 - Temporary/Substitute Personnel)

Notice of Layoff

Classified employees subject to layoff because of lack of work in the event of a bona fide reduction or elimination of service being performed shall receive notice of the layoff 45 days before the effective date. They shall be informed of their displacement rights, if any, and their reemployment rights. (Education Code 45117)

In cases where positions in specially funded programs expire at the end of any school year, classified employees subject to layoff for lack of funds shall receive written notice on or before April 29. The notice shall inform them of the layoff effective at the end of the school year, their displacement rights, if any, and reemployment rights. If the termination date of the specially funded program is other than June 30, the notice shall be given at least 45 days before the effective date of the layoff. (Education Code 45117)

The district is not bound to provide 45 days' notice in the event of an actual and existing financial inability to pay the salaries of classified employees or if the layoff is due to a lack of work resulting from conditions not foreseeable or preventable by the district. (Education Code 45117)

The district also is not bound to provide 45 days' notice to any person hired as a short-term employee for a period not exceeding 45 days. (Education Code 45117)

Note: Education Code 45117 requires that classified employees be given prior written notice when they are subject to layoff due to lack of work or lack of funds. AB 1908 (Ch. 860, Statutes of 2012) amended Education Code 45117 to extend the timeline for such notice to 60 days, as provided below.

Whenever a classified employee is to be laid off for lack of work or lack of funds, written notice shall be given to the employee, informing him/her of the layoff, the date the layoff goes into effect, any displacement rights, and reemployment rights. The notice shall be given: (Education Code 45117)

- 1. At least 60 days prior to the effective date of the layoff, if the layoff is for lack of work resulting from a bona fide reduction or elimination of service being performed.
- 2. No later than April 29, if the layoff is for lack of funds due to the expiration of a specially funded program at the end of any school year. However, if the termination date of the specially funded program is other than June 30, the employee shall be given notice at least 60 days from the effective date of the layoff.

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

The district is not required to provide the 60-day notice in the event of an actual and existing financial inability to pay the salaries of classified employees or if the layoff is due to a lack of work resulting from conditions not foreseeable or preventable by the district. (Education Code 45117)

The district also is not required to provide the 60-day notice to any person hired as a short-term employee for a period not exceeding 60 days whose service may not be extended or renewed. (Education Code 45117)

Voluntary Demotion or Voluntary Reduction of Hours

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff, or in order to remain in their present position rather than be reclassified or reassigned, shall be granted the same rights as persons laid off. (Education Code 45114, 45298)

Reemployment Eligibility

Classified employees laid off because of lack of work or lack of funds are eligible for reemployment within a period of 39 months and shall be reemployed in preference to new applicants. Persons so laid off also have the right to apply and establish their qualification for vacant promotional positions within the district during the 39-month period. (Education Code 45114, 45298)

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff, reclassification or reassignment shall retain eligibility to be considered for reemployment in a position of the previously held class or positions with increased assigned time, provided that the same tests of fitness under which they qualified for appointment to the class are still applicable. The length of this additional period of time shall be determined by the Governing Board on a class-by-class basis and shall not exceed 24 months. (Education Code 45114, 45298)

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall have the option of returning to a position in their former class or to positions with increased assigned time as vacancies become available, and without limitation of time. If there is a valid reemployment list they shall be ranked on that list in accordance with their proper seniority. (Education Code 45114, 45298)

Upon rejecting two offers of reemployment, the employee's name will be removed from the reemployment list and he/she will forfeit all reemployment rights to which he/she would otherwise be entitled.

When an employee is notified of a vacancy and fails to respond or report to work within time limits specified by district procedures, his/her name will be removed from the reemployment list and he/she will forfeit all reemployment rights to which he/she would otherwise be entitled.

If an employee is employed in a new position and fails to complete the probationary period in the new position, he/she shall be returned to the reemployment list for the remainder of the 39-month period. The remaining time period shall be calculated as the time remaining in the 39-month period as of the date of reemployment. (Education Code 45114, 45298)

Reemployment Procedures

Reemployment shall be in reverse order of layoff. (Education Code 45114, 45298, 45308)

In order to be reinstated, an employee must be fully capable of performing the normal and customary duties of the job. Employees whose physical condition is such that they cannot be reinstated at the time called for reemployment will be kept on the reemployment list until physically capable of returning to work or for a period not to exceed 39 calendar months.

(cf. 4032 - Reasonable Accommodation)

When a vacancy occurs, the senior employee who has held prior permanency in the position shall be so notified by certified U.S. mail at his/her last known address and given the opportunity to accept or reject appointment into the vacant position. The employee shall advise the district of his/her decision no later than 10 calendar days following notification. If the employee accepts, he/she shall report to work no later than two calendar weeks from the vacancy notification date or on a later date specified by the district.

When a laid-off employee is reemployed, all accumulated sick leave credit shall be restored.

A laid-off permanent employee shall be reemployed with all rights and benefits accorded to him/her at the time of layoff. A laid-off probationary employee shall be reemployed as a probationary employee, and the time served toward the completion of the required probationary period shall be counted. He/she shall also be reemployed with all rights and benefits accorded to him/her at the time of layoff.

A laid-off employee, when reemployed, shall be placed on the salary step held at the time of layoff. An employee who bumped into a lower class shall, when reinstated to the previous class, be placed on the salary step to which he/she would have progressed had he/she remained there. An adjusted anniversary date shall be established for step increment purposes so as to reflect the actual amount of time served in the district.

Legal Reference:

EDUCATION CODE

45101 Definitions

45103 Classified service in districts not incorporating the merit system

45105 Positions under various acts not requiring certification qualifications; classification

45113 Rules and regulations for classified service in districts not incorporating the merit system

45114 Layoff and reemployment procedures; definitions

45115 Layoff: Reinstatement from service retirement

45117 Notice of layoff

45286 Limited term employees

45297 Right to take equivalent examination while employee in military service

45298 Reemployment and promotional examination preference of persons laid off; voluntary demotions or reductions in time

45308 Order of layoff and reemployment; length of service

45309 Reinstatement of permanent noncertified employees after resignation

UNITED STATES CODE, TITLE 38

4301-4307 Veterans' Reemployment Rights

COURT DECISIONS

San Mateo City School District v. Public Employment Relations Board (1983) 33 Cal.3d 850, 866

Management-Resources:

WEB SITES

California School Employees Association: http://www.esea.com

Legal Reference:

EDUCATION CODE

45101 Definitions

45103 Classified service in districts not incorporating the merit system

45105 Positions under various acts not requiring certification qualifications; classification

45113 Rules and regulations for classified service in districts not incorporating the merit system

45114 Layoff and reemployment procedures; definitions

45115 Layoff: Reinstatement from service retirement

45117 Notice of layoff

45286 Limited term employees

45297 Right to take equivalent examination while employee in military service

45298 Reemployment of persons laid off; voluntary demotions or reductions in time; districts adopting merit system

45308 Order of layoff and reemployment; length of service

45309 Reinstatement of permanent noncertified employees after resignation

UNITED STATES CODE, TITLE 38

4301-4307 Veterans' Reemployment Rights

COURT DECISIONS

Tucker v. Grossmont Union High School District (2008) 168 Cal. App. 4th 640

San Mateo City School District v. Public Employment Relations Board (1983) 33 Cal.3d 850, 866

Management Resources:

WEB SITES

California School Employees Association: http://www.csea.com

Center USD

Administrative Regulation

Layoff/Rehire

AR 4217.3

Personnel

Classified employees shall be subject to layoff for lack of work or lack of funds. (Education Code 45114, 45308)

Order of Layoff/Determination of Seniority

The order of layoff within the class shall be determined by length of service. (Education Code 45114, 45308)

Length of service shall be determined by the date of hire. The employee who has been employed the shortest time by the district shall be laid off first.

Length of service credit shall be granted for military leave of absence, including voluntary or involuntary active duty during a period of national emergency or war as a member of the Military Reserve or the National Guard. (Education Code 45297, 45308)

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

Length of service credit may be granted for time spent on unpaid illness or maternity leave, unpaid family care leave, or unpaid industrial accident leave. Length of service credit shall not be granted for other types of unpaid leaves. (Education Code 45308, 45114)

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

Persons employed under Education Code Section 45105(b) or 45259 in "restricted" positions do not acquire permanent status under Education Code 45113 or 45301 and do not acquire seniority credits for the purpose of layoff for lack of work or lack of funds. However, after completing six months of satisfactory service, persons hired into these positions shall be given the opportunity to take qualifying examinations that are required for all other persons serving in the same class in the classified service. If they successfully complete the examination, they shall be entitled to the full rights, benefits and burdens of regular classified employees, and his/her service for layoff purposes shall be counted from the original date of employment in the "restricted" position. (Education Code 45105)

A classified employee shall not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. (Education Code 45117)

(cf. 4121 - Temporary/Substitute Personnel)

Notice of Layoff

Classified employees subject to layoff because of lack of work in the event of a bona fide reduction or elimination of service being performed shall receive notice of the layoff 45 days before the effective date. They shall be informed of their displacement rights, if any, and their reemployment rights. (Education Code 45117)

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Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff, or in order to remain in their present position rather than be reclassified or reassigned, shall be granted the same rights as persons laid off. (Education Code 45114, 45298)

Reemployment Eligibility

Classified employees laid off because of lack of work or lack of funds are eligible for reemployment within a period of 39 months and shall be reemployed in preference to new applicants. Persons so laid off also have the right to apply and establish their qualification for vacant promotional positions within the district during the 39-month period. (Education Code 45114, 45298)

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff, reclassification or reassignment shall retain eligibility to be considered for reemployment in a position of the previously held class or positions with increased assigned time, provided that the same tests of fitness under which they qualified for appointment to the class are still applicable. The length of this additional period of time shall be determined by the Governing Board on a class-by-class basis and shall not exceed 24 months. (Education Code 45114, 45298)

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall have the option of returning to a position in their former class or to positions with increased assigned time as vacancies become available, and without limitation of time. If there is a valid reemployment list they shall be ranked on that list in accordance with their proper seniority. (Education Code 45114, 45298)

Upon rejecting two offers of reemployment, the employee's name will be removed from the

reemployment list and he/she will forfeit all reemployment rights to which he/she would otherwise be entitled.

When an employee is notified of a vacancy and fails to respond or report to work within time limits specified by district procedures, his/her name will be removed from the reemployment list and he/she will forfeit all reemployment rights to which he/she would otherwise be entitled.

Reemployment Procedures

Reemployment shall be in reverse order of layoff. (Education Code 45114, 45298, 45308)

In order to be reinstated, an employee must be fully capable of performing the normal and customary duties of the job. Employees whose physical condition is such that they cannot be reinstated at the time called for reemployment will be kept on the reemployment list until physically capable of returning to work or for a period not to exceed 39 calendar months.

(cf. 4032 - Reasonable Accommodation)

When a vacancy occurs, the senior employee who has held prior permanency in the position shall be so notified by certified U.S. mail at his/her last known address and given the opportunity to accept or reject appointment into the vacant position. The employee shall advise the district of his/her decision no later than 10 calendar days following notification. If the employee accepts, he/she shall report to work no later than two calendar weeks from the vacancy notification date or on a later date specified by the district.

When a laid-off employee is reemployed, all accumulated sick leave credit shall be restored.

A laid-off permanent employee shall be reemployed with all rights and benefits accorded to him/her at the time of layoff. A laid-off probationary employee shall be reemployed as a probationary employee, and the time served toward the completion of the required probationary period shall be counted. He/she shall also be reemployed with all rights and benefits accorded to him/her at the time of layoff.

A laid-off employee, when reemployed, shall be placed on the salary step held at the time of layoff. An employee who bumped into a lower class shall, when reinstated to the previous class, be placed on the salary step to which he/she would have progressed had he/she remained there. An adjusted anniversary date shall be established for step increment purposes so as to reflect the actual amount of time served in the district.

Legal Reference:

EDUCATION CODE

45101 Definitions

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45309 Reinstatement of permanent noncertified employees after resignation

UNITED STATES CODE, TITLE 38

4301-4307 Veterans' Reemployment Rights

COURT DECISIONS

San Mateo City School District v. Public Employment Relations Board (1983) 33 Cal.3d 850, 866

Management Resources:

WEB SITES

California School Employees Association: http://www.csea.com

Regulation approved: March 3, 2004

Students BP 5113.1(a)

CHRONIC ABSENCE AND TRUANCY

Note: The following optional policy addresses both chronic absence, which refers to students missing an excessive number of school days for any reason, whether excused or unexcused, and truancy, which refers to students missing school without a valid excuse. AB 2616 (Ch. 432, Statutes of 2012) amended Education Code 48260 to define a "valid excuse" for purposes of classifying students as truants; see the accompanying administrative regulation. Also see BP/AR 5113 - Absences and Excuses for information about methods of verification of student absences.

CSBA's policy brief <u>Improving Student Achievement by Addressing Chronic Absence</u> provides further information about monitoring student attendance and strategies for addressing chronic absence.

The Governing Board believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

(cf. 5113 - Absences and Excuses)

Note: The following optional paragraph may be revised to reflect district practice. Districts must monitor unexcused absences for the purpose of identifying students who are classified as truants pursuant to Education Code 48260-48273; see the accompanying administrative regulation. State law does not require districts to monitor chronic absence, although Education Code 60901 provides a definition of chronic absentees (i.e., students who are absent for any reason for 10 percent or more of the school days in the school year) which may be useful to districts that choose to monitor both excused and unexcused absences in order to identify students at risk.

Contingent on the receipt of federal funding, Education Code 60901 requires the California Department of Education (CDE) to include data on the quarterly rate of student attendance within the California Longitudinal Pupil Achievement Data System (CALPADS). When funded, the system will periodically provide districts with districtwide, school, class, and individual student reports on rates of absence and chronic absentees, and will provide early warning reports to identify individual students who are at risk of academic failure or dropping out of school. Districts' submission of attendance data to CALPADS will be voluntary.

Other tools to calculate chronic absence are available, such as the <u>District Attendance Tracking Tool</u> and <u>School Attendance Tracking Tool</u> from Attendance Works and an online software application from OnTrackCA; see the management resources listed below in this policy.

The Superintendent or designee shall establish a system to accurately track student attendance in order to identify individual students classified as chronic absentees and truants, as defined in law and administrative regulation.

The Superintendent or designee shall develop strategies that focus on prevention of attendance problems, which may include, but are not limited to, efforts to provide a safe and

CHRONIC ABSENCE AND TRUANCY (continued)

positive school environment, relevant and engaging learning experiences, school activities that help develop students' feelings of connectedness with the school, school-based health services, and incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance. The Superintendent or designee also shall develop strategies that enable early outreach to students as soon as they show signs of poor attendance.

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(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 5126 - Awards for Achievement)
(cf. 5131 - Conduct)
(cf. 5131.2 - Bullying)
(cf. 5137 - Positive School Climate)
(cf. 5141.6 - School Health Services)
(cf. 5145.3 - Nondiscrimination/Harassment)
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Note: In developing strategies for addressing chronic absence and truancy, districts may consider reasons for absences given by individual students as well as survey data using tools such as the <u>California Healthy Kids Survey</u> and/or the <u>California School Climate</u>, <u>Health</u>, and <u>Learning Survey System</u> available from WestEd.

The Superintendent or designee shall work with students, parents/guardians, school staff, and community agencies, as appropriate, to identify factors contributing to chronic absence and truancy. He/she also may collaborate with child welfare services, law enforcement, courts, public health care agencies, other government agencies, and/or medical, mental health, and oral health care providers to ensure that alternative educational programs and nutrition, health care, and other support services are available for students and families and to intervene as necessary when students have serious attendance problems.

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(cf. 1020 - Youth Services)
(cf. 5030 - Student Wellness)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 5149 - At-Risk Students)
(cf. 6158 - Independent Study)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
(cf. 6185 - Community Day School)
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CHRONIC ABSENCE AND TRUANCY (continued)

Note: State law establishes a series of interventions that the district is required or authorized to impose depending on the number of truancies committed by a student; see the accompanying administrative regulation. Habitually truant students, as defined in Education Code 48262, may be referred to a school attendance review board (SARB) established by the county or, if no county SARB exists, to a SARB established by the district Governing Board pursuant to Education Code 48321. Instead of the SARB process, students may be referred to a truancy mediation program operated by the county's district attorney or probation officer pursuant to Education Code 48260.6. As amended by AB 2616 (Ch. 432, Statutes of 2012), Education Code 48264.5 authorizes, but does not require, students who continue to be truant after receiving these interventions to be referred to a juvenile court. Parents/guardians of truants may be subject to penalties pursuant to Education Code 48293, Penal Code 270.1, and/or Penal Code 272.

Students who are identified as truants shall be subject to the interventions specified in law and administrative regulation.

Note: Education Code 48900 expresses legislative intent that alternatives to suspension or expulsion be used with students who are truant, tardy, or otherwise absent from assigned school activities; see BP 5144 - Discipline and BP 5144.1 - Suspension and Expulsion/Due Process.

A student's truancy, tardiness, or other absence from school shall not be the sole basis for his/her out-of-school suspension or expulsion. Alternative disciplinary strategies and positive reinforcement for attendance shall be used whenever possible.

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(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
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The Superintendent or designee shall regularly analyze data on student absence to identify patterns of absence districtwide and by school, grade level, and student population. Such data shall be used to identify common barriers to attendance, prioritize resources for intervention, and monitor progress over time. The Superintendent or designee shall periodically report this information to the Board for purposes of evaluating the effectiveness of strategies implemented to reduce chronic absence and truancy and making changes as needed. As appropriate, the Superintendent or designee also shall provide this information to key school staff and community agency partners to engage them in program evaluation and improvement and in identification of how to best allocate available community resources.

School Attendance Review Board

Note: Education Code 48321 authorizes the establishment of a SARB in each county and also authorizes the county SARB to approve as many local SARBs as it deems necessary. If no county SARB exists, the district Board may establish a local SARB which operates in the same manner and under the same authority as a county SARB. The following section should be revised to reflect program(s) available to district students.

In accordance with law and administrative regulation, habitual truants may be referred to a school attendance review board (SARB).

CHRONIC ABSENCE AND TRUANCY (continued)

Note: The following optional paragraph is for use by districts whose county has established a SARB. Pursuant to Education Code 48321, the county SARB must include representative(s) of school districts who are to be nominated by the district Board and appointed by the County Superintendent of Schools.

The Board may submit a nomination to the County Superintendent of Schools for a person who will serve on the county SARB as a representative of school districts. (Education Code 48321)

Note: The remainder of this section is for use by districts that have established a local SARB instead of, or in addition to, the county SARB. The CDE's <u>School Attendance Review Board Handbook</u> provides guidance to SARBs on effective operations.

Education Code 48321 lists persons the Board may, but is not required to, appoint to the local SARB, as provided in the following paragraph. AB 614 (Ch. 71, Statutes of 2011) amended Education Code 48321 to require county SARBs and to authorize local SARBs to include a representative of school, county, or community mental health personnel. In addition, the CDE recommends that the Board include a representative of the county CalWORKS office in order to assist the office in determining whether a student whose family receives a welfare grant is regularly attending school. Pursuant to Welfare and Institutions Code 11253.5, if any such student is not regularly attending school, the family's welfare grant may be reduced.

The Board shall appoint members of the district's SARB, who may include, but are not limited to, a parent/guardian as well as representatives of the district, county probation department, county welfare department, county office of education, law enforcement agencies, community-based youth service centers, school guidance personnel, child welfare and attendance personnel, school or county health care personnel, and school, county, or community mental health personnel. (Education Code 48321)

The district's SARB shall operate in accordance with Education Code 48320-48325 and procedures established by the Superintendent or designee.

Legal Reference:

EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

37223 Weekend classes

41601 Reports of average daily attendance

46000 Records (attendance)

46010-46014 Absences

46110-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48225.5 Work permits, entertainment and allied industries

48240-48246 Supervisors of attendance

Legal Reference: (continued)

EDUCATION CODE (continued)

48260-48273 Truants

48290-48296 Failure to comply; complaints against parents

48320-48325 School attendance review boards

48340-48341 Improvement of student attendance

48400-48403 Compulsory continuation education

48900 Suspension and expulsion

49067 Unexcused absences as cause of failing grade

60901 Chronic absence

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor

272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy

830.1 Peace officers

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

COURT DECISIONS

L.A. v. Superior Court of San Diego County, (2012) 209 Cal. App. 4th 976

Management Resources:

CSBA PUBLICATIONS

Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board Handbook, 2012

School Attendance Improvement Handbook, 2000

WEB SITES

CSBA: http://www.csba.org

Attendance Works: http://www.attendanceworks.org

California Association of Supervisors of Child Welfare and Attendance: http://www.cascwa.org

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

California Healthy Kids Survey: http://chks.wested.org

California School Climate, Health, and Learning Survey System: http://www.cal-schls.wested.org

OnTrackCA: http://www.ontrackca.org

Center USD

Board Policy

Chronic Absence And Truancy

BP 5113.1 Students

The Governing Board believes that excessive student absenteeism and tardiness, whether caused by excused or unexcused absences, may be an early warning sign of poor academic achievement and may put students at risk of dropping out of school. The Board desires to ensure that all students attend school in accordance with the state's compulsory education law and take full advantage of educational opportunities provided by the district.

(cf. 5113 - Absences and Excuses)

The Superintendent or designee shall establish a system to accurately track and monitor student attendance, including methods to identify students classified as chronic absentees and truants, as defined in law and administrative regulation.

To encourage school attendance, the Superintendent or designee shall develop strategies that focus on prevention and early intervention of attendance problems. Preventive strategies may include efforts to provide a safe and positive school environment, relevant and engaging learning experiences, and school activities that help develop students' feelings of connectedness with the schools. The Superintendent or designee also may provide incentives and rewards to recognize students who achieve excellent attendance or demonstrate significant improvement in attendance.

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

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5126 - Awards for Achievement)

(cf. 5131 - Conduct)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee shall work with students and parents/guardians to identify factors contributing to chronic absence and truancy. Based on this needs assessment, he/she shall collaborate with community agencies, including, but not limited to, child welfare services, law enforcement, courts, and/or public health care agencies, to ensure that alternative educational programs and nutrition, health care, and other support services are available for students and families and to intervene as necessary when students have serious attendance problems.

(cf. 1020 - Youth Services)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5030 - Student Wellness)

(cf. 5145.6 - School Health Services)

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

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(cf. 5147 - Dropout Prevention)
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(cf. 5149 - At-Risk Students)

(cf. 6158 - Independent Study)

(cf. 6164.2 - Guidance/Counseling Services)

(cf. 6164.5 - Student Success Teams)

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

(cf. 6175 - Migrant Education Program)

(cf. 6179 - Supplemental Instruction)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6183 - Home and Hospital Instruction)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

As required by law, habitually truant students shall be referred to a school attendance review board (SARB), a truancy mediation program operated by the county's district attorney or probation officer, and/or a juvenile court.

The Superintendent or designee shall regularly analyze data on student absence to identify patterns of absence districtwide and by school, grade level, and student population. Such data shall be used to identify common barriers to attendance, prioritize resources for intervention, and monitor progress over time. The Superintendent or designee shall periodically report this information to the Board for purposes of evaluating the effectiveness of strategies implemented to reduce chronic absence and truancy and making changes as needed. As appropriate, the Superintendent or designee also shall provide this information to key school staff and community agency partners to engage them in program evaluation and improvement.

School Attendance Review Board

The Board shall submit nominations to the County Superintendent of Schools for a district representative on the county SARB. (Education Code 48321)

The Board shall appoint members of the district's SARB, who may include, but need not be limited to, a parent/guardian as well as representatives of the district, county probation department, county welfare department, county office of education, law enforcement agencies, community-based youth service centers, school guidance personnel, child welfare and attendance personnel, and school or county health care personnel. (Education Code 48321)

The district's SARB shall operate in accordance with Education Code 48320-48325 and procedures established by the Superintendent or designee.

Legal Reference: EDUCATION CODE

1740 Employment of personnel to supervise attendance (county superintendent)

37223 Weekend classes

41601 Reports of average daily attendance

46000 Records (attendance)

46010-46014 Absences

46110-46119 Attendance in kindergarten and elementary schools

46140-46147 Attendance in junior high and high schools

48200-48208 Children ages 6-18 (compulsory full-time attendance)

48240-48246 Supervisors of attendance

48260-48273 Truants

48290-48296 Failure to comply; complaints against parents

48320-48325 School attendance review boards

48340-48341 Improvement of student attendance

48400-48403 Compulsory continuation education

49067 Unexcused absences as cause of failing grade

60901 Chronic absence

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act

PENAL CODE

270.1 Chronic truancy; parent/guardian misdemeanor

272 Parent/guardian duty to supervise and control minor child; criminal liability for truancy

830.1 Peace officers

VEHICLE CODE

13202.7 Driving privileges; minors; suspension or delay for habitual truancy

WELFARE AND INSTITUTIONS CODE

601-601.4 Habitually truant minors

11253.5 Compulsory school attendance

CODE OF REGULATIONS, TITLE 5

306 Explanation of absence

420-421 Record of verification of absence due to illness and other causes

Management Resources:

CSBA PUBLICATIONS

Improving Student Achievement by Addressing Chronic Absence, Policy Brief, December 2010

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Attendance Review Board Handbook, 2009

School Attendance Improvement Handbook, 2000

WEB SITES

CSBA: http://www.csba.org

Attendance Counts: http://www.attendancecounts.org

California Association of Supervisors of Child Welfare and Attendance:

http://www.cascwa.org

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

Policy

CENTER UNIFIED SCHOOL DISTRICT adopted: February 16, 2011 Antelope, California **Students** AR 5113.1(a)

CHRONIC ABSENCE AND TRUANCY

Definitions

Note: The following definition of "chronic absentee" is provided in Education Code 60901 for purposes of reporting student attendance within the California Longitudinal Pupil Achievement Data System. Chronic absence includes absence for any reason (i.e., excused and/or unexcused absences).

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. (Education Code 60901)

Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)

Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian. (Education Code 48262, 48264.5)

Chronic truant means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260-48263 and 48291. (Education Code 48263.6)

Note: As provided above, definitions of the various categories of truancy are based on the number of absences from school without a valid excuse. As amended by AB 2616 (Ch. 432, Statutes of 2012), Education Code 48260 defines a "valid excuse," for purposes of classifying a student as a truant, as any of the reasons specified in Education Code 48205 (i.e., illness, quarantine, health services appointments, funeral service attendance, jury duty, illness or medical appointment of student's child, justifiable personal reasons, service on precinct board, time with family member called to active duty or on leave from active duty, and religious exercises), Education Code 48225.5 (i.e., entertainment or allied industries work permits and nonprofit organization performances), or other reasons at the discretion of school administrators. AR 5113 - Absences and Excuses reflects the reasons that students may be excused from school pursuant to Education Code 48205 and provides information about methods of verification of student absences.

For purposes of classifying a student as a truant, *valid excuse* includes, but is not limited to, the reasons for which a student shall be excused from school pursuant to Education Code 48205 and 48225.5. A valid excuse also may include other reasons that are within the discretion of school administrators and, based on the facts of the student's circumstances, are deemed to constitute a valid excuse. (Education Code 48260)

Attendance Supervisor(s)

Note: The following optional section may be revised to reflect district practice. Pursuant to Education Code 48240-48246, the district may appoint an attendance supervisor, join a consortium of districts to employ an attendance supervisor, or, with approval of the County Board of Education, contract with the County Superintendent of Schools to supervise the attendance of district students. The following section may be revised to specify which duties will be assumed by the attendance supervisor.

The Superintendent or designee shall appoint or contract with a supervisor of attendance and assistant supervisors as necessary to supervise the attendance of district students. Such supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent. (Education Code 48240, 48243, 48244)

Addressing Chronic Absence

Note: The following **optional** section may be revised to reflect district practice. For further information about strategies to address chronic absence, see CSBA's policy brief <u>Improving Student Achievement by Addressing Chronic Absence</u> and the California Department of Education's (CDE) <u>School Attendance Improvement Handbook</u>. Also see AR 5113 - Absences and Excuses for language requiring students with frequent absences due to illness to provide written verification from a health care practitioner.

When a student is identified as a chronic absentee, the attendance supervisor shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

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(cf. 6020 - Parent Involvement)
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The student may be referred to a student success team or school-site attendance review team to assist in evaluating his/her needs and identifying strategies and programs to assist him/her.

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(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 5149 - At-Risk Students)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)
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A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or alternative educational options as appropriate.

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(cf. 6158 - Independent Study)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6178.1 - Work-Based Learning)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
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Whenever chronic absenteeism is linked to a health issue or nonschool condition, the attendance supervisor may recommend school or community resources and/or collaborate with community agencies and organizations to address the needs of the student and his/her family.

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(cf. 1020 - Youth Services)
(cf. 5141.6 - School Health Services)
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Addressing Truancy

An attendance supervisor or designee, peace officer, probation officer, or school administrator or designee may, as applicable, arrest or assume temporary custody during school hours of any minor student found away from his/her home who is absent from school without a valid excuse. Any person arresting or assuming temporary custody of a minor student shall deliver the student and make reports in accordance with Education Code 48265 and 48266. (Education Code 48264, 48265, 48266)

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(cf. 3515.3 - District Police/Security Department)
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The attendance supervisor shall investigate a complaint from any person that a parent/guardian has violated the state compulsory education laws contained in Education Code 48200-48341. (Education Code 48290)

When a student has been identified as a truant as defined above, the following steps shall be implemented based on the number of truancies he/she has committed:

1. Initial truancy

a. The student shall be reported to the attendance supervisor. (Education Code 48260)

Note: When a student is classified as truant, Education Code 48260.5 requires notification of his/her parents/guardians by the most cost-effective method possible, which may include email or a telephone call. The CDE's web site and School Attendance Improvement Handbook provide sample letters.

- b. The student's parent/guardian shall be notified by the most cost-effective method possible, which may include email or a telephone call, that: (Education Code 48260.5)
 - (1) The student is truant.
 - (2) The parent/guardian is obligated to compel the student to attend school. If the parent/guardian fails to meet this obligation, he/she may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.
 - (3) Alternative educational programs are available in the district.
 - (4) The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.
 - (5) The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator or attendance supervisor or his/her designee under Education Code 48264 if found away from home and absent from school without a valid excuse.
 - (6) The student may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code 13202.7.
 - (7) It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.

(cf. 5145.6 - Parental Notifications)

c. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)

Note: AB 2616 (Ch. 432, Statutes of 2012) amended Education Code 48264.5 to add the following strategy for addressing initial truancy.

d. The student and, as appropriate, his/her parent/guardian may be requested to attend a meeting with a school counselor or other school designee to discuss the root causes of the attendance issue and develop a joint plan to improve the student's attendance. (Education Code 48264.5)

Note: The following optional item is for use by districts in which there is no county school attendance review board (SARB) and the county's district attorney or probation officer has elected to participate in a truancy mediation program pursuant to Education Code 48260.6.

e. The attendance supervisor may notify the district attorney and/or probation officer of the student's name and the name and address of his/her parents/guardians. (Education Code 48260.6)

2. Second truancy

- a. Any student who has once been reported as a truant shall again be reported to the attendance supervisor as a truant if he/she is absent from school without a valid excuse one or more days or is tardy on one or more days during the school year. (Education Code 48261)
- b. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)
- c. The student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to item #3 below. (Education Code 48264.5)

Note: Education Code 48262 provides that a student cannot be classified as a habitual truant (item #3 below) until the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian after the attendance supervisor has been notified of either the first or second truancy. Education Code 48262 defines "conscientious effort," for purposes of this section, as attempting to communicate with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call. Thus, the following paragraph requires such communication in the event of the second truancy.

d. An appropriate district staff member shall make a conscientious effort to hold at least one conference with the student and his/her parent/guardian by communicating with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call. (Education Code 48262)

Note: As amended by AB 2616 (Ch. 432, Statutes of 2012), Education Code 48264.5 eliminated a written warning by a peace officer as a response to initial truancy and instead provides that the peace officer's warning may be a response to the second truancy, as provided below.

e. The student may be given a written warning by a peace officer. A record of that warning may be kept at the school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (Education Code 48264.5)

Note: The following optional item is for use by districts in which there is no county SARB and the county's district attorney or probation officer has elected to participate in a truancy mediation program. Pursuant to Education Code 48260.6, if the district notifies the district attorney and/or probation officer that a student continues to be classified as a truant after proper notification to the parents/guardians as described in #1b above, the district attorney or probation officer may request a meeting with the student and his/her parents/guardians to discuss the possible legal consequences of the student's truancy.

- f. The attendance supervisor may notify the district attorney and/or probation officer when the student continues to be classified as a truant after the parents/guardians have been notified in accordance with item #1b above. (Education Code 48260.6)
- 3. Third truancy (habitual truancy)

Note: Education Code 48263 and 48264.5 authorize the district to refer habitual truants to a SARB, a county truancy mediation program, or a comparable program for services. The district should revise the following items to reflect the option(s) available in the district.

According to the CDE's <u>School Attendance Improvement Handbook</u>, prior to referring a truant student to a SARB or county truancy mediation program, some districts initiate an intermediate step, such as a school-site attendance review team or student success team. Districts that have established such an intermediate step may revise the following item accordingly.

- a. A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the district's attendance supervisor. (Education Code 48263, 48264.5)
- b. Upon making a referral to the SARB or the probation department, the attendance supervisor shall provide the student and parent/guardian, in writing, the name and address of the SARB or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian shall be required, along with the district staff person making the referral, to meet with the SARB or a probation officer to consider a proper disposition of the referral. (Education Code 48263)
- c. If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to item #4 below. (Education Code 48264.5)

Note: Pursuant to Education Code 48263, the SARB or probation officer may direct a student and/or the student's parents/guardians to make use of available community services and may require satisfactory

evidence of participation. If the SARB or probation officer determines that available community resources cannot resolve the problem, or if the student and/or parents/guardians have failed to respond to the directives of the SARB or probation officer, the SARB may so notify the district attorney and/or probation officer, or the probation officer may notify the district attorney provided the district attorney or probation officer participates in a truancy mediation program. If the county has not established a SARB, the district may make this finding and notification.

The following paragraph is for use by districts in which the county has not established a SARB and the county's district attorney or probation officer has elected to participate in a truancy mediation program.

d. If the attendance supervisor determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or his/her parents/guardians have failed to respond to the directives of the district or to services provided, the attendance supervisor may so notify the district attorney and/or the probation officer. (Education Code 48263)

4. Fourth truancy

Note: AB 2616 (Ch. 432, Statutes of 2012) amended Education Code 48264.5 to authorize, rather than require, a student to be referred to the jurisdiction of the juvenile court upon the fourth truancy report.

a. Upon his/her fourth truancy within the same school year, the student may be referred to the jurisdiction of the juvenile court. (Education Code 48264.5; Welfare and Institutions Code 601)

Note: Pursuant to Education Code 48264.5 and Welfare and Institutions Code 601, a student coming within the jurisdiction of the juvenile court may be adjudged a ward of the court and required to perform community service, pay a fine, attend a court-approved truancy prevention program, and/or lose driving privileges. AB 2616 (Ch. 432, Statutes of 2012) amended Education Code 48264.5 to lower the maximum amount of the fine that can be imposed from \$100 to \$50.

In <u>L.A. v. Superior Court of San Diego County</u>, a court of appeal held that juvenile court judges have the authority to imprison a truant as a last resort if the student commits an egregious violation of a court order, less restrictive alternatives have proved ineffective, and the student is confined separately from youths held for criminal violations.

b. If a student has been adjudged by the county juvenile court to be a habitual truant, the attendance supervisor shall notify the juvenile court and the student's probation or parole officer whenever the student is truant or tardy on one or more days without a valid excuse in the same or succeeding school year, or is habitually insubordinate or disorderly at school. The juvenile court and probation or parole officer shall be notified within 10 days of the violation. (Education Code 48267)

Note: Item #5 below is for use by districts that offer any of grades K-8. Penal Code 270.1 states that a parent/guardian of a "chronic truant" who is at least age 6 years and is in any of grades K-8 is guilty of a misdemeanor punishable by a fine and/or imprisonment if he/she has failed to reasonably supervise and encourage the student's school attendance and has been offered language-accessible support services to address the student's truancy. Pursuant to Penal Code 270.1, a parent/guardian found guilty of a misdemeanor may participate in a program established by a superior court, if available, which includes periodic meetings with district representatives and service referrals.

- 5. Absence for 10 percent of school days (chronic truancy)
 - a. The attendance supervisor shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.
 - b. If a chronically truant student is at least age 6 years and is in any of grades K-8, the attendance supervisor shall notify the student's parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to Penal Code 270.1.

Records

Note: The following optional paragraph may be revised to reflect district practice. The CDE's <u>School Attendance Review Board Handbook</u> cautions that it is important to keep accurate and complete records of any violations of compulsory school attendance laws because such records may ultimately be introduced as evidence in a trial for truancy.

The Superintendent or designee shall maintain accurate attendance records for students identified as habitual or chronic truants. The Superintendent or designee also shall document all contacts with a student and his/her parent/guardian regarding the student's attendance, including a summary of all conversations and a record of all intervention efforts.

(cf. 5125 - Student Records)

Note: Education Code 48273 mandates that the district adopt rules and regulations for the purpose of gathering data and making a report to the County Superintendent of Schools regarding SARB referrals. The CDE's web site provides a model annual summary report form.

The Superintendent or designee shall gather and transmit to the County Superintendent of Schools the number and types of referrals made to the SARB and of requests for petitions made to the juvenile court. (Education Code 48273)

Regulation approved:

Center USD

Administrative Regulation

Chronic Absence And Truancy

AR 5113.1 Students

Definitions

Chronic absentee means a student who is absent for any reason on 10 percent or more of the school days in the school year, when the total number of days the student is absent is divided by the total number of days the student is enrolled and school was actually taught in the regular day schools of the district, exclusive of Saturdays and Sundays.

Truant means a student who is absent from school without a valid excuse three full days in one school year, or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof. (Education Code 48260)

Habitual truant means a student who has been reported as a truant three or more times within the same school year, provided the district has made a conscientious effort to hold at least one conference with the student and his/her parent/guardian. (Education Code 48262, 48264.5)

Chronic truant means a student who has been absent from school without a valid excuse for 10 percent or more of the school days in one school year, from the date of enrollment to the current date, provided the district has met the requirements of Education Code 48260-48263 and 48291. (Education Code 48263.6)

Attendance Supervisor(s)

The Superintendent or designee shall appoint or contract with a supervisor of attendance and assistant supervisors as necessary to supervise the attendance of district students. Such supervisors shall perform duties related to compulsory full-time education, truancy, compulsory continuation education, work permits, and any additional duties prescribed by the Superintendent. (Education Code 48240, 48243, 48244)

(cf. 5113 - Absences and Excuses) (cf. 5113.2 - Work Permits)

Addressing Chronic Absence

When a student is identified as a chronic absentee, the attendance supervisor shall communicate with the student and his/her parent/guardian to determine the reason(s) for the excessive absences, ensure the student and parent/guardian are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

(cf. 6020 - Parent Involvement)

The student may be referred to a student success team or school-site attendance review team to assist in evaluating the student's needs and identifying strategies and programs that may assist him/her.

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(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 5149 - At-Risk Students)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education of Children of Military Families)
(cf. 6175 - Migrant Education Program)
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A student who is struggling academically may be offered tutoring or other supplemental instruction, extended learning opportunities, and/or alternative educational options as appropriate.

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(cf. 6158 - Independent Study)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6178.1 - Work Experience Education)
(cf. 6179 - Supplemental Instruction)
(cf. 6181 - Alternative Schools/Programs of Choice)
(cf. 6183 - Home and Hospital Instruction)
(cf. 6184 - Continuation Education)
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Whenever chronic absenteeism is linked to a nonschool condition, the attendance supervisor may recommend community resources and/or collaborate with community agencies and organizations to address the needs of the student and his/her family.

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(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5145.6 - School Health Services)
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Addressing Truancy

An attendance supervisor or designee, peace officer, probation officer, or school administrator or designee may arrest or assume temporary custody, during school hours, of any minor student found away from his/her home who is absent from school without a valid excuse. Any person arresting or assuming temporary custody of a minor student shall deliver the student and make reports in accordance with Education Code 48265 and 48266. (Education Code 48264, 48265, 48266)

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(cf. 3515.3 - District Police/Security Department)
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The attendance supervisor shall investigate a complaint from any person that a

parent/guardian has violated the state compulsory education laws contained in Education Code 48200-48341. (Education Code 48290)

When a student has been identified as a truant, as defined above, the following steps shall be implemented based on the number of truancies he/she has committed:

1. Initial truancy

- a. A student who is initially classified as truant shall be reported to the attendance supervisor. (Education Code 48260)
- b. The student's parent/guardian shall be notified by the most cost-effective method possible, which may include email or a telephone call, that: (Education Code 48260.5)
 - (1) The student is truant.
- (2) The parent/guardian is obligated to compel the student to attend school. If the parent/guardian fails to meet this obligation, he/she may be guilty of an infraction of the law and subject to prosecution pursuant to Education Code 48290-48296.
 - (3) Alternative educational programs are available in the district.
- (4) The parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the student's truancy.
- (5) The student may be subject to arrest or held in temporary custody by a probation officer, a peace officer, a school administrator or attendance supervisor or his/her designee under Education Code 48264 if found away from home and absent from school without a valid excuse.
- (6) The student may be subject to suspension, restriction, or delay of his/her driving privilege pursuant to Vehicle Code 13202.7.
- (7) It is recommended that the parent/guardian accompany the student to school and attend classes with the student for one day.

(cf. 5145.6 - Parental Notifications)

- c. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)
- d. The student may be given a written warning by a peace officer. A record of this warning may be kept at school for not less than two years or until the student graduates or transfers from the school. If the student transfers, the record may be forwarded to the new school. (Education Code 48264.5)

(cf. 5125 - Student Records)

e. The attendance supervisor may notify the district attorney and/or probation officer of

the name of each student who has been classified as a truant and the name and address of the student's parents/guardians. (Education Code 48260.6)

2. Second truancy

- a. Any student who has once been reported as a truant shall again be reported to the attendance supervisor as a truant if he/she is absent from school without valid excuse one or more days or is tardy on one or more days. (Education Code 48261)
- b. The student may be required to attend makeup classes on one day of a weekend pursuant to Education Code 37223. (Education Code 48264.5)
- c. The student may be assigned to an after-school or weekend study program within the county. If the student fails to successfully complete this study program, he/she shall be subject to item #3 below. (Education Code 48264.5)
- d. An appropriate district staff member shall make a conscientious effort to hold at least one conference with the student and parent/guardian by communicating with the parent/guardian at least once using the most cost-effective method possible, which may include email or a telephone call. (Education Code 48262)
- e. The attendance supervisor may notify the district attorney and/or probation officer whether the student continues to be classified as a truant after the parents/guardians have been notified in accordance with item #1b above. (Education Code 48260.6)

3. Third truancy (habitual truancy)

- a. A student who is habitually truant, irregular in school attendance, or habitually insubordinate or disorderly during attendance at school may be referred to, and required to attend, a school attendance review board (SARB) program, a truancy mediation program established by the district attorney or the probation officer, or a comparable program deemed acceptable by the district's attendance supervisor. (Education Code 48263, 48264.5)
- b. Upon making a referral to the SARB or the probation department, the attendance supervisor shall provide the student and parent/guardian, in writing, the name and address of the SARB or probation department and the reason for the referral. This notice shall indicate that the student and parent/guardian shall be required, along with the district staff person making the referral, to meet with the SARB or a probation officer to consider a proper disposition of the referral. (Education Code 48263)
- c. If the student does not successfully complete the truancy mediation program or other similar program, he/she shall be subject to item #4 below. (Education Code 48264.5)
- d. If the attendance supervisor determines that available community services cannot resolve the problem of the truant or insubordinate student or if the student and/or student's parents/guardians have failed to respond to the directives of the district or to services provided, the attendance supervisor may so notify the district attorney and/or the probation officer. (Education Code 48263)

4. Fourth truancy

- a. Upon his/her fourth truancy within the same school year, the student shall be within the jurisdiction of the juvenile court. (Education Code 48264.5; Welfare and Institutions Code 601)
- b. If a student has been adjudged by the county juvenile court to be a habitual truant, the attendance supervisor shall notify the juvenile court and the student's probation or parole officer whenever the student is truant or tardy on one or more days without a valid excuse in the same or succeeding school year, or is habitually insubordinate or disorderly at school. The juvenile court and probation or parole officer shall be notified within 10 days of the violation. (Education Code 48267)
- 5. Absence for 10 percent of school days (chronic truancy)
- a. The attendance supervisor shall ensure that the student's parents/guardians are offered language-accessible support services to address the student's truancy.
- b. If a chronically truant student is at least age 6 years and is in any of grades K-8, the attendance supervisor shall notify the parents/guardians that failure to reasonably supervise and encourage the student's school attendance may result in the parent/guardian being found guilty of a misdemeanor pursuant to Penal Code 270.1.

Records

The Superintendent or designee shall maintain accurate attendance records for students identified as habitual or chronic truants. The Superintendent or designee also shall document all contacts with a student and his/her parent/guardian regarding the student's attendance, including a summary of all conversations and a record of all intervention efforts.

The Superintendent or designee shall gather and transmit to the County Superintendent of Schools the number and types of referrals made to the SARB and of requests for petitions made to the juvenile court. (Education Code 48273)

Students AR 5125(a)

STUDENT RECORDS

Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Note: Guidance issued by the U.S. Department of Education (USDOE) and U.S. Department of Health and Human Services clarifies that a student's immunization and health record maintained by the district, such as health and medical records maintained by a school nurse who is employed by or under contract with a district, is a "student record" subject to the Family Educational Rights and Privacy Act (FERPA). Also see BP/AR 5141.6 - School Health Services.

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

1. Directory information

(cf. 5125.1 - Release of Directory Information)

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee

Note: USDOE guidance (<u>Balancing Student Privacy and School Safety</u>) clarifies that records created by the district's law enforcement unit, as specified in item #3 below, are not considered student records under FERPA as long as the records are created for a law enforcement purpose. Thus, according to the guidance, student images appearing on security videotapes maintained by the district's law enforcement unit are not subject to FERPA.

3. Records of the law enforcement unit of the district, subject to the provisions of 34 CFR 99.8

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(cf. 3515 - Campus Security)
(cf. 3515.3 - District Police/Security Department)
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- 4. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student
- 5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Access means a personal inspection and review of a record or an accurate copy of a record, or receipt of an accurate copy of a record or an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

- 1. The student's name
- 2. The name of the student's parent/guardian or other family members
- 3. The address of the student or student's family
- 4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
- 5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name

- 6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
- 7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

Note: Education Code 49063 requires districts to list in their annual notification regarding student records the criteria for defining "school officials and employees" and "legitimate educational interest"; see section below entitled "Notification of Parents/Guardians."

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

Note: Pursuant to Education Code 49076, as amended by AB 733 (Ch. 388, Statutes of 2012), the district may allow any "contractor or consultant" with whom it has a formal written agreement to access information in student records without parent/guardian consent, when the contractor or consultant has a "legitimate educational interest" in that information. However, contrary to 34 CFR 99.31, Education Code 49076, as amended by AB 733, prohibits release of student records to volunteers.

Contractor or consultant is anyone with a formal written agreement or contract with the district regarding the provision of services or functions outsourced to him/her by the district. Contractor or consultant shall not include a volunteer or other party. (Education Code 49076)

Legitimate educational interest is an interest held by any school official, employee, contractor, or consultant whose duties, responsibilities, or contractual obligations to the district, whether routine or as a result of special circumstances, require him/her to have access to student records.

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Access

The following persons shall have absolute access to any and all student records in accordance with law:

- 1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069; Family Code 3025)
- 2. An adult student age 18 years or older, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)

Note: Pursuant to Education Code 56041.5, all the rights accorded to the parent/guardian of a student with disabilities, including the right to access student records, are transferred to the student when he/she reaches age 18 years except when the student has been declared incompetent under state law.

3. Parents/guardians of an adult student with disabilities who is age 18 years or older and has been declared incompetent under state law (Education Code 56041.5)

(cf. 6159 - Individualized Education Program)

In addition, the following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

Note: Education Code 49076 and 34 CFR 99.31 require that parents/guardians of a dependent child, as defined in 26 USC 152, be provided access to student records that are relevant to their legitimate educational interest. 26 USC 152 defines a "dependent child" as one who lives with his/her parent/guardian for more than half the taxable year, has not provided more than half of his/her own support during that year, and has not filed a joint tax return with a spouse.

- 1. Parents/guardians of a student age 18 or older who is a dependent child as defined under 26 USC 152 (Education Code 49076; 34 CFR 99.31)
- 2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076; 34 CFR 99.31)
- 3. School officials and employees, consistent with the definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)

Note: Pursuant to Education Code 49076, as amended by AB 733 (Ch. 388, Statutes of 2012), access to student records based on the "legitimate educational interest" of a school attendance review board is limited to only those members who have been designated as authorized representatives of the district.

4. Members of a school attendance review board (SARB) who are authorized representatives of the district and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

(cf. 5113.1 - Chronic Absence and Truancy)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

Note: 34 CFR 99.34 requires the district to make a reasonable attempt to notify the parent/guardian or adult student when the district discloses certain information as described in the following paragraph. However, if the district includes a statement in its annual parental notification that the district may forward education records under these circumstances, it is not obligated to individually notify parents/guardians or adult students. The following optional paragraph may be deleted by districts that include such a statement in their annual parental notifications. See section below entitled "Notification of Parents/Guardians."

When the district discloses personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

Note: 34 CFR 99.3, 99.31, and 99.35 clarify the limited circumstances under which the district may disclose student records to federal, state, or local officials to assess the effectiveness of state and federally funded education programs. Pursuant to 34 CFR 99.35, the district must have a written agreement with the entity or individual which contains specified components and must use reasonable methods to ensure that the entity or individual complies with FERPA.

6. Federal, state, and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)

Note: Pursuant to Education Code 49076, as amended by AB 733 (Ch. 388, Statutes of 2012), county placing agencies authorized to assess the effectiveness of a state or federally funded program on behalf of federal, state, or local officials and agencies may be allowed access to student records. Education Code 49076 also authorizes districts, county offices of education, and county placing agencies to develop cooperative agreements to facilitate confidential access to and exchange of student information by email, facsimile, electronic format, or other secure means, provided the agreement complies with the requirements of 34 CFR 99.35.

7. Any county placing agency acting as an authorized representative of a state or local educational agency which is required to audit or evaluate a state or federally supported education program pursuant to item #6 above (Education Code 49076)

Note: Pursuant to 5 CCR 435, prior to releasing records in compliance with a court order or subpoena, the district is generally required to give the parent/guardian three days' notice as specified in item #8 below. However, 34 CFR 99.31 specifies that the notice is <u>not</u> required when the disclosure is in response to a court order issued under the USA Patriot Act regarding investigations of domestic or international terrorism.

- 8. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)
 - Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)
- 9. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
- 10. A district attorney's office for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)
- 11. Any probation officer, district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor student a ward of the court or involving a violation of a condition of probation, subject to evidentiary rules specified in Welfare and Institutions Code 701 (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the records that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

12. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

13. Any foster family agency with jurisdiction over currently enrolled or former students for purposes of accessing those students' records of grades and transcripts and any individualized education program developed and maintained by the district (Education Code 49069.3)

(cf. 6173.1 - Education for Foster Youth)

14. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the records as described in item #11 above. (Education Code 49076)

Note: As amended by AB 733 (Ch. 388, Statutes of 2012), Education Code 49076.5 authorizes the use of item #15 below only in specified circumstances and requires that, prior to its use, the district receive from the designated peace officer or law enforcement agency a parent/guardian's written consent, a lawfully issued subpoena or court order, or information indicating the existence of an emergency situation.

15. Designated peace officers or law enforcement agencies in cases where the district is authorized by law to assist law enforcement in investigations of suspected criminal conduct or kidnapping and a written parental consent, lawfully issued subpoena, or court order is submitted to the district, or information is provided to it indicating that an emergency exists in which the student's information is necessary to protect the health or safety of the student or other individuals (Education Code 49076.5; 34 CFR 99.1-99.67)

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. (Education Code 49076.5)

At his/her discretion, the Superintendent or designee may release information from a student's records to the following:

Note: As amended by AB 733 (Ch. 388, Statutes of 2012), Education Code 49076 has conformed state law to 34 CFR 99.36, which authorizes a district to disclose personally identifiable information in connection with an emergency to any person whose knowledge of the information is necessary to protect the health or safety of students or others. Pursuant to Education Code 49076, when releasing any information based on this authorization, the district is required to document the information received indicating the emergency and those to whom it discloses information from the student record, in accordance with the requirements of 34 CFR 99.32(a)(5).

1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.32, 99.36)

When releasing information to any such appropriate person, the Superintendent or designee shall record information about the threat to the health or safety of the student or any other person that formed the basis for the disclosure and the person(s) to whom the disclosure was made. (Education Code 49076; 34 CFR 99.32)

- 2. Accrediting associations (Education Code 49076; 34 CFR 99.31)
- 3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.
 - b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
 - c. The district enters into a written agreement with the organization that complies with 34 CFR 99.31.
- 4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll, subject to the rights of parents/guardians as provided in Education Code 49068 and in compliance with 34 CFR 99.34 (Education Code 49076; 34 CFR 99.31, 99.34)

5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, in which case the Superintendent or designee shall notify the student's parent/guardian of his/her rights in accordance with law prior to releasing the information (Health and Safety Code 120440)

Note: Education Code 49076, as amended by AB 733 (Ch. 388, Statutes of 2012), has included "contractors" and "consultants," as defined above in the section entitled "Definitions," among the categories of individuals to whom a student's personally identifiable information may be disclosed under certain circumstances. Unlike 34 CFR 99.34, however, Education Code 49076 prohibits disclosure of such information to volunteers and other parties.

6. Contractors and consultants having a legitimate educational interest based on services or functions which have been outsourced to them through a formal written agreement or contract by the district, excluding volunteers or other parties (Education Code 49076)

(cf. 3600 - Consultants)

Note: Items #7 and 8 below are for use by districts that maintain high schools.

- 7. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or his/her parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31, 99.36)
- 8. County elections officials for the purpose of identifying students eligible to register to vote or offering such students an opportunity to register, subject to the provisions of 34 CFR 99.37 and under the condition that any information provided on this basis shall not be used for any other purpose or transferred to any other person or agency (Education Code 49076; 34 CFR 99.31, 99.37)

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

Persons, agencies, or organizations not afforded access rights by law may be granted access only through written consent of the parent/guardian or adult student, or by judicial order. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made. (Education Code 49061)

(cf. 5021 - Noncustodial Parents)

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

De-identification of Records

Note: 20 USC 1232(g)) and Education Code 49076 authorize the district to release student records for specified purposes (e.g., to federal and state officials conducting program audits or to organizations conducting studies) without parent/guardian consent after the removal of all "personally identifiable information" as defined in the section entitled "Definitions" above and provided that the district has made a reasonable determination that a student's identity will not be personally identifiable through single or multiple releases. Education Code 49074 further authorizes the district to provide de-identified statistical data to public or private agencies, postsecondary institutions, or research organizations when such actions would be "in the best educational interests of students."

34 CFR 99.31 lists objective standards under which districts may release information from de-identified records. These standards are applicable to both requests for individual, redacted records and requests for statistical information from multiple records.

When authorized by law for any program audit, educational research, or other purposes, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 34 CFR 99.31)

Process for Providing Access to Records

Note: Education Code 49069 mandates procedures for notifying parents/guardians of the location of all official student records if not centrally located. The following paragraph may be expanded to include specific notification procedures.

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

Note: 5 CCR 431 mandates districts to establish written procedures to ensure the security of student records. The following three paragraphs reflect this mandate and should be modified to reflect any specific physical, technological, or administrative controls developed by the district.

34 CFR 99.31 requires districts to use "reasonable methods" to (1) ensure that school officials, employees, and outside contractors obtain access to only those records, both paper and electronic, in which they have a legitimate educational interest and (2) identify and authenticate the identity of parents/guardians, students, school officials, and any other party to whom the district discloses personally identifiable information from education records. In addition, 34 CFR 99.31 specifies that a district which does not use physical or technological access controls (e.g., a locked file cabinet or computer security limiting access) must ensure that its administrative policy for controlling access is effective and remains in compliance with the "legitimate educational interest" requirement.

The Analysis to Comments and Changes (73 Fed. Reg. 237, page 74817) suggests a balance of physical, technological, and administrative controls to prevent unauthorized access and to ensure that school officials do not have unrestricted access to the records of all students. The Analysis also clarifies that the reasonableness of the method depends, in part, on the potential harm involved. For example, high-risk records, such as social security numbers or other information that could be used for identity theft, should receive greater and more immediate protection.

In addition, as a condition of participation in an interagency data information system (e.g., California Longitudinal Pupil Achievement Data System), Education Code 49076 requires that the district develop security procedures or devices by which unauthorized personnel cannot access data in the system and procedures or devices to secure privileged or confidential data from unauthorized disclosure.

The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

When prior written consent is required by law, the parent/guardian shall provide a written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

Note: Education Code 49069 and 5 CCR 431 mandate that the district adopt procedures for granting parent/guardian requests to inspect, review, and obtain copies of records.

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Note: Education Code 49069 mandates procedures for the availability of qualified certificated personnel to interpret records when requested. The following paragraph may be expanded to include specific procedures for persons to request and receive the assistance of certificated personnel.

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

Note: Although Education Code 49064 does not require the district to record access by individuals specified in items #1-5 below, the district may consider recording access by all individuals as part of the reasonable administrative controls required by 34 CFR 99.31; see section above entitled "Process for Providing Access to Records." The following paragraph is optional.

The log does <u>not</u> need to include record of access by: (Education Code 49064)

- 1. Parents/guardians or adult students
- 2. Students who are 16 years of age or older or who have completed the 10th grade
- 3. Parties obtaining district-approved directory information
- 4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
- 5. School officials and employees who have a legitimate educational interest

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student who is age 16 years or older or who has completed the 10th grade, custodian of records, and certain state or federal officials. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

Note: Education Code 49069 mandates that the district adopt procedures for granting parent/guardian requests for copies of student records pursuant to Education Code 49065.

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

(cf. 3260 - Fees and Charges)

Changes to Student Records

Only or a parent/guardian having legal custody of a student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

(cf. 5125.3 - Challenging Student Records)

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

Retention and Destruction of Student Records

Note: 5 CCR 431 mandates that the district establish written policies and procedures regarding the signing and dating of anecdotal information, as specified below.

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

- 1. Legal name of student
- 2. Date and place of birth and method of verifying birth date

(cf. 5111 - Admission)

- 3. Sex of student
- 4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence

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(cf. 5111.1 - District Residency)
(cf. 5111.12 - Residency Based on Parent/Guardian Employment)
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- 5. Entrance and departure dates of each school year and for any summer session or other extra session
- 6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given

(cf. 5121 - Grades/Evaluation of Student Achievement)

7. Verification of or exemption from required immunizations

(cf. 5141.31 - Immunizations)

8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year after the school year in which they originated, following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor

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(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
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- 2. A log identifying persons or agencies who request or receive information from the student record
- 3. Health information, including verification or waiver of the health screening for school entry

(cf. 5141.32 - Health Screening for School Entry)

4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge

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(cf. 6159 - Individualized Education Program)
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
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5. Language training records

(cf. 6174 - Education for English Language Learners)

- 6. Progress slips/notices required by Education Code 49066 and 49067
- 7. Parental restrictions/stipulations regarding access to directory information
- 8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
- 9. Parent/guardian authorization or denial of student participation in specific programs
- 10. Results of standardized tests administered within the past three years

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(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)
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11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

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(cf. 6158 - Independent Study)
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Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)

- 1. Objective counselor and/or teacher ratings
- 2. Standardized test results older than three years
- 3. Routine disciplinary data

(cf. 5144 - Discipline)

- 4. Verified reports of relevant behavioral patterns
- 5. All disciplinary notices

6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

When a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

Note: Education Code 48201 requires districts to request records of a transferring student regarding acts that resulted in the student's suspension or expulsion from the previous school, as specified below. Once the record is received, the Superintendent or designee must inform the student's teachers of the acts; see AR 4158/4258/4358 - Employee Security.

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)

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(cf. 4158/4258/4358 - Employee Security)
(cf. 5119 - Students Expelled From Other Districts)
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Note: Pursuant to Education Code 49068, as amended by AB 1799 (Ch. 369, Statutes of 2012), a district is required to transfer a copy of a student's records to another school in which the student is enrolled or intends to enroll within 10 school days of receiving a request for the records. However, this would not affect a situation where a more restrictive timeline is required. For example, a district is required to transfer the records of a student who is a foster youth to the new school within two business days, pursuant to Education Code 48853.5.

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record within 10 school days of the district's receipt of the request for the student's records. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918, 49068; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. Insofar as practicable, the district shall provide these notices in the student's home language and shall effectively notify parents/guardians or eligible students with disabilities. (Education Code 49063; 34 CFR 99.7)

(cf. 5145.6 - Parental Notifications)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

- 1. The types of student records kept by the district and the information contained therein
- 2. The title(s) of the official(s) responsible for maintaining each type of record
- 3. The location of the log identifying those who request information from the records
- 4. District criteria for defining school officials and employees and for determining legitimate educational interest
- 5. District policies for reviewing and expunging student records
- 6. The right to inspect and review student records and the procedures for doing so
- 7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights
- 8. The cost, if any, charged for duplicating copies of records

- 9. The categories of information defined as directory information pursuant to Education Code 49073
- 10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
- 11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

(cf. 5020 - Parent Rights and Responsibilities)

12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g

Note: Pursuant to 34 CFR 99.34, if the district's annual parental notification contains the information described in optional item #13 below, the district does not need to attempt to individually notify a parent/guardian or adult student when the district discloses an education record to officials of another school, school system, or postsecondary institution (see item #5 in the list of persons/agencies with legitimate educational interests in the section entitled "Persons Granted Access" above).

A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

Center USD

Administrative Regulation

Student Records

AR 5125 Students

Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (34 CFR 99.3; Education Code 49061, 49062; 5 CCR 430)

Student records do not include: (34 CFR 99.3; Education Code 49061, 49062; 5 CCR 430)

1. Directory information

(cf. 5125.1 - Release of Directory Information)

- 2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute
- 3. Records of the law enforcement unit of the district, subject to the provisions of 34 CFR 99.8

(cf. 3515 - Campus Security) (cf. 3515.3 - District Police/Security Department)

- 4. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student
- 5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity

and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Access means a personal inspection and review of a record, an accurate copy of a record or receipt of an accurate copy of a record, an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in education records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

- 1. The student's name
- 2. The name of the student's parent/guardian or other family members
- 3. The address of the student or student's family
- 4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
- 5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
- 6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
- 7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have

access to student records. School officials and employees include contractors, consultants, volunteers, or other parties to whom the district has outsourced district functions and who perform services for which the district would otherwise use employees.

A legitimate educational interest is one held by school officials and employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Access Without Prior Written Consent

The following persons or agencies shall have absolute access to any and all student records in accordance with law:

1. Parents/guardians of students younger than age 18 (Education Code 49069)

Access to student records and information shall not be denied to a parent because he/she is not the child's custodial parent. (Family Code 3025)

- 2. An adult student age 18 or older or a student under the age of 18 who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)
- 3. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (34 CFR 99.31; 5 CCR 435)

In addition, the following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest: (34 CFR 99.31; Education Code 49076)

- 1. Parents/guardians of a dependent student age 18 or older
- 2. Students who are age 16 or older or who have completed the 10th grade
- 3. School officials and employees (consistent with criteria defined by the district)
- 4. Members of a school attendance review board (SARB) and any volunteer aide age 18 or

older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student

(cf. 5113.1 - Truancy)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer

When the district discloses personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

- 6. Federal, state, and local officials, as needed for program audits or compliance with law
- 7. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition or a prosecuting agency for consideration against a parent/guardian for failure to comply with compulsory education laws
- 8. Any probation officer or district attorney for the purposes of conducting a criminal investigation or an investigation in regards to declaring a person a ward of the court or involving a violation of a condition of probation
- 9. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681

Upon releasing student information to a judge or probation officer in such cases, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

10. Any county placing agency for the purpose of fulfilling educational case management responsibilities required by the juvenile court or by law pursuant to Welfare and Institutions Code 16010 and to assist with the school transfer or enrollment of a student

(cf. 6173.1 - Education for Foster Youth)

Foster family agencies with jurisdiction over currently enrolled or former students may access those students' records of grades and transcripts and any individualized education program (IEP) developed and maintained by the district with respect to such students. (Education Code 49069.3)

(cf. 6159 - Individualized Education Program)

When authorized by law to assist law enforcement in investigations of suspected kidnapping, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. The information shall be released only to designated peace officers, federal criminal investigators, and federal law enforcement officers whose names have been submitted in writing by their law enforcement agency in accordance with the procedures specified in Education Code 49076.5. (Education Code 49076.5)

The Superintendent or designee may release information from a student's records to the following: (34 CFR 99.31, 99.36; Education Code 49076)

- 1. Appropriate persons, including parents/guardians of a student, in an emergency, if the health and safety of the student or other persons are at stake
- 2. Accrediting associations
- 3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that:
- a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.
- b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
- c. The district enters into a written agreement with the organization that includes the information in 34 CFR 99.31.
- 4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll
- 5. Agencies or organizations in connection with the student's application for or receipt of financial aid

However, information permitting the personal identification of a student or his/her parents/guardians for these purposes may be disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid.

- 6. County elections officials for the purpose of identifying students eligible to register to vote and offering such students an opportunity to register
- (cf. 1400 Relations Between Other Governmental Agencies and the Schools)

The Superintendent or designee may release information specified in law regarding a student's immunization record to local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health. Prior to releasing such information, the Superintendent or designee shall notify the parent/guardian of his/her rights in accordance with law. (Health and Safety Code 120440)

Persons Granted Access With Prior Written Consent

Persons, agencies, or organizations not afforded access rights by law may be granted access only through written permission of the parent/guardian or adult student, or by judicial order. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made. (Education Code 49061)

(cf. 5021 - Noncustodial Parents)

Any person or agency granted access is prohibited from releasing information to another person or agency without written permission from the parent/guardian or adult student. (Education Code 49076)

Access to Records by Authorized Persons

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall assure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. For those individuals for whom the law requires that access be granted based on a legitimate educational interest, the request shall specify such interest involved. Prior to granting the request, the custodian of records shall authenticate the individual's identity.

When prior written consent is required by law, the parent/guardian shall provide a signed and dated written consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.

Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The log does not need to include record of access by: (Education Code 49064)

- 1. Parents/guardians or adult students
- 2. Students who are 16 years of age or older or who have completed the 10th grade
- 3. Parties obtaining district-approved directory information

(cf. 5125.1 - Release of Directory Information)

- 4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
- 5. School officials and employees who have a legitimate educational interest

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student age who is 16 years or older or who has completed the 10th grade, custodian of records, and certain state/federal officials. (Education Code 49064; 5 CCR 432)

De-Identification of Records

The Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information, provided that he/she has made a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases, and taking

into account other reasonably available information. (34 CFR 99.31)

The Superintendent or designee may release de-identified student data from education records for the purpose of educational research in accordance with the conditions specified in 34 CFR 99.31.

Duplication of Student Records

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

Changes to Student Records

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

Only a parent/guardian having legal custody of the student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

(cf. 5125.3 - Challenging Student Records)

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

- 1. Legal name of student
- 2. Date and place of birth and method of verifying birth date

(cf. 5111 - Admission)

- 3. Sex of student
- 4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence

(cf. 5111.1 - District Residency)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5111.13 - Residency for Homeless Children)

- 5. Entrance and departure dates of each school year and for any summer session or other extra session
- 6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given
- (cf. 5121 Grades/Evaluation of Student Achievement)
- 7. Verification of or exemption from required immunizations
- (cf. 5141.31 Immunizations)
- 8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

- 1. Expulsion orders and the causes therefor
- (cf. 5144.1 Suspension and Expulsion/Due Process)
 (cf. 5144.2 Suspension and Expulsion/Due Process (Students with Disabilities))
- 2. A log identifying persons or agencies who request or receive information from the student record
- 3. Health information, including verification or waiver of the health screening for school entry
- (cf. 5141.32 Health Screening for School Entry)
- 4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge
- (cf. 6159 Individualized Education Program)
 (cf. 6164.4 Identification and Evaluation of Individuals for Special Education)
- 5. Language training records
- (cf. 6174 Education for English Language Learners)
- 6. Progress slips/notices required by Education Code 49066 and 49067
- 7. Parental restrictions/stipulations regarding access to directory information
- 8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary

action

- 9. Parent/guardian authorization or denial of student participation in specific programs
- 10. Results of standardized tests administered within the past three years

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(cf. 6162.51 - Standardized Testing and Reporting Program) (cf. 6162.52 - High School Exit Examination)
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11. Written findings resulting from an evaluation conducted after a specified number of missed assignment

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(cf. 6158 - Independent Study)
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Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)

- 1. Objective counselor and/or teacher ratings
- 2. Standardized test results older than three years
- 3. Routine disciplinary data

(cf. 5144 - Discipline)

- 4. Verified reports of relevant behavioral patterns
- 5. All disciplinary notices
- 6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

If a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)

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(cf. 4158/4258/4358 - Employee Security)
(cf. 5119 - Students Expelled From Other Districts)
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When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record as requested by the other district or private school. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

(cf. 6173.1 - Education for Foster Youth)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. Insofar as practicable, the district shall provide these notices in the student's home language and shall effectively notify parents/guardians or eligible students who are disabled. (34 CFR 99.7; Education Code 49063)

(cf. 5145.6 - Parental Notifications)

The notice shall include: (34 CFR 99.7, 99.34; Education Code 49063)

- 1. The types of student records kept by the district and the information contained therein
- 2. The title(s) of the official(s) responsible for maintaining each type of record
- 3. The location of the log identifying those who request information from the records
- 4. District criteria for defining school officials and employees and for determining legitimate educational interest
- 5. District policies for reviewing and expunging student records

- 6. The right to inspect and review student records and the procedures for doing so
- 7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights

(cf. 5125.3 - Challenging Student Records)

- 8. The cost, if any, charged for duplicating copies of records
- 9. The categories of information defined as directory information pursuant to Education Code 49073
- 10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
- 11. The availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

(cf. 5020 - Parent Rights and Responsibilities)

- 12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the United States Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g
- 13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

Students AR 5141.31(a)

IMMUNIZATIONS

Required Immunizations

Note: The following optional paragraph may be revised to reflect district practice. The California Department of Public Health's (CDPH) California Immunization Handbook for Schools and Child Care Programs recommends that districts provide parents/guardians with a written notice of immunization requirements. The CDPH's Guide to the Requirements of the California School Immunization Law for Parents of Children in or Entering School or Child Care, which is available in English and Spanish, may be used for this purpose.

The Superintendent or designee shall provide parents/guardians, upon school registration, a written notice summarizing the state's immunization requirements.

Note: The following paragraph should be revised to reflect the grade levels and programs offered by the district. See 17 CCR 6020 and the CDPH's <u>Guide to Immunizations Required for School Entry</u> and <u>California Immunization Handbook for Schools and Child Care Programs</u> for details regarding the ages/grades at which specific immunizations are required and the doses needed.

The Superintendent or designee shall not unconditionally admit any student to a district elementary or secondary school, preschool, or child care and development program nor advance a student to specified grade levels unless the student has presented documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases: (Health and Safety Code 120335; 17 CCR 6020)

- 1. Measles, mumps, and rubella (MMR)
- 2. Diphtheria, tetanus, and pertussis (whooping cough) (DTP, DTaP, or Tdap)
- 3. Poliomyelitis (polio)
- 4. Hepatitis B
- 5. Varicella (chickenpox)
- 6. Haemophilus influenza type b (Hib meningitis)
- 7. Any other disease designated by the CDPH

(cf. 5141.22 - Infectious Diseases) (cf. 5148 - Child Care and Development) (cf. 5148.3 - Preschool/Early Childhood Education)

Note: According to the CDPH's <u>Guide to Immunizations Required for School Entry</u>, the immunization record must be either a personal record with entries made by an authorized health care provider or a school immunization record from the student's previous school (either the California School Immunization Record or another state's school record). Pursuant to 17 CCR 6070, the record must include at least the month and year each dose was received. However, for measles, mumps, and rubella vaccine administered during the month of the first birthday, the record must show the month, day, and year.

The student's immunization record shall be provided by the student's health care provider or from the student's previous school immunization record. The record must show the date that each dose was administered.

Exemptions

Exemption from immunization requirements shall be granted under either of the following circumstances: (Health and Safety Code 120365, 120370; 17 CCR 6051)

1. The student's parent/guardian provides a written statement by a licensed physician that, due to the physical condition or medical circumstances of the student, one or more immunizations are considered unsafe or are permanently not indicated. The physician's statement shall indicate the specific nature and probable duration of the medical condition or circumstances that contraindicate immunization. In such circumstances, the student shall be exempted from one or more vaccines to the extent indicated by the physician's statement.

Note: Health and Safety Code 120365 exempts a student from one or more immunization requirements if the parent/guardian states in writing that the immunizations are contrary to his/her beliefs. AB 2109 (Ch. 821, Statutes of 2012) amended Health and Safety Code 120365 to require that this written statement also document which immunizations have been given and to specify which immunizations are contrary to the parent/guardian's beliefs. On or after January 1, 2014, the parent/guardian statement must be accompanied by (1) a CDPH form signed by a physician attesting that he/she has provided certain information to the parent/guardian, as provided below, and (2) the parent/guardian's acknowledgment of the receipt of the information.

2. The student's parent/guardian provides a letter or affidavit documenting which immunizations required by Health and Safety Code 120355 have been given and which immunizations have not been given on the basis that they are contrary to the parent/guardian's beliefs.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

When immunization(s) are contrary to the parent/guardian's personal beliefs but there is good cause to believe that the student has been exposed to one of the communicable diseases listed in Health and Safety Code 120325, the student may be temporarily excluded from school until the local public health officer is satisfied that the student is no longer at risk of developing the disease.

On or after January 1, 2014, the parent/guardian shall also submit a form prescribed by the CDPH which includes a signed attestation by a health care practitioner that indicates he/she has provided the parent/guardian with information regarding the benefits and risks of the immunization and the health risks of the communicable diseases listed in Health and Safety Code 120335 to the person and the community. The parent/guardian shall sign a statement indicating that he/she has received this information. Neither the health care practitioner nor the parent/guardian shall sign these statements more than six months prior to the date that the student is subject to the immunization requirement. In lieu of the original form, the district shall accept a photocopy of the signed form or a letter by a health care practitioner that includes all information and attestations included on the form.

Exclusions Due to Lack of Immunizations

Any student without the required evidence of immunization may be excluded from school until the immunization is obtained or an exemption is granted in accordance with the section "Exemptions" above.

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(cf. 5112.2 - Exclusions from Attendance)
(cf. 6183 - Home and Hospital Instruction)
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Before an already admitted student is excluded from school attendance because of lack of immunization, the Superintendent or designee shall notify the parent/guardian that he/she has 10 school days to supply evidence of proper immunization or an appropriate exemption. (Education Code 48216; 17 CCR 6040)

This notice shall refer the parent/guardian to the student's usual source of medical care or, if the student has no usual source of medical care, then to the county health department or school immunization program, if any. (Education Code 48216)

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(cf. 5141.6 - School Health Services)
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The Superintendent or designee shall exclude from further attendance any already admitted student who fails to obtain the required immunization within 10 school days following the parent/guardian's receipt of the notice specified above, unless the student is exempt from immunization for medical reasons or personal beliefs. The student shall remain excluded from school until he/she provides written evidence that he/she has received a dose of each required vaccine due at that time. The student shall also be reported to the attendance supervisor or principal. (17 CCR 6055)

Conditional Enrollment

The Superintendent or designee may conditionally admit a student with documentation from an authorized health care provider that: (Health and Safety Code 120340; 17 CCR 6000, 6035)

- 1. The student has received some but not all required immunizations and is not due for any vaccine dose at the time of admission.
- 2. The student has a temporary exemption from immunization for medical reasons.

The Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses when they become due as specified in 17 CCR 6035.

The Superintendent or designee shall review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, he/she shall be excluded from further attendance until the immunizations are received. (Health and Safety Code 120375; 17 CCR 6070)

Records

Note: The CDPH requires that school staff record all immunization dates from each student's personal immunization record onto the California School Immunization Record (often referred to as the "blue card") and then complete the documentation section of the card which includes the type of record provided and the status of the student's immunizations. The record also may be maintained electronically.

An immunization record that is directly related to a student is an "education record" subject to the Family Educational Rights and Privacy Act (20 USC 1232g; 34 CFR 99.1-99.67) and therefore generally requires parent/guardian consent to be lawfully disclosed. However, pursuant to 20 USC 1232g and 34 CFR 99.31 and 99.36, an exception exists when knowledge of the information is necessary to address an articulable and significant threat to the health or safety of the student or other individuals.

The Superintendent or designee shall record each new entrant's immunizations in the California School Immunization Record and retain it as part of the student's mandatory permanent student record. District staff shall maintain the confidentiality of immunization records and may disclose such information to state and local health departments only in accordance with law. (Health and Safety Code 120375, 120440; 17 CCR 6070)

(cf. 5125 - Student Records)





Required Immunizations

The Superintendent or designee shall provide parents/guardians, upon school registration, a written notice summarizing the state's immunization requirements.

The Superintendent or designee shall not unconditionally admit any student to a district elementary or secondary school, preschool, or child care and development program nor advance a student to specified grade levels unless that student has presented documentation of full immunization, in accordance with the age/grade and dose required by the California Department of Public Health (CDPH), against the following diseases: (Health and Safety Code 120335; 17 CCR 6020)

- 1. Measles, mumps and rubella (MMR)
- 2. Diphtheria, tetanus and pertussis (whooping cough) (DTP, DTaP, or Tdap)
- 3. Poliomyelitis (polio)
- 4. Hepatitis B
- 5. Varicella (chickenpox)
- 6. Haemophilus influenza type b (Hib meningitis)
- 7. Any other disease designated by the CDPH

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(cf. 5141.22 - Infectious Diseases)
(cf. 5148 - Child Care and Development)
(cf. 5148.3 - Preschool/Early Childhood Education)
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The student's immunization record shall be provided by the student's health care provider or from the student's previous school immunization record. The record must show the date that each dose was administered.

Exemptions

Exemption from immunization requirements is allowed when: (Health and Safety Code 120365, 120370; 17 CCR 6051)

1. The student's parent/guardian states in writing that immunization is contrary to his/her beliefs.





However, if there is good cause to believe that the student has been exposed to one of the communicable diseases listed above, the student may be temporarily excluded from school until the local public health officer is satisfied that the student is no longer at risk of developing the disease.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

2. The student's parent/guardian provides a written statement by a licensed physician that the physical condition or medical circumstances of the student are such that immunization is unsafe or is permanently not indicated, in which case the student shall be exempted to the extent indicated by the physician's statement.

Exclusions Due to Lack of Immunizations

Any student without the required evidence of immunization may be excluded from school until the immunization is obtained or the student presents a letter or affidavit of exemption from his/her parent/guardian or physician to the Superintendent or designee.

(cf. 5112.2 - Exclusions from Attendance) (cf. 6183 - Home and Hospital Instruction)

Before an already admitted student is excluded from school attendance because of lack of immunization, the Superintendent or designee shall notify the parent/guardian that he/she has 10 school days to supply evidence of proper immunization or an appropriate letter of exemption. (Education Code 48216; 17 CCR 6040)

This notice shall refer the parent/guardian to the student's usual source of medical care or, if the student has no usual source of medical care, then to the county health department or school immunization program, if any. (Education Code 48216)

The Superintendent or designee shall exclude from further attendance any already admitted student who fails to obtain the required immunization within 10 school days following the parent/guardian's receipt of the notice specified above, unless the student is exempt from immunization for medical reasons or personal beliefs. The student shall remain excluded from school until he/she has received another dose of each required vaccine due at that time. The student shall also be reported to the attendance supervisor or principal. (17 CCR 6055)

Conditional Enrollment



The Superintendent or designee may conditionally admit a student with documentation from an authorized health care provider that: (Health and Safety Code 120340; 17 CCR 6000, 6035)



- 1. He/she has received some but not all required immunizations and is not due for any vaccine dose at the time of admission
- 2. He/she has a temporary exemption from immunization for medical reasons

The Superintendent or designee shall notify the student's parents/guardians of the date by which the student must complete all the remaining doses when they become due as specified in 17 CCR 6035.

The Superintendent or designee shall review the immunization record of each student admitted conditionally every 30 days until that student has received all the required immunizations. If the student does not receive the required immunizations within the specified time limits, he/she shall be excluded from further attendance until the immunizations are received. (Health and Safety Code 120375; 17 CCR 6070)

Records



The Superintendent or designee shall record each new entrant's immunizations in the California School Immunization Record and retain it as part of the student's mandatory permanent student record. District staff shall maintain the confidentiality of immunization records and may disclose such information to state and local health departments only in accordance with law. (Health and Safety Code 120375, 120440; 17 CCR 6070)

(cf. 5125 - Student Records)



Students BP 5144.1(a)

SUSPENSION AND EXPULSION/DUE PROCESS

Note: Education Code 35291 requires the Governing Board to prescribe rules and regulations for maintaining discipline in the schools under its jurisdiction. In addition, Education Code 48918 mandates the setting of rules and regulations for student expulsion; see the accompanying administrative regulation.

While recognizing that suspension or expulsion of students is sometimes necessary, the California State Legislature has made its intent clear that instructional time should be used for student learning purposes and that school discipline should be imposed in a way that, as much as possible, would not exclude students from school or limit their ability or opportunity to learn. Pursuant to Education Code 48900.5, as amended by AB 1729 (Ch. 425, Statutes of 2012), a district is not authorized to suspend a student for certain specified violations unless other means of correction have failed to bring about proper conduct. Such other means of correction include, but are not limited to, conferences between school personnel and the student and his/her parents/guardians; use of study, guidance, or other intervention teams to develop a plan to address the behavior in partnership with the student; and participation in a restorative justice program. Education Code 48900.5, as amended, also authorizes a district to document in a student's records the alternative means of correction used to address the student's behavior. For further information about specific disciplinary strategies, see BP/AR 5144 - Discipline.

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

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(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.2 - Bullying)
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To correct the behavior of any student who is subject to discipline, the Superintendent or designee shall, to the extent allowed by law, first use alternative disciplinary strategies specified in AR 5144.1 - Discipline. (Education Code 48900.5)

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(cf. 1020 - Youth Services)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 5144 - Discipline)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
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Note: The following optional paragraph reflects the Legislature's intent, expressed in Education Code 48900, concerning disciplinary actions against truant, tardy, or absent students.

Alternatives to suspension or expulsion also shall be used with students who are truant, tardy, or otherwise absent from assigned school activities.

(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)

Note: The following optional paragraph may be revised to reflect district practice. Although the term "zero tolerance" does not appear in law, the federal Gun-Free Schools Act (20 USC 7151) requires a district to expel for one year a student who brings a firearm to school without permission. This requirement has commonly been labeled as "zero tolerance." Education Code 48915(c) also requires the mandatory suspension and recommendation for expulsion of students who possess, sell, or furnish a firearm, brandish a knife, sell a controlled substance, commit or attempt to commit a sexual assault or sexual battery, or possess an explosive. However, as amended by AB 2537 (Ch. 431, Statutes of 2012), Education Code 48915(c) clarifies that a student's possession of an "imitation firearm" does not require expulsion. See accompanying administrative regulation and BP/AR 5131.7 - Weapons and Dangerous Instruments.

Except for single acts of a grave nature or offenses for which suspension or expulsion is required by law, suspension or expulsion shall be used only when other means of correction have failed to bring about proper conduct or the student's presence causes a continuing danger to himself/herself or others.

(cf. 5131.7 - Weapons and Dangerous Instruments)

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be those specified in law and administrative regulation.

Note: The following **optional** paragraph highlights the importance of ensuring fairness in the dispensing of suspension and/or expulsion to students who violate school rules. As part of its justification for passing AB 1729 (Ch. 425, Statutes of 2012), the Legislature noted in its findings that suspension and expulsion are disproportionately imposed on some vulnerable student populations. The U.S. Department of Education's Office for Civil Rights' (OCR) March 2012 publication, <u>Civil Rights Data Collection Summary</u>, indicates that males, certain ethnic minority students, and students with disabilities are being suspended or expelled at a disproportionately higher rate than other students.

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, and in accordance with the district's nondiscrimination policies.

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

Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5)

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(cf. 5119 - Students Expelled from Other Districts)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
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Removal from Class by a Teacher and Parental Attendance

Note: The following section is for use by any district that chooses to require parents/guardians to attend a portion of the school day when their child is removed from class for specified behaviors, as authorized by Education Code 48900.1. As noted in its findings in AB 1729 (Ch. 425, Statutes of 2012), the Legislature has indicated its preference for disciplinary strategies that keep students engaged in school and from losing instructional time. For any district using this disciplinary option, the Board is required to include the components specified in this section. Districts that do not require parental attendance should delete this section.

When suspending a student from class for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or otherwise willfully defying valid staff authority, the teacher of the class may require any parent/guardian who lives with the student to attend a portion of the school day in the class from which the student is being suspended, to assist in resolving the classroom behavior problems. (Education Code 48900.1)

Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the teacher and the student and his/her parents/guardians and to improve the student's behavior.

Any teacher requiring parental attendance pursuant to this policy shall apply the policy uniformly to all students within the classroom. (Education Code 48900.1)

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is required pursuant to law. (Education Code 48900.1)

(cf. 5145.6 - Parental Notifications)

Note: For any district that authorizes parental attendance as a disciplinary option, Education Code 48900.1 mandates that the district's policy include procedures to ensure that parents/guardians who attend school meet with the principal or designee after completing the classroom visitation and before leaving the school.

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

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

At the meeting with the student's parent/guardian, the principal or designee shall explain the district's and school's discipline policies, including the disciplinary strategies that may be used to achieve proper student conduct.

Note: For any district that authorizes parental attendance as a disciplinary option, Education Code 48900.1 mandates that the district's policy include procedures for contacting parents/guardians who do not respond to the request to attend. The following paragraph may be revised to reflect district practice.

When a parent/guardian does not respond to the request to attend school, the principal or designee shall contact him/her by telephone, mail, or other method that maintains the confidentiality of the student's records.

(cf. 5125 - Student Records)

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)

Supervised Suspension Classroom

Note: As an alternative to off-campus suspension, Education Code 48911.1 authorizes a supervised suspension classroom program for students who pose no imminent danger to anyone at school and who have not been recommended for expulsion, as specified below. Education Code 48911.2 states that if the number of students suspended during the prior year exceeds 30 percent of the school's enrollment, the district should consider implementing this program and/or another program of on-campus progressive discipline. However, Education Code 48900.5, as amended by AB 1729 (Ch. 425, Statutes of 2012), requires a district to try other means of correction, under certain circumstances, before imposing a supervised suspension.

The following optional section is for use by districts implementing a supervised suspension classroom program; such districts may continue to claim apportionments for students so assigned, provided they meet specific criteria which are set forth under "Supervised Suspension Classroom" in the accompanying administrative regulation.

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee shall establish a supervised suspension classroom program which meets the requirements of law.

Except where a supervised suspension is permitted by law for a student's first offense, supervised suspension shall be imposed only when other means of correction have failed to bring about proper conduct. (Education Code 48900.5)

Decision Not to Enforce Expulsion Order

Note: Pursuant to Education Code 48917, the Board may decide to suspend the enforcement of an order for expulsion if a student satisfies specific conditions. See the accompanying administrative regulation for criteria. In addition, the Attorney General opined in 80 Ops.Cal.Atty.Gen. 85 (1997) that a board may suspend the enforcement of an expulsion even in those cases where the student has committed an offense for which expulsion is required by law. Legal counsel should be consulted as appropriate.

Option 1 below is for use by boards that choose not to suspend the enforcement of an order for expulsion in cases where the student has committed an offense for which expulsion is mandatory pursuant to Education Code 48915(c). Option 2 is for use by boards that, on a case-by-case basis, may determine that an order for expulsion be suspended for any type of offense.

OPTION 1: In cases where expulsion is mandatory pursuant to Education Code 48915(e), the enforcement of an expulsion order shall not be suspended by the Board. In all other cases of expulsion, the order for expulsion may be suspended by the Board, on case by case basis, pursuant to the requirements of law and administrative regulation.

OPTION 2: On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law and administrative regulation. (Education Code 48917)

Monitoring the Use of Suspension and Expulsion

Note: The following section is **optional**. Pursuant to Education Code 48900.8 and 48916, the district is required to maintain data related to suspensions and expulsions and to report them to the Superintendent of Public Instruction upon request. For the specific information required, see the accompanying administrative regulation.

At the end of each school year, the Superintendent or designee shall present a report to the Board regarding the use of suspension and/or expulsion in district schools. The report shall include, but is not limited to, outcome data which the district is required by law to collect and data related to the effect of suspension and/or expulsion on the district's minority student populations or groupings.

(cf. 9320 - Meetings and Notices)

Legal Reference: (see next page)

Legal	Reference:
	EDUCATION CODE
	212.5 Sexual harassment
	233 Hate violence
	1981 Enrollment of students in community school
	17292.5 Program for expelled students
	32261 Interagency School Safety Demonstration Act of 1985
	35145 Open board meetings
	35146 Closed sessions (regarding suspensions)
	35291 Rules (for government and discipline of schools)
	35291.5 Rules and procedures on school discipline
	48645.5 Readmission; contact with juvenile justice system
	48660-48667 Community day schools
	48853.5 Foster youth
	48900-48927 Suspension and expulsion
	48950 Speech and other communication
	48980 Parental notifications
	49073-49079 Privacy of student records
	<u>CIVIL CODE</u>
	47 Privileged communication
	48.8 Defamation liability
	<u>CODE OF CIVIL PROCEDURE</u>
	1985-1997 Subpoenas; means of production
	GOVERNMENT CODE
	11455.20 Contempt
	54950-54963 Ralph M. Brown Act
	<u>HEALTH AND SAFETY CODE</u>
	11014.5 Drug paraphernalia
	11053-11058 Standards and schedules
	<u>LABOR CODE</u>
	230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf
	of a child
	<u>PENAL CODE</u>
	31 Principal of a crime, defined
	240 Assault defined
	241.2 Assault fines
	242 Battery defined
	243.2 Battery on school property
	243.4 Sexual battery
	245 Assault with deadly weapon
	245.6 Hazing
	261 Rape defined
	266c Unlawful sexual intercourse
	286 Sodomy defined
	288 Lewd or lascivious acts with child under age 14
	288a Oral conulation

Legal Reference continued: (see next page)

417.27 Laser pointers

289 Penetration of genital or anal openings

Legal Reference: (continued)

PENAL CODE (continued)

422.55 Hate crime defined

422.6 Interference with exercise of civil rights

422.7 Aggravating factors for punishment

422.75 Enhanced penalties for hate crimes

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors, or stun guns

868.5 Supporting person; attendance during testimony of witness

WELFARE AND INSTITUTIONS CODE

729.6 Counseling

UNITED STATES CODE, TITLE 18

921 Definitions, firearm

UNITED STATES CODE, TITLE 20

1415(K) Placement in alternative educational setting

7151 Gun-free schools

COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

Woodbury v. Dempsey (2003) 108 Cal. App. 4th 421

Board of Education of Sacramento City Unified School District v. Sacramento County Board of

Education and Kenneth H. (2001) 85 Cal. App. 4th 1321

Garcia v. Los Angeles Board of Education (1991) 123 Cal. App. 3d 807

Fremont Union High School District v. Santa Clara County Board (1991) 235 Cal. App. 3d 1182

John A. v. San Bernardino School District (1982) 33 Cal. 3d 301

ATTORNEY GENERAL OPINIONS

84 Ops. Cal. Attv. Gen. 146 (2001)

80 Ops.Cal.Atty.Gen. 91 (1997)

80 Ops.Cal.Atty.Gen. 85 (1997)

Management Resources:

CSBA PUBLICATIONS

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Civil Rights Data Collection Summary, March 2012

WEB SITES

CSBA: http://www.csba.org

California Attorney General's Office: http://www.oag.ca.gov California Department of Education: http://www.cde.ca.gov

U.S. Department of Education, Office for Civil Rights:

http://www.ed.gov/about/offices/list/ocr/docs/crdc-2012-data-summary.pdf

U.S. Department of Education, Office of Safe and Drug-Free Schools:

http://www.ed.gov/about/offices/list/osdfs

SUSPENSION AND EXPULSION/DUE PROCESS

The Governing Board desires to provide district students access to educational opportunities in an orderly school environment that protects their safety and security, ensures their welfare and well-being, and promotes their learning and development. The Board shall develop rules and regulations setting the standards of behavior expected of district students and the disciplinary processes and procedures for addressing violations of those standards, including suspension and/or expulsion.

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(cf. 5131 - Conduct)
(cf. 5144 - Discipline)
```

The grounds for suspension and expulsion and the procedures for considering, recommending, and/or implementing suspension and expulsion shall be those specified in law and administrative regulation.

District staff shall enforce the rules concerning suspension and expulsion of students fairly, consistently, and in accordance with the district's nondiscrimination policies.

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(cf. 0410 - Nondiscrimination in District Programs and Activities)
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Except for single acts of a grave nature or offenses for which suspension or expulsion is required by law, suspension or expulsion shall be used only when the student involved has a history of misconduct and other means of correction have failed to bring about proper conduct or the student's presence causes a continuing danger to himself/herself or others.

To correct the behavior of students who are subject to discipline, the Superintendent or designee, to the extent allowed by law, shall use alternative disciplinary measures that keep students in school during the school day.

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(cf. 1020 - Youth Services)
(cf. 5138 - Conflict Resolution/Peer Mediation)
(cf. 6142.4 - Service Learning/Community Service Classes)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6164.5 - Student Success Teams)
```

Alternatives to suspension or expulsion also shall be used with students who are truant, tardy, or otherwise absent from assigned school activities.

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(cf. 5113 - Absences and Excuses)
(cf. 5113.1 - Chronic Absence and Truancy)
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Suspended or expelled students shall be denied the privilege of participation in all extracurricular activities during the period of suspension or expulsion.

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(cf. 6145 - Extracurricular and Cocurricular Activities) (cf. 6145.2 - Athletic Competition)
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Due Process

The Board shall provide for the fair and equitable treatment of students facing suspension and expulsion by affording them their due process rights under the law. The Superintendent or designee shall comply with procedures for notices, hearings, and appeals as specified in law and administrative regulation. (Education Code 48911, 48915, 48915.5)

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(cf. 5119 - Students Expelled from Other Districts)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))
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Removal from Class by a Teacher and Parental Attendance

When suspending a student from class for committing an obscene act, engaging in habitual profanity or vulgarity, disrupting school activities, or otherwise willfully defying valid staff authority, the teacher of the class may require any parent/guardian who lives with the student to attend a portion of the school day in the class from which the student is being suspended, to assist in resolving the classroom behavior problems. (Education Code 48900.1)

Teachers should reserve the option of required parental attendance for cases in which they have determined that it is the best strategy to promote positive interaction between the student and his/her parents/guardians and to improve classroom behavior.

Any teacher requiring parental attendance pursuant to this policy shall apply the policy uniformly to all students within the classroom. (Education Code 48900.1)

When a teacher requires parental attendance, the principal shall send a written notice to the parent/guardian stating that his/her attendance is required pursuant to law. (Education Code 48900.1)

A parent/guardian who has received a written notice shall attend class as specified in the notice. After completing the classroom visit and before leaving school premises, the parent/guardian also shall meet with the principal or designee. (Education Code 48900.1)

When a parent/guardian does not respond to the request to attend school, the principal or designee shall contact him/her by telephone, mail, or other means that maintains the confidentiality of the student's records.

(cf. 5125 - Student Records)

District regulations and school-site rules for student discipline shall include procedures for implementing parental attendance requirements. Parents/guardians shall be notified of this policy prior to its implementation. (Education Code 48900.1)

Supervised Suspension Classroom

To ensure the proper supervision and ongoing learning of students who are suspended for any of the reasons enumerated in Education Code 48900 and 48900.2, but who pose no imminent danger or threat to anyone at school and for whom expulsion proceedings have not been initiated, the Superintendent or designee may establish a supervised classroom suspension program which meets the requirements of law. The use of such alternatives does not preclude off-campus suspensions.

Decision Not to Enforce Expulsion Order

On a case-by-case basis, the enforcement of an expulsion order may be suspended by the Board pursuant to the requirements of law and administrative regulation.

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

212.5 Sexual harassment

1981 Enrollment of students in community school

17292.5 Program for expelled students

32261 Interagency School Safety Demonstration Act of 1985

35146 Closed sessions (re suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48660-48667 Community day schools

48900-48927 Suspension and expulsion

48950 Speech and other communication

49073-49079 Privacy of student records

CIVIL CODE

47 Privileged communication

48.8 Defamation liability

CODE OF CIVIL PROCEDURE

1985-1997 Subpoenas; means of production

GOVERNMENT CODE

11455.20 Contempt

54950-54963 Ralph M. Brown Act

HEALTH AND SAFETY CODE

11014.5 Drug paraphernalia

11053-11058 Standards and schedules

LABOR CODE

230.7 Discharge or discrimination against employee for taking time off to appear in school on behalf of a child

PENAL CODE

31 Principal of a crime, defined

240 Assault defined

241.2 Assault fines

242 Battery defined

243.2 Battery on school property

243.4 Sexual battery

245 Assault with deadly weapon

245.6 Hazing

261 Rape defined

266c Unlawful sexual intercourse

286 Sodomy defined

288 Lewd or lascivious acts with child under age 14

288a Oral copulation

289 Penetration of genital or anal openings

626.2 Entry upon campus after written notice of suspension or dismissal without permission

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razors or stun guns

868.5 Supporting person; attendance during testimony of witness

Legal Reference: (continued)

WELFARE AND INSTITUTIONS CODE

729.6 Counseling

UNITED STATES CODE, TITLE 18

921 Definitions, firearm

UNITED STATES CODE, TITLE 20

7151 Gun free schools COURT DECISIONS

T.H. v. San Diego Unified School District (2004) 122 Cal. App. 4th 1267

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80 Ops.Cal.Atty.Gen. 85 (1997)

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U.S. Department of Education, Office of Safe and Drug-Free Schools:

http://www.ed.gov/about/offices/list/osdfs

Policy CENTER UNIFIED SCHOOL DISTRICT approved: October 17, 2012 Antelope, California

Students AR 5144.1(a)

SUSPENSION AND EXPULSION/DUE PROCESS

Note: Education Code 35291 requires the Governing Board to adopt rules and regulations for maintaining discipline in the schools under its jurisdiction. In addition, Education Code 48918 and 48918.5 mandate that districts adopt rules concerning the due process rights of students in expulsion situations, and Education Code 48916 mandates procedures for filing and processing requests for readmission. Specific language complying with these mandates is included throughout this administrative regulation.

Definitions

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

- 1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level.
- 2. Referral to a certificated employee designated by the principal to advise students.
- 3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910. Removal from a particular class shall not occur more than once every five school days.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education Code 48925)

Day means a calendar day unless otherwise specifically provided. (Education Code 48925)

School day means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code 48925)

Student includes a student's parent/guardian or legal counsel. (Education Code 48925)

Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office. (Education Code 48911)

School property, for the purposes described in Education Code 48900, includes, but is not limited to, electronic files and databases. (Education Code 48900(u))

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

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(cf. 5144 - Discipline)
(cf. 5145.6 - Parental Notifications)
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Grounds for Suspension and Expulsion

Any student, including a student with disabilities, may be subject to suspension or expulsion when it is determined that he/she:

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon another person, except in self-defense (Education Code 48900(a))

Note: Education Code 48900 allows for the suspension, but not expulsion, of a student who "aids or abets," as defined in Penal Code 31, the infliction or attempted infliction of physical injury to another person. However, a student may be suspended or expelled if a juvenile court determines that he/she has committed, as an aider or abettor, a crime of physical violence in which the victim suffered either great or serious bodily injury. The term "aiding or abetting," as defined in Penal Code 31, is a complex legal term and requires that, at the time he/she committed the crime, the aider or abettor was aware of the crime and specifically intended to commit the crime. Because of the complexities of criminal law, this issue may be difficult for school administrators to apply in a school setting and legal counsel should be consulted as appropriate.

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, such a student may be suspended or expelled pursuant to Education Code 48900(a) when he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(t))

Note: The Attorney General, in 80 Ops.Cal.Atty.Gen. 91 (1997), determined that a student may be expelled for "possession" of a firearm if the student knowingly and voluntarily had direct control over the firearm. The only exceptions are when the student has permission from school officials to possess the firearm (pursuant to Education Code 48900 and 48915) or when the possession is brief and solely for the purpose of disposing of the firearm, such as handing it to school officials. See BP 5131.7 - Weapons and Dangerous Instruments.

Pursuant to Penal Code 417.27, students are prohibited from possessing a laser pointer on school premises, except for a valid instructional or other school-related purpose. See BP 5131 - Conduct.

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence (Education Code 48900(b))

(cf. 5131 - Conduct)
(cf. 5131.7 - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind (Education Code 48900(c))

(cf. 5131.6 - Alcohol and Other Drugs)

- 4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant (Education Code 48900(d))
- 5. Committed or attempted to commit robbery or extortion (Education Code 48900(e))
- 6. Caused or attempted to cause damage to school property or private property (Education Code 48900(f))
- 7. Stole or attempted to steal school property or private property (Education Code 48900(g))
- 8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products (Education Code 48900(h))

(cf. 5131.62 - Tobacco)

- 9. Committed an obscene act or engaged in habitual profanity or vulgarity (Education Code 48900(i))
- 10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5 (Education Code 48900(j))

11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties (Education Code 48900(k))

(cf. 5131.4 - Student Disturbances)

- 12. Knowingly received stolen school property or private property (Education Code 48900(1))
- 13. Possessed an imitation firearm (Education Code 48900(m))

Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))

- 14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4 (Education Code 48900(n))
- 15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness (Education Code 48900(o))
- 16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma (Education Code 48900(p))
- 17. Engaged in, or attempted to engage in, hazing (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events.

Note: Education Code 48900(r) defines "bullying" as "any severe or pervasive physical or verbal act or conduct directed toward a student and which would have certain consequences upon a reasonable student.

The legal issues regarding the discipline of students for cyberbullying are complex because the acts often originate off campus (e.g., using a home computer) and because such communications may be protected by the freedom of speech rights of students granted pursuant to Education Code 48907. Generally, courts have upheld discipline against students for off-campus conduct that constituted cyberbullying that posed a threat

to the safety of other students, staff, or school property or presented a risk of substantial disruption of school activities. Districts should consult legal counsel as appropriate. See also BP 5131.2 - Bullying and BP 5145.2 - Freedom of Speech/Expression.

18. Engaged in an act of bullying (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school.

Note: "Bullying" also would include any act of sexual harassment, hate violence, or harassment, threat, or intimidation (as set forth in Education Code 48900.2, 48900.3, or 48900.4; see items #20-22 below) that is committed by a student of any grade level, when the act results in harm to a reasonable student as specified in the above paragraph. However, when bullying is found under these circumstances, students below grade 4 may not be disciplined for the underlying violations of items #20-22 below, but may only be disciplined for "bullying."

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 (items #20-22 below), that has any of the effects described above on a reasonable student.

Note: Education Code 48900(r), as amended by AB 1732 (Ch. 157, Statutes of 2012), defines "electronic act" to include posts on social network Internet web sites as specified below. However, Education Code 48900(r) provides that an electronic act shall not constitute pervasive conduct solely by reason of its transmission on the Internet.

Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

(cf. 1114 - District-Sponsored Social Media)

(cf. 5131.2 - Bullying)

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

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

19. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

Note: The following additional grounds apply only to students in grades 4-12 and may be revised to reflect grade levels offered by the district. As discussed in item #18 above, although Education Code 48900(r) defines bullying to include acts involving items #20-22, only students in grades 4-12 may be suspended or expelled for the individual acts that constitute sexual harassment, hate violence, and harassment as stated in items #20-22 below. The interplay between items #18 and #20-22 can raise complex legal issues. Districts should consult legal counsel as appropriate.

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

20. Committed sexual harassment as defined in Education Code 212.5 (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

(cf. 5145.7 - Sexual Harassment)

21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233 (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior)

22. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment (Education Code 48900.4)

(cf. 5145.3 - Nondiscrimination/Harassment)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school or within any other school district, at any time, including, but not limited to, the following: (Education Code 48900(s))

- 1. While on school grounds
- 2. While going to or coming from school

(cf. 5131.1 - Bus Conduct)

3. During the lunch period, whether on or off the school campus

(cf. 5112.5 - Open/Closed Campus)

4. During, going to, or coming from a school-sponsored activity

Removal from Class by a Teacher and Parental Attendance

Note: The following section is optional and may be revised to reflect district practice.

A teacher may remove any student from his/her class for the remainder of the day and the following day for any act listed in "Grounds for Suspension and Expulsion" above. (Education Code 48910)

When removing a student from his/her class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been removed. (Education Code 48910)

As soon as possible, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the removal. A counselor or psychologist may attend the

conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student removed from class shall not be returned to class during the period of removal without the approval of the teacher of the class and the principal. (Education Code 48910)

A student removed from class shall not be placed in another regular class during the period of removal. However, if a student is assigned to more than one class per day, he/she may be placed in any other regular classes except those held at the same time as the class from which the student was removed. (Education Code 48910)

The teacher of any class from which a student is removed may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Note: The remainder of this section is for use by districts that have adopted a policy regarding required parental attendance pursuant to Education Code 48900.1; see the accompanying Board policy.

Pursuant to Board policy, a teacher may require the parent/guardian of a student whom the teacher has removed to attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law. (Education Code 48900.1)

Note: Education Code 48900.1 requires the principal's notice to specify when the parent/guardian must attend the class and to take into account reasonable factors that may prevent the parent/guardian from complying, such as illness, injury, disability, or absence from town. The following paragraph establishes a one-week deadline for the parent/guardian's attendance. This deadline may be modified to reflect district practice.

The notice shall specify that the attendance may be on either the date the student is scheduled to return to class or within one week thereafter.

Note: Items #1-3 below are optional and should be modified to reflect district practice.

This notice shall also:

- 1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternate date
- 2. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student
- 3. Ask the parent/guardian to meet with the principal after the visit and before leaving school, as required by Education Code 48900.1

Suspension by Superintendent, Principal, or Designee

Note: Pursuant to Education Code 48900, as amended by AB 1729 (Ch. 425, Statutes of 2012), and Education Code 48915, as amended by AB 2537 (Ch. 431, Statutes of 2012), except for certain grave violations requiring suspension as specified below, the Superintendent or principal is authorized to use his/her discretion to provide an alternative, age-appropriate disciplinary measure that is tailored to correct a student's specific misbehavior when considering suspension or expulsion of the student. Education Code 48900.5, as amended by AB 1729, also authorizes documentation in the student's record of any implemented alternative means of correction and provides examples of such alternatives. For details and a listing of these alternatives, see AR 5144 - Discipline.

The Superintendent, principal, or designee may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above. A student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

When other means of correcting a student's behavior are implemented prior to imposing suspension upon the student, including supervised suspension, the Superintendent, principal, or designee shall document the other means of correction used and retain them in the student's record. (Education Code 48900.5)

(cf. 5125 - Student Records)

Note: Education Code 48900.5, as amended by AB 1729 (Ch. 425, Statutes of 2012), limits situations warranting suspension for a first offense to when the violation involves Education Code 48900(a)-(e) or the student's presence causes a danger to persons.

However, the Superintendent, principal, or designee may impose a suspension upon a first offense if he/she determines that the student violated any of items #1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons. (Education Code 48900.5)

In addition, the Superintendent, principal, or designee shall <u>immediately</u> suspend any student found at school or at a school activity to be: (Education Code 48915)

- 1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
- 2. Brandishing a knife as defined in Education Code 48915(g)
- 3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058

- 4. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
- 5. Possessing an explosive as defined in 18 USC 921

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year unless, for purposes of adjustment, the student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903, 48911, 48912)

(cf. 6184 - Continuation Education)

The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903)

Suspensions shall be initiated according to the following procedures:

1. Informal Conference: Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, presented with the evidence against him/her, and given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

Note: Item #2 below should be revised to reflect the district's processing and reporting procedures.

- 2. Administrative Actions: All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)
- 3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

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

In addition, the notice may state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

4. Parent/Guardian Conference: Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

Although the parent/guardian is required to respond without delay to a request for a conference about his/her child's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied readmission solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision. (Education Code 48911)

Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with

a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

Note: When the student being considered for expulsion is a foster youth, Education Code 48911, as amended by AB 1909 (Ch. 849, Statutes of 2012), and Education Code 48918.1, as added by AB 1909, require the district to invite the student's attorney and an appropriate county child welfare agency representative to the meeting specified above. To ensure such invitation, the following paragraph provides that the district liaison for foster youth be notified. However, any district that has designated another position to carry out this responsibility may modify the paragraph to specify that position. For designation of the liaison for foster youth, see AR 6173.1 - Education for Foster Youth.

If the student involved is a foster youth, the Superintendent or designee shall notify the district liaison for foster youth of the need to invite the student's attorney and a representative of the appropriate county child welfare agency to attend the meeting. (Education Code 48853.5, 48911, 48918.1)

(cf. 6173.1 - Education for Foster Youth)

Note: The following optional paragraph may be revised to reflect district practice. Since Education Code 48900 and 48900.5, as amended by AB 1729 (Ch. 425, Statutes of 2012), require a district, under certain circumstances, to use alternative disciplinary measures prior to imposing suspension, including supervised suspension, the district may, as necessary, provide services that would address the student's specific misbehavior along with the suspension program. For example, the district may require the student to enroll in a program that teaches prosocial behavior or anger management even while the student is suspended.

In addition to suspending a student, the Superintendent, principal, or designee may provide services or require the student to participate in an alternative disciplinary program designed to correct his/her behavior and keep him/her in school.

Suspension by the Board

The Board may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above and within the limits specified in "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts listed in "Grounds for Suspension and Expulsion" occurred. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold a closed session if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

(cf. 9321 - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

Supervised Suspension Classroom

Note: The following optional section is for use by any district establishing a supervised on-campus suspension program pursuant to Education Code 48911.1. However, pursuant to Education Code 48900.5, as amended by AB 1729 (Ch. 425, Statutes of 2012), such a district is required to use other means of correcting a student's behavior before imposing a supervised suspension, unless such a supervised suspension is otherwise permitted by law for a student's first offense. Use of a supervised suspension program does not in any way limit the district's ability to transfer a student to an opportunity school or class or a continuation education school or class.

A student for whom an expulsion action has not been initiated and who poses no imminent danger or threat to the school, students, or staff may be assigned to a supervised suspension classroom in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

- 1. The supervised suspension classroom shall be staffed in accordance with law.
- 2. The student shall have access to appropriate counseling services.
- 3. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.
- 4. The student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to a supervised suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

The Board shall expel, as required by law, any student found to have committed any offense listed below under "Mandatory Recommendation and Mandatory Expulsion." (Education Code 48915)

For all other grounds listed above under "Grounds for Suspension and Expulsion," the Board shall order a student expelled upon the recommendation of the Superintendent, principal, or designee, only if the Board makes a finding of either or both of the following: (Education Code 48915(b) and (e))

- 1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
- 2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

Mandatory Recommendation for Expulsion

Note: Pursuant to Education Code 48915, as amended by AB 2537 (Ch. 431, Statutes of 2012), the authority of school administrators in determining when expulsion should be recommended for certain offenses has been broadened as provided in the following paragraph.

Unless the Superintendent, principal, or designee determines that expulsion should not be recommended under the circumstances or that an alternative means of correction would address the conduct, he/she shall recommend a student's expulsion for any of the following acts: (Education Code 48915(a))

- 1. Causing serious physical injury to another person, except in self-defense
- 2. Possession of any knife as defined in Education Code 48915(g), explosive, or other dangerous object of no reasonable use to the student

Note: As amended by AB 2537 (Ch. 431, Statutes of 2012), Education Code 48915 added possession by a student of his/her over-the-counter or prescribed medication as an exception to the possession of controlled substances as provided in item #3 below.

- 3. Unlawful possession of any controlled substance as listed in Health and Safety Code 11053-11058, except for (a) the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis, or (b) the student's possession of over-the-counter medication for his/her use or other medication prescribed for him/her by a physician
- 4. Robbery or extortion
- 5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

In determining whether or not to recommend the expulsion of a student, the Superintendent, principal, or designee shall act as quickly as possible to ensure that the student does not lose instructional time. (Education Code 48915)

Mandatory Recommendation and Mandatory Expulsion

Note: The following section reflects circumstances under which Education Code 48915 requires both a recommendation of expulsion and Board action to expel the student. The Attorney General has determined, in 80 Ops.Cal.Atty.Gen. 347 (1997), that a district may not adopt a zero tolerance policy mandating expulsion of a student for a first offense of possession of a controlled substance or alcohol; see the accompanying Board policy.

The Superintendent, principal, or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915(c))

Note: The Gun-Free Schools Act, 20 USC 7151, requires districts and county offices of education to submit to the California Department of Education (CDE) assurances of compliance with state and federal laws related to incidents on campus involving the possession of firearms. Item #1 below reflects language that must be submitted to the CDE for compliance. For other such language that must be submitted to the CDE, see sections in this regulation entitled "Final Action by the Board" and "Notifications to Law Enforcement Authorities."

Education Code 48915, as amended by AB 2537 (Ch. 431, Statutes of 2012), clarifies that possession of an "imitation firearm" is not an offense requiring mandatory expulsion as provided in item #1 below.

- 1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the firearm from a certificated school employee, with the principal or designee's concurrence
 - However, possession of an imitation firearm, as defined in Education Code 48900(m), shall not be regarded as an offense requiring a mandatory recommendation for expulsion and mandatory expulsion.
- 2. Brandishing a knife as defined in Education Code 48915(g) at another person

- 3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
- 4. Committing or attempting to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committing a sexual battery as defined in Penal Code 243.4
- 5. Possessing an explosive as defined in 18 USC 921

Upon finding that the student committed any of the above acts, the Board shall expel the student. (Education Code 48915)

Student's Right to Expulsion Hearing

Note: Education Code 48918 mandates that the Board establish rules and regulations governing procedures for the expulsion of students. The timelines of Education Code 48918 must be strictly followed; failure to do so may result in loss of the district's power to act (Garcia v. Los Angeles Board of Education). In calculating timelines, the district should also be aware of the difference between the calculation of "school days" and "calendar days" under Education Code 48918.

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed one of the acts listed above under "Grounds for Suspension and Expulsion." (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Note: The following **optional** paragraph may be revised to reflect district practice. "Stipulated expulsion" is for districts that have adopted an expedited procedure which requires a student to waive his/her right to a hearing in exchange for an agreement as to the term of the expulsion. Because such waivers are not covered in the Education Code, districts should consult legal counsel as appropriate.

After a determination that one of the grounds listed above under "Grounds for Suspension and Expulsion" has occurred, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion. The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian.

Rights of Complaining Witness

Note: Education Code 48918.5 mandates the following rights related to the treatment of witnesses alleging acts of sexual assault or sexual battery. Other procedures related to complaining witnesses also may be added as desired by the district. Additional mandated procedures related to the rights and treatment of complaining witnesses are included where appropriate throughout this regulation.

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

- 1. Receive five days' notice of his/her scheduled testimony at the hearing
- 2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
- 3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

Note: The following optional paragraph may be revised to reflect district practice. "Stipulated expulsion" is for districts that have adopted an expedited procedure which requires a student to waive his/her right to a hearing in exchange for an agreement as to the term of the expulsion. Because such waivers are not covered in the Education Code, districts should consult legal counsel as appropriate.

After a determination that one of the grounds listed above under "Grounds for Suspension and Expulsion" has occurred, the Superintendent, principal, or designee shall offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion. The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian.

Rights of Complaining Witness

Note: Education Code 48918.5 mandates the following rights related to the treatment of witnesses alleging acts of sexual assault or sexual battery. Other procedures related to complaining witnesses also may be added as desired by the district. Additional mandated procedures related to the rights and treatment of complaining witnesses are included where appropriate throughout this regulation.

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

- 1. Receive five days' notice of his/her scheduled testimony at the hearing
- 2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
- 3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

Written Notice of the Expulsion Hearing

Note: Education Code 48918 mandates the Board to adopt procedures that include the following items.

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

- 1. The date and place of the hearing.
- 2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based.
- 3. A copy of district disciplinary rules which relate to the alleged violation.
- 4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment. This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney advisor.

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney advisor means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

- 6. The right to inspect and obtain copies of all documents to be used at the hearing.
- 7. The opportunity to confront and question all witnesses who testify at the hearing.
- 8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

Additional Notice of Expulsion Hearing for Foster Youth

Note: Prior to conducting a hearing to determine whether a foster youth should be expelled, Education Code 48918.1, as added by AB 1909 (Ch. 849, Statutes of 2012), requires the district to notify the student's attorney and a representative of an appropriate county child welfare agency, provided that the violation does not require a mandatory recommendation for expulsion. However, if the offense requires a mandatory recommendation for expulsion, the notice is permitted but not required.

At least 10 days prior to a hearing to determine if a student who is a foster youth as defined under Education Code 48853.5 should be expelled for an offense not requiring a mandatory recommendation for expulsion, the Superintendent or designee shall notify the student's attorney and a representative of an appropriate county child welfare agency. If the hearing is pursuant to an offense requiring a mandatory expulsion recommendation, the Superintendent or designee may provide the same notification. The notice shall be provided by the most cost-effective method possible, including by email or a telephone call. (Education Code 48918.1)

Conduct of Expulsion Hearing

Note: Education Code 48918 mandates that the Board adopt procedures that include the following items.

Instead of the Board conducting an expulsion hearing, it may appoint a hearing officer or an impartial administrative panel to conduct the hearing; see section "Alternative Expulsion Hearing: Hearing Officer or Administrative Panel" below. Even if the district conducts all expulsion hearings in this manner, the requirements of Education Code 48918 pertaining to the conduct of the hearing must be met.

1. Closed Session: Notwithstanding the provisions of Government Code 54953 and Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public unless another student's privacy rights would be violated. (Education Code 48918(c))

Note: For the purpose of Board deliberations during the closed session described below, the presence of any person other than the Board members, including the Superintendent, necessitates allowing the presence of the parent/guardian, student, and student's counsel.

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her

testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

2. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))

Note: Education Code 48918 authorizes the Board to issue subpoenas for the personal appearance of percipient witnesses at an expulsion hearing. In <u>Woodbury v. Dempsey</u>, the court held that a district's authority to determine whether to issue subpoenas is discretionary, but a district could not have a blanket policy denying the issuance of subpoenas in all cases.

In accordance with Code of Civil Procedure 1987, the subpoena must be served at least 10 days before the time required for attendance unless the court prescribes a shorter time. Unless they are parties to the hearing or are district or government employees, witnesses who appear pursuant to a subpoena receive fees equal to those prescribed for witnesses in civil actions in a superior court, and all witnesses other than the parties to the hearing receive mileage; these fees and mileage must be paid by the party requesting the subpoena.

3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. **Presentation of Evidence:** Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion" above. (Education Code 48918(h))

Note: Findings of fact made by the Board or a hearing panel must not be based on hearsay alone. "Hearsay" is evidence of an oral or written statement made by a person who is not present at the hearing which is offered to establish a fact as being true. Some exceptions to the hearsay rule exist under the Evidence Code and Education Code; the district should consult legal counsel as appropriate.

Findings of fact shall be based solely on the evidence at the hearing. Although no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

Note: Education Code 48918.6 provides that testimony by a student witness at an expulsion hearing is privileged and thus protected from liability for defamation pursuant to Civil Code 47(b).

- 5. **Testimony by Complaining Witnesses:** The following procedures shall be observed when a hearing involves allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
 - a. Any complaining witness shall be given five days' notice before being called to testify.
 - b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
 - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
 - d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
 - e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.

- f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
 - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
 - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
 - (3) The person conducting the hearing may:
 - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
 - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
 - (c) Permit one of the support persons to accompany the complaining witness to the witness stand
- 6. **Decision:** The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Note: For districts that use a hearing officer or administrative panel, Education Code 48918 mandates that the Board adopt procedures that include the following section.

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. Alternatively, the Board may appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918(d))

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue its decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated. The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers, and with the student's parent/guardian. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion for a period of one year. (Education Code 48917, 48918)

Final Action by the Board

Note: Education Code 48918 mandates that the Board adopt procedures that include the following paragraph.

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel, the final action to expel shall be taken by the Board at a public meeting. (Education Code 48918(j))

(cf. 9321.1 - Closed Session Actions and Reports)

If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately.

Note: The Gun-Free Schools Act, 20 USC 7151, requires that the following paragraph be sent to the CDE for assurances of compliance with federal and state law. For other language that must be submitted to the CDE, see section below entitled "Notifications to Law Enforcement Authorities."

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

- 1. Periodic review, as well as assessment at the time of review, for readmission
- 2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

Note: The following paragraph is **optional**. Education Code 48916.5 authorizes, but does not mandate, the Board to make the following requirement of certain expelled students.

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

- 1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion" (Education Code 48900.8)
- 2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
- 3. Notice of the right to appeal the expulsion to the County Board of Education (Education Code 48918)
- 4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
- 5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

Decision Not to Enforce Expulsion Order

Note: Pursuant to Education Code 48917, the Board's criteria for suspending the enforcement of expulsions must be applied uniformly to all students. Items #1-3 below are optional and should be revised to reflect district criteria.

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

- 1. The student's pattern of behavior
- 2. The seriousness of the misconduct
- 3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)

- 2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
- 3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
- 4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)
- 5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
- 6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
- 7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

Right to Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

The student shall submit a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board. The district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Notification to Law Enforcement Authorities

Note: The Gun-Free Schools Act, 20 USC 7151, requires that the following two paragraphs be sent to the CDE for assurances of compliance with federal and state law.

In addition, Education Code 48902 requires the principal or designee to notify law enforcement authorities when a student or nonstudent possesses a firearm or explosive or sells or furnishes a firearm at school. However, when the student involved in such a case is a student with a disability, Education Code 49076 requires any law enforcement authority to which student information is disclosed to certify that those records will not be disclosed to another party without the prior written consent of the student's parent/guardian or other person invested with the student's educational right; see AR 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities).

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. In addition, law enforcement authorities shall be notified regarding any acts by students regarding the possession, sale, or furnishment of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

Post-Expulsion Placements

Note: Education Code 48915 requires the Board to refer all expelled students to a program of study that is prepared to accommodate students with discipline problems and that is not located at the school the student currently attends or at any regular elementary, middle, junior, or senior high school. However, students expelled for the acts described in Education Code 48900(f) through (r) or Education Code 48900.2, 48900.3, or 48900.4 may be referred to a program of study that is at another elementary, middle, junior, or senior high school if the County Superintendent of Schools certifies that an alternative program is not available at a site away from such a school.

Education Code 48915.01 states that if the Board has established a community day school pursuant to Education Code 48661 on the same site as an elementary, middle, junior, or senior high school, expelled students may be referred to the community day school at that site. Although Education Code 48663 prohibits the use of independent study in community day schools, Education Code 48916.1 does not in any way restrict the district from offering independent study as a voluntary alternative placement option for expelled students.

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

- 1. Appropriately prepared to accommodate students who exhibit discipline problems
- 2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at such a site
- 3. Not housed at the school site attended by the student at the time of suspension

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(cf. 6158 - Independent Study)
(cf. 6185 - Community Day School)
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When the placement described above is not available and when the County Superintendent so certifies, students expelled for acts described in items #6-13 and #20-22 under "Grounds for Suspension and Expulsion" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

Readmission After Expulsion

Note: Education Code 48916 mandates that the Board adopt rules and regulations establishing a procedure for filing and processing requests for readmission and a process for Board review of all expelled students for readmission. Items #2-4 below should be revised to reflect district practice.

Readmission procedures shall be as follows:

- 1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student. (Education Code 48916)
- 2. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference, the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.
- 3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073-

49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.

- 4. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
- 5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
- 6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code 48916)
- 7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

Note: Education Code 48645.5, as amended by SB 1088 (Ch. 381, Statutes of 2012), prohibits the district from denying the readmission of an expelled student solely because of his/her contact with the juvenile justice system.

No student shall be denied readmission into the district based solely on the student's arrest, adjudication by a juvenile court, formal or informal supervision by a probation officer, detention in a juvenile facility, enrollment in a juvenile school, or other such contact with the juvenile justice system. (Education Code 48645.5)

Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record, and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

Note: Education Code 48915.1 requires that, when an expelled student asks to enroll in another district, the receiving district must hold a hearing to determine whether the student poses a danger to its students or staff. The receiving district then may either deny or permit the enrollment. Upon request from another district, the expelling district must provide information about the expulsion within five days.

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

(cf. 5119 - Students Expelled from Other Districts)

Outcome Data

The Superintendent or designee shall maintain the following data: (Education Code 48900.8, 48916.1)

- 1. The number of students recommended for expulsion
- 2. The specific grounds for each recommended expulsion
- 3. Whether the student was subsequently expelled
- 4. Whether the expulsion order was suspended
- 5. The type of referral made after the expulsion
- 6. The disposition of the student after the end of the expulsion period

Note: The following paragraph is **optional** and may be revised to reflect district practice. In passing AB 1729 (Ch. 425, Statutes of 2012), the Legislature noted the disproportionate use of suspension and expulsion against minority student populations. To ensure that suspension and expulsion are being enforced in a fair and even-handed manner, districts should monitor their uses against such student populations and make necessary changes accordingly.

In addition, the Superintendent or designee shall disaggregate student data collected based on race, color, nationality, religion, disability, and other categories protected from discrimination under the law.

Students AR 5144.1(a)

SUSPENSION AND EXPULSION/DUE PROCESS

Definitions

Suspension from school means removal of a student from ongoing instruction for adjustment purposes. However, suspension does not mean any of the following: (Education Code 48925)

- 1. Reassignment to another education program or class at the same school where the student will receive continuing instruction for the length of day prescribed by the Governing Board for students of the same grade level.
- 2. Referral to a certificated employee designated by the principal to advise students.
- 3. Removal from the class, but without reassignment to another class or program, for the remainder of the class period without sending the student to the principal or designee as provided in Education Code 48910. Removal from a particular class shall not occur more than once every five school days.

Expulsion means removal of a student from the immediate supervision and control, or the general supervision, of school personnel. (Education Code 48925)

Day means a calendar day unless otherwise specifically provided. (Education Code 48925)

School day means a day upon which the schools of the district are in session or weekdays during the summer recess. (Education Code 48925)

Student includes a student's parent/guardian or legal counsel. (Education Code 48925)

Principal's designee means one or more administrators or, if there is not a second administrator at one school site, a certificated person specifically designated by the principal, in writing, to assist with disciplinary procedures. Only one such person may be designated at any time as the principal's primary designee and only one such person may be designated as secondary designee for the school year. The names of such persons shall be on file in the principal's office. (Education Code 48911)

School property, for the purposes described in Education Code 48900, includes, but is not limited to, electronic files and databases. (Education Code 48900(u))

Notice of Regulations

At the beginning of each school year, the principal of each school shall ensure that all students and parents/guardians are notified in writing of all school rules related to discipline, including suspension and expulsion. (Education Code 35291, 48900.1, 48980)

(cf. 5144 - Discipline) (cf. 5145.6 - Parental Notifications)

Grounds for Suspension and Expulsion

Any student, including a student with disabilities, may be subject to suspension or expulsion when it is determined that he/she:

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

1. Caused, attempted to cause, or threatened to cause physical injury to another person or willfully used force or violence upon another person, except in self-defense. (Education Code 48900(a))

A student who aids or abets the infliction or attempted infliction of physical injury on another person, as defined in Penal Code 31, may be suspended, but not expelled. However, such a student may be suspended or expelled pursuant to Education Code 48900(a) when he/she has been adjudged by a juvenile court to have committed, as an aider or abettor, a crime of physical violence in which the victim suffered great or serious bodily injury. (Education Code 48900(t))

2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object, unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the principal or designee's concurrence. (Education Code 48900(b))

(cf. 5131 - Conduct) (cf. 5131.7 - Weapons and Dangerous Instruments)

3. Unlawfully possessed, used, sold, otherwise furnished, or was under the influence of, any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind. (Education Code 48900(c))

(cf. 5131.6 - Alcohol and Other Drugs)

- 4. Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented same as such controlled substance, alcoholic beverage, or intoxicant. (Education Code 48900(d))
- 5. Committed or attempted to commit robbery or extortion. (Education Code 48900(e))
- 6. Caused or attempted to cause damage to school property or private property. (Education Code 48900(f))

- 7. Stole or attempted to steal school property or private property. (Education Code 48900(g))
- 8. Possessed or used tobacco or products containing tobacco or nicotine products, including, but not limited to, cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel, except that this restriction shall not prohibit a student from using or possessing his/her own prescription products. (Education Code 48900(h))

(cf. 5131.62 - Tobacco)

- 9. Committed an obscene act or engaged in habitual profanity or vulgarity. (Education Code 48900(i))
- 10. Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code 11014.5. (Education Code 48900(j))
- 11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties. (Education Code 48900(k))

(cf. 5131.4 - Student Disturbances)

- 12. Knowingly received stolen school property or private property. (Education Code 48900(1))
- 13. Possessed an imitation firearm. (Education Code 48900(m))
 - Imitation firearm means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. (Education Code 48900(m))
- 14. Committed or attempted to commit a sexual assault as defined in Penal Code 261, 266c, 286, 288, 288a, or 289, or committed a sexual battery as defined in Penal Code 243.4. (Education Code 48900(n))
- 15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness. (Education Code 48900(o))
- 16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma. (Education Code 48900(p))

17. Engaged in, or attempted to engage in, hazing. (Education Code 48900(q))

Hazing means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. Hazing does not include athletic events or school-sanctioned events.

18. Engaged in an act of bullying. (Education Code 48900(r))

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, directed toward one or more students that has or can reasonably be predicted to have the effect of placing a reasonable student in fear of harm to himself/herself or his/her property; cause the student to experience a substantially detrimental effect on his/her physical or mental health; or cause the student to experience substantial interferences with his/her academic performance or ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying shall include any act of sexual harassment, hate violence, or harassment, threat, or intimidation, as defined in Education Code 48900.2, 48900.3, or 48900.4 (items #20-22 below), that has any of the effects described above on a reasonable student.

Electronic act means the transmission of a communication, including, but not limited to, a message, text, sound, image, or post on a social network Internet web site, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager. A post on a social network Internet web site shall include, but is not limited to, the posting or creation of a burn page or the creation of a credible impersonation or false profile for the purpose of causing a reasonable student any of the effects of bullying described above.

Reasonable student means a student, including, but not limited to, a student who has been identified as a student with a disability, who exercises average care, skill, and judgment in conduct for a person of his/her age, or for a person of his/her age with his/her disability. (Education Code 48900(r))

⁽cf. 1114 - District-Sponsored Social Media)

⁽cf. 5131.2 - Bullying)

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

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

19. Made terrorist threats against school officials and/or school property. (Education Code 48900.7)

A terrorist threat includes any written or oral statement by a person who willfully threatens to commit a crime which will result in death or great bodily injury to another person or property damage in excess of \$1,000, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out. (Education Code 48900.7)

A student in grades 4-12 is also subject to suspension or recommendation for expulsion when it is determined that he/she:

20. Committed sexual harassment as defined in Education Code 212.5. (Education Code 48900.2)

Sexual harassment means conduct which, when considered from the perspective of a reasonable person of the same gender as the victim, is sufficiently severe or pervasive as to have a negative impact upon the victim's academic performance or to create an intimidating, hostile, or offensive educational environment. (Education Code 212.5, 48900.2)

(cf. 5145.7 - Sexual Harassment)

21. Caused, attempted to cause, threatened to cause, or participated in an act of hate violence as defined in Education Code 233. (Education Code 48900.3)

Hate violence means any act punishable under Penal Code 422.6, 422.7, or 422.75. Such acts include injuring or intimidating a victim, interfering with the exercise of a victim's civil rights, or damaging a victim's property because of the victim's race, ethnicity, religion, nationality, disability, gender, gender identity, gender expression, or sexual orientation; a perception of the presence of any of those characteristics in the victim; or the victim's association with a person or group with one or more of those actual or perceived characteristics. (Education Code 233; Penal Code 422.55)

(cf. 5145.9 - Hate-Motivated Behavior)

22. Intentionally engaged in harassment, threats, or intimidation against district personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of school personnel or students by creating an intimidating or hostile educational environment. (Education Code 48900.4)

A student may be suspended or expelled for any of the acts listed above if the act is related to school activity or school attendance occurring at any district school or within any other school district, at any time, including, but not limited to, the following: (Education Code 48900)

- 1. While on school grounds
- 2. While going to or coming from school

(cf. 5131.1 - Bus Conduct)

3. During the lunch period, whether on or off the school campus

(cf. 5112.5 - Open/Closed Campus)

4. During, going to, or coming from a school-sponsored activity

Removal from Class by a Teacher and Parental Attendance

A teacher may remove any student from his/her class for the remainder of the day and the following day for any act listed in "Grounds for Suspension and Expulsion" above. (Education Code 48910)

When removing a student from his/her class, the teacher shall immediately report this action to the principal or designee and send the student to the principal or designee for appropriate action. If that action requires the continuing presence of the student at school, he/she shall be appropriately supervised during the class periods from which he/she has been removed. (Education Code 48910)

As soon as possible, the teacher shall ask the student's parent/guardian to attend a parent-teacher conference regarding the removal. A counselor or psychologist may attend the conference if it is practicable, and a school administrator shall attend if either the parent/guardian or teacher so requests. (Education Code 48910)

A student removed from class shall not be returned to class during the period of removal without the approval of the teacher of the class and the principal. (Education Code 48910)

A student removed from class shall not be placed in another regular class during the period of removal. However, if a student is assigned to more than one class per day, he/she may be placed in any other regular classes except those held at the same time as the class from which the student was removed. (Education Code 48910)

The teacher of any class from which a student is removed may require the student to complete any assignments and tests missed during the removal. (Education Code 48913)

Pursuant to Board policy, a teacher may require the parent/guardian of a student whom the teacher has removed to attend a portion of a school day in his/her child's classroom. When a teacher makes this request, the principal shall send the parent/guardian a written notice that the parent/guardian's attendance is requested pursuant to law. (Education Code 48900.1)

The notice shall specify that the attendance may be on either the date the student is scheduled to return to class or within one week thereafter.

This notice shall also:

- 1. Inform the parent/guardian when his/her presence is expected and by what means he/she may arrange an alternate date
- 2. State that if the parent/guardian does not have a means of transportation to school, he/she may ride the school bus with the student
- 3. Ask the parent/guardian to meet with the principal after the visit and before leaving school, as required by Education Code 48900.1

Suspension by Superintendent, Principal, or Designee

The Superintendent, principal, or designee may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above. A student may be suspended only when the Superintendent or principal has determined that other means of correction have failed to bring about proper conduct in the student. (Education Code 48900.5)

However, the Superintendent, principal, or designee may impose a suspension upon a first offense if he/she determines that the student violated items #1-5 listed in "Grounds for Suspension and Expulsion" above or if the student's presence causes a danger to persons or property or threatens to disrupt the instructional process. (Education Code 48900.5)

In addition, the Superintendent, principal, or designee shall <u>immediately</u> suspend any student found at school or at a school activity to be: (Education Code 48915)

- 1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the item from a certificated school employee, with the principal or designee's concurrence
- 2. Brandishing a knife as defined in Education Code 48915(g)

- 3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
- 4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above
- 5. Possessing an explosive as defined in 18 USC 921

The Superintendent, principal, or designee may suspend a student from school for not more than five consecutive school days unless the suspension is extended pending expulsion. (Education Code 48911)

A student may be suspended from school for not more than 20 school days in any school year unless, for purposes of adjustment, the student enrolls in or is transferred to another regular school, an opportunity school, or continuation school or class, in which case suspension shall not exceed 30 days in any school year. However, this restriction on the number of days of suspension does not apply when the suspension is extended pending an expulsion. (Education Code 48903, 48911, 48912)

(cf. 6184 - Continuation Education)

The district may count suspensions that occur while a student is enrolled in another school district toward the maximum number of days for which the student may be suspended in any school year. (Education Code 48903)

Suspensions shall be initiated according to the following procedures:

1. Informal Conference: Suspension shall be preceded by an informal conference conducted by the Superintendent, principal, or designee with the student and, whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action, presented with the evidence against him/her, and given the opportunity to present his/her version and evidence in support of his/her defense. (Education Code 48911)

This conference may be omitted if the Superintendent, principal, or designee determines that an emergency situation exists involving a clear and present danger to the lives, safety, or health of students or school personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of the conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such a case, the conference shall be held as soon as the student is physically able to return to school. (Education Code 48911)

- 2. Administrative Actions: All requests for student suspension are to be processed by the principal or designee. A school employee shall report the suspension, including the name of the student and the cause for the suspension, to the Superintendent or designee. (Education Code 48911)
- 3. Notice to Parents/Guardians: At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension. (Education Code 48911)

This notice shall state the specific offense committed by the student. (Education Code 48900.8)

In addition, the notice may state the date and time when the student may return to school. If school officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may add that state law requires the parent/guardian to respond to such requests without delay.

4. Parent/Guardian Conference: Whenever a student is suspended, school officials may meet with the parent/guardian to discuss the cause(s) and duration of the suspension, the school policy involved, and any other pertinent matter. (Education Code 48914)

While the parent/guardian is required to respond without delay to a request for a conference about his/her child's behavior, no penalties may be imposed on the student for the failure of the parent/guardian to attend such a conference. The student may not be denied readmission solely because the parent/guardian failed to attend the conference. (Education Code 48911)

5. Extension of Suspension: If the Board is considering the expulsion of a suspended student from any school or the suspension of a student for the balance of the semester from continuation school, the Superintendent or designee may, in writing, extend the suspension until such time as the Board has made a decision. (Education Code 48911)

Any extension of the original period of suspension shall be preceded by notice of such extension with an offer to hold a conference concerning the extension, giving the student an opportunity to be heard. This conference may be held in conjunction with a meeting requested by the student or parent/guardian to challenge the original suspension. Extension of the suspension may be made only if the Superintendent or

designee determines, following a meeting in which the student and the student's parent/guardian were invited to participate, that the student's presence at the school or at an alternative school would endanger persons or property or threaten to disrupt the instructional process. (Education Code 48911)

Suspension by the Board

The Board may suspend a student for any of the acts listed in "Grounds for Suspension and Expulsion" above and within the limits specified in "Suspension by Superintendent, Principal, or Designee" above. (Education Code 48912)

The Board may suspend a student enrolled in a continuation school or class for a period not longer than the remainder of the semester if any of the acts listed in "Grounds for Suspension and Expulsion" occurred. The suspension shall meet the requirements of Education Code 48915. (Education Code 48912.5)

When the Board is considering a suspension, disciplinary action, or any other action (except expulsion) against any student, it shall hold closed sessions if a public hearing would lead to disclosure of information violating a student's right to privacy under Education Code 49073-49079. (Education Code 35146, 48912)

(cf. 9321 - Closed Session Purposes and Agendas)

The Board shall provide the student and his/her parent/guardian with written notice of the closed session by registered or certified mail or personal service. Upon receiving this notice, the student or parent/guardian may request a public meeting, and this request shall be granted if made in writing within 48 hours after receipt of the Board's notice. However, any discussion that conflicts with any other student's right to privacy still shall be held in closed session. (Education Code 35146, 48912)

Supervised Suspension Classroom

Students for whom an expulsion action has not been initiated and who pose no imminent danger or threat to the school, students, or staff may be assigned to a supervised suspension classroom in a separate classroom, building, or site for the entire period of suspension. The following conditions shall apply: (Education Code 48911.1)

- 1. The supervised suspension classroom shall be staffed in accordance with law.
- 2. The student shall have access to appropriate counseling services.
- 3. The supervised suspension classroom shall promote completion of schoolwork and tests missed by the student during the suspension.

4. Each student shall be responsible for contacting his/her teacher(s) to receive assignments to be completed in the supervised suspension classroom. The teacher(s) shall provide all assignments and tests that the student will miss while suspended. If no such work is assigned, the person supervising the suspension classroom shall assign schoolwork.

At the time a student is assigned to a supervised suspension classroom, the principal or designee shall notify the student's parent/guardian in person or by telephone. When the assignment is for longer than one class period, this notification shall be made in writing. (Education Code 48911.1)

Authority to Expel

A student may be expelled only by the Board. (Education Code 48918(j))

The Board shall expel, as required by law, any student found to have committed any offense listed below under "Mandatory Recommendation and Mandatory Expulsion." (Education Code 48915)

For all other grounds listed above under "Grounds for Suspension and Expulsion," the Board shall order a student expelled upon the recommendation of the Superintendent, principal, or designee, hearing officer, or administrative panel, only if the Board makes a finding of either or both of the following: (Education Code 48915(b) and (e))

- 1. That other means of correction are not feasible or have repeatedly failed to bring about proper conduct
- 2. That due to the nature of the violation, the presence of the student causes a continuing danger to the physical safety of the student or others

Mandatory Recommendation for Expulsion

Unless the Superintendent, principal, or designee finds that expulsion is inappropriate due to particular circumstances, the Superintendent, principal, or designee shall recommend a student's expulsion for any of the following acts: (Education Code 48915(a))

- 1. Causing serious physical injury to another person, except in self-defense
- 2. Possession of any knife as defined in Education Code 48915(g), explosive, or other dangerous object of no reasonable use to the student

- 3. Unlawful possession of any controlled substance, as listed in Health and Safety Code 11053-11058, except for the first offense for the possession of not more than one ounce of marijuana, other than concentrated cannabis
- 4. Robbery or extortion
- 5. Assault or battery, as defined in Penal Code 240 and 242, upon any school employee

Mandatory Recommendation and Mandatory Expulsion

The Superintendent, principal, or designee shall recommend that the Board expel any student found at school or at a school activity to be: (Education Code 48915(c))

- 1. Possessing, as verified by a district employee, selling, or otherwise furnishing a firearm, unless the student had obtained prior written permission to possess the firearm from a certificated school employee, with the principal or designee's concurrence
- 2. Brandishing a knife as defined in Education Code 48915(g) at another person
- 3. Unlawfully selling a controlled substance listed in Health and Safety Code 11053-11058
- 4. Committing or attempting to commit a sexual assault or committing a sexual battery as defined in item #14 under "Grounds for Suspension and Expulsion" above
- 5. Possessing an explosive as defined in 18 USC 921

Upon finding that the student committed any of the above acts, the Board shall expel the student. (Education Code 48915)

Student's Right to Expulsion Hearing

Any student recommended for expulsion shall be entitled to a hearing to determine whether he/she should be expelled. The hearing shall be held within 30 school days after the Superintendent, principal, or designee determines that the student has committed one of the acts listed under "Grounds for Suspension and Expulsion." (Education Code 48918(a))

The student is entitled to at least one postponement of an expulsion hearing for a period of not more than 30 calendar days. The request for postponement shall be in writing. Any subsequent postponement may be granted at the Board's discretion. (Education Code 48918(a))

If the Board finds it impractical during the regular school year to comply with these time requirements for conducting an expulsion hearing, the Superintendent or designee may, for good cause, extend the time period by an additional five school days. Reasons for the extension shall be included as a part of the record when the expulsion hearing is held. (Education Code 48918(a))

If the Board finds it impractical to comply with the time requirements of the expulsion hearing due to a summer recess of Board meetings of more than two weeks, the days during the recess shall not be counted as school days. The days not counted during the recess may not exceed 20 school days, as defined in Education Code 48925. Unless the student requests in writing that the expulsion hearing be postponed, the hearing shall be held not later than 20 calendar days prior to the first day of the next school year. (Education Code 48918(a))

Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay. (Education Code 48918(a))

After a determination that one of the grounds listed above under "Grounds for Suspension and Expulsion" has occurred, the Superintendent, principal, or designee may offer the student and his/her parent/guardian the option to waive a hearing and stipulate to the expulsion. The stipulation agreement shall be in writing and shall be signed by the student and his/her parent/guardian.

Rights of Complaining Witness

An expulsion hearing involving allegations of sexual assault or sexual battery may be postponed for one school day in order to accommodate the special physical, mental, or emotional needs of a student who is the complaining witness. (Education Code 48918.5)

Whenever the Superintendent or designee recommends an expulsion hearing that addresses allegations of sexual assault or sexual battery, he/she shall give the complaining witness a copy of the district's suspension and expulsion policy and regulation and shall advise the witness of his/her right to: (Education Code 48918.5)

- 1. Receive five days' notice of his/her scheduled testimony at the hearing
- 2. Have up to two adult support persons of his/her choosing present at the hearing at the time he/she testifies
- 3. Have a closed hearing during the time he/she testifies

Whenever any allegation of sexual assault or sexual battery is made, the Superintendent or designee shall immediately advise complaining witnesses and accused students to refrain from personal or telephone contact with each other during the time when an expulsion process is pending. (Education Code 48918.5)

Written Notice of the Expulsion Hearing

Written notice of the expulsion hearing shall be forwarded to the student and the student's parent/guardian at least 10 calendar days before the date of the hearing. The notice shall include: (Education Code 48900.8, 48918(b))

- 1. The date and place of the hearing.
- 2. A statement of the specific facts, charges, and offense upon which the proposed expulsion is based.
- 3. A copy of district disciplinary rules which relate to the alleged violation.
- 4. Notification of the student's or parent/guardian's obligation, pursuant to Education Code 48915.1, to provide information about the student's status in the district to any other district in which the student seeks enrollment. This obligation applies when a student is expelled for acts other than those described in Education Code 48915(a) or (c).

(cf. 5119 - Students Expelled from Other Districts)

5. The opportunity for the student or the student's parent/guardian to appear in person or be represented by legal counsel or by a nonattorney advisor.

Legal counsel means an attorney or lawyer who is admitted to the practice of law in California and is an active member of the State Bar of California.

Nonattorney advisor means an individual who is not an attorney or lawyer, but who is familiar with the facts of the case and has been selected by the student or student's parent/guardian to provide assistance at the hearing.

- 6. The right to inspect and obtain copies of all documents to be used at the hearing.
- 7. The opportunity to confront and question all witnesses who testify at the hearing.
- 8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

Conduct of Expulsion Hearing

1. Closed Session: Notwithstanding the provisions of Government Code 54953 and Education Code 35145, the Board shall conduct a hearing to consider the expulsion of the student in a session closed to the public unless the student requests in writing at least five days prior to the hearing that the hearing be a public meeting. If such a request is made, the meeting shall be public unless another student's privacy rights would be violated. (Education Code 48918(c))

Whether the expulsion hearing is held in closed or public session, the Board may meet in closed session to deliberate and determine whether or not the student should be expelled. If the Board admits any other person to this closed session, the parent/guardian, the student, and the counsel of the student also shall be allowed to attend the closed session. (Education Code 48918(c))

If a hearing that involves a charge of sexual assault or sexual battery is to be conducted in public, a complaining witness shall have the right to have his/her testimony heard in closed session when testifying in public would threaten serious psychological harm to the witness and when there are no alternative procedures to avoid the threatened harm, including, but not limited to, videotaped deposition or contemporaneous examination in another place communicated to the hearing room by closed-circuit television. (Education Code 48918(c))

- 2. Record of Hearing: A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made. (Education Code 48918(g))
- 3. Subpoenas: Before commencing a student expulsion hearing, the Board may issue subpoenas, at the request of either the student or the Superintendent or designee, for the personal appearance at the hearing of any person who actually witnessed the action that gave rise to the recommendation for expulsion. After the hearing has commenced, the Board or the hearing officer or administrative panel may issue such subpoenas at the request of the student or the County Superintendent of Schools or designee. All subpoenas shall be issued in accordance with the Code of Civil Procedure 1985-1985.2 and enforced in accordance with Government Code 11455.20. (Education Code 48918(i))

Any objection raised by the student or the Superintendent or designee to the issuance of subpoenas may be considered by the Board in closed session, or in open session if so requested by the student, before the meeting. The Board's decision in response to such an objection shall be final and binding. (Education Code 48918(i))

If the Board determines, or if the hearing officer or administrative panel finds and submits to the Board, that a witness would be subject to unreasonable risk of harm by testifying at the hearing, a subpoena shall not be issued to compel the personal attendance of that witness at the hearing. However, that witness may be compelled to testify by means of a sworn declaration as described in item #4 below. (Education Code 48918(i))

4. **Presentation of Evidence:** Technical rules of evidence shall not apply to the expulsion hearing, but relevant evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. The decision of the Board to expel shall be supported by substantial evidence that the student committed any of the acts pursuant to Education Code 48900 and listed in "Grounds for Suspension and Expulsion" above. (Education Code 48918(h))

Findings of fact shall be based solely on the evidence at the hearing. While no finding shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm. (Education Code 48918(f))

In cases where a search of a student's person or property has occurred, evidence describing the reasonableness of the search shall be included in the hearing record.

- 5. **Testimony by Complaining Witnesses:** The following procedures shall be observed when hearings involve allegations of sexual assault or sexual battery by a student: (Education Code 48918, 48918.5)
 - a. Any complaining witness shall be given five days' notice before being called to testify.
 - b. Any complaining witness shall be entitled to have up to two adult support persons, including, but not limited to, a parent/guardian or legal counsel, present during his/her testimony.
 - c. Before a complaining witness testifies, support persons shall be admonished that the hearing is confidential.
 - d. The person presiding over the hearing may remove a support person whom he/she finds is disrupting the hearing.
 - e. If one or both support persons are also witnesses, the hearing shall be conducted in accordance with Penal Code 868.5.

- f. Evidence of specific instances of prior sexual conduct of a complaining witness shall be presumed inadmissible and shall not be heard unless the person conducting the hearing determines that extraordinary circumstances require the evidence to be heard. Before such a determination is made, the complaining witness shall be given notice and an opportunity to oppose the introduction of this evidence. In the hearing on the admissibility of this evidence, the complaining witness shall be entitled to be represented by a parent/guardian, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of a complaining witness shall not be admissible for any purpose.
- g. In order to facilitate a free and accurate statement of the experiences of the complaining witness and to prevent discouragement of complaints, the district shall provide a nonthreatening environment.
 - (1) The district shall provide a room separate from the hearing room for the use of the complaining witness before and during breaks in testimony.
 - (2) At the discretion of the person conducting the hearing, the complaining witness shall be allowed reasonable periods of relief from examination and cross-examination during which he/she may leave the hearing room.
 - (3) The person conducting the hearing may:
 - (a) Arrange the seating within the hearing room so as to facilitate a less intimidating environment for the complaining witness
 - (b) Limit the time for taking the testimony of a complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours
 - (c) Permit one of the support persons to accompany the complaining witness to the witness stand
- 6. **Decision:** The Board's decision as to whether to expel a student shall be made within 40 school days after the student is removed from his/her school of attendance, unless the student requests in writing that the decision be postponed. (Education Code 48918(a))

Alternative Expulsion Hearing: Hearing Officer or Administrative Panel

Instead of conducting an expulsion hearing itself, the Board may contract with the county hearing officer or with the Office of Administrative Hearings of the State of California for a hearing officer. Alternatively, the Board may appoint an impartial administrative panel composed of three or more certificated personnel, none of whom shall be members of the Board or on the staff of the school in which the student is enrolled. (Education Code 48918(d))

A hearing conducted by the hearing officer or administrative panel shall conform to the same procedures applicable to a hearing conducted by the Board as specified above in "Conduct of Expulsion Hearing," including the requirement to issue its decision within 40 school days of the student's removal from school, unless the student requests that the decision be postponed. (Education Code 48918(a) and (d))

The hearing officer or administrative panel shall, within three school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the expulsion proceeding shall be terminated and the student shall be immediately reinstated. The Superintendent or designee shall place the student in a classroom instructional program, any other instructional program, a rehabilitation program, or any combination of these programs after consulting with district staff, including the student's teachers, and with the student's parent/guardian. The decision to not recommend expulsion shall be final. (Education Code 48918(e))

If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board. All findings of fact and recommendations shall be based solely on the evidence presented at the hearing. The Board may accept the recommendation based either upon a review of the findings of fact and recommendations submitted or upon the results of any supplementary hearing the Board may order. (Education Code 48918(f))

In accordance with Board policy, the hearing officer or administrative panel may recommend that the Board suspend the enforcement of the expulsion for a period of one year. (Education Code 48917, 48918)

Final Action by the Board

Whether the expulsion hearing is conducted in closed or public session by the Board, a hearing officer, or an administrative panel, the final action to expel shall be taken by the Board at a public meeting. (Education Code 48918(j))

If the Board conducts the hearing and reaches a decision not to expel, this decision shall be final and the student shall be reinstated immediately.

Upon ordering an expulsion, the Board shall set a date when the student shall be reviewed for readmission to a school within the district. For a student expelled for any act listed under "Mandatory Recommendation and Mandatory Expulsion" above, this date shall be one year from the date the expulsion occurred, except that the Board may set an earlier date on a case-by-case basis. For a student expelled for other acts, this date shall be no later than the last day of the semester following the semester in which the expulsion occurred. If an expulsion is ordered during summer session or the intersession period of a year-round program, the Board shall set a date when the student shall be reviewed for readmission not later than the last day of the semester following the summer session or intersession period in which the expulsion occurred. (Education Code 48916)

At the time of the expulsion order, the Board shall recommend a plan for the student's rehabilitation, which may include: (Education Code 48916)

- 1. Periodic review, as well as assessment at the time of review, for readmission
- 2. Recommendations for improved academic performance, tutoring, special education assessments, job training, counseling, employment, community service, or other rehabilitative programs

With parent/guardian consent, students who have been expelled for reasons relating to controlled substances or alcohol may be required to enroll in a county-sponsored drug rehabilitation program before returning to school. (Education Code 48916.5)

Written Notice to Expel

The Superintendent or designee shall send written notice of the decision to expel to the student or parent/guardian. This notice shall include the following:

- 1. The specific offense committed by the student for any of the causes for suspension or expulsion listed above under "Grounds for Suspension and Expulsion" (Education Code 48900.8)
- 2. The fact that a description of readmission procedures will be made available to the student and his/her parent/guardian (Education Code 48916)
- 3. Notice of the right to appeal the expulsion to the County Board of Education (Education Code 48918)

- 4. Notice of the alternative educational placement to be provided to the student during the time of expulsion (Education Code 48918)
- 5. Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the expelling district, pursuant to Education Code 48915.1 (Education Code 48918)

Decision Not to Enforce Expulsion Order

In accordance with Board policy, when deciding whether to suspend the enforcement of an expulsion order, the Board shall take into account the following criteria:

- 1. The student's pattern of behavior
- 2. The seriousness of the misconduct
- 3. The student's attitude toward the misconduct and his/her willingness to follow a rehabilitation program

The suspension of the enforcement of an expulsion shall be governed by the following:

- 1. The Board may, as a condition of the suspension of enforcement, assign the student to a school, class, or program appropriate for the student's rehabilitation. This rehabilitation program may provide for the involvement of the student's parent/guardian in the student's education. However, a parent/guardian's refusal to participate in the rehabilitation program shall not be considered in the Board's determination as to whether the student has satisfactorily completed the rehabilitation program. (Education Code 48917)
- 2. During the period when enforcement of the expulsion order is suspended, the student shall be on probationary status. (Education Code 48917)
- 3. The suspension of the enforcement of an expulsion order may be revoked by the Board if the student commits any of the acts listed under "Grounds for Suspension and Expulsion" above or violates any of the district's rules and regulations governing student conduct. (Education Code 48917)
- 4. When the suspension of enforcement of an expulsion order is revoked, a student may be expelled under the terms of the original expulsion order. (Education Code 48917)

- 5. Upon satisfactory completion of the rehabilitation assignment, the Board shall reinstate the student in a district school. Upon reinstatement, the Board may order the expunging of any or all records of the expulsion proceedings. (Education Code 48917)
- 6. The Superintendent or designee shall send written notice of any decision to suspend the enforcement of an expulsion order during a period of probation to the student or parent/guardian. The notice shall inform the parent/guardian of the right to appeal the expulsion to the County Board, the alternative educational placement to be provided to the student during the period of expulsion, and the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of his/her status with the expelling district, pursuant to Education Code 48915.1(b). (Education Code 48918(j))
- 7. Suspension of the enforcement of an expulsion order shall not affect the time period and requirements for the filing of an appeal of the expulsion order with the County Board. (Education Code 48917)

Right to Appeal

The student or parent/guardian is entitled to file an appeal of the Board's decision with the County Board. The appeal must be filed within 30 days of the Board's decision to expel, even if the expulsion order is suspended and the student is placed on probation. (Education Code 48919)

The student shall submit a written request for a copy of the written transcripts and supporting documents from the district simultaneously with the filing of the notice of appeal with the County Board. The district shall provide the student with these documents within 10 school days following the student's written request. (Education Code 48919)

Notification to Law Enforcement Authorities

Prior to the suspension or expulsion of any student, the principal or designee shall notify appropriate city or county law enforcement authorities of any student acts of assault which may have violated Penal Code 245. (Education Code 48902)

The principal or designee also shall notify appropriate city or county law enforcement authorities of any student acts which may involve the possession or sale of narcotics or of a controlled substance. In addition, law enforcement authorities shall be notified regarding any acts by students regarding the possession, sale, or furnishment of firearms, explosives, or other dangerous weapons in violation of Education Code 48915(c)(1) or (5) or Penal Code 626.9 and 626.10. (Education Code 48902)

Within one school day after a student's suspension or expulsion, the principal or designee shall notify appropriate city or county law enforcement authorities, by telephone or other appropriate means, of any student acts which may violate Education Code 48900(c) or (d), relating to the possession, use, offering, or sale of controlled substances, alcohol, or intoxicants of any kind. (Education Code 48902)

Post-Expulsion Placements

The Board shall refer expelled students to a program of study that is: (Education Code 48915, 48915.01)

- 1. Appropriately prepared to accommodate students who exhibit discipline problems
- 2. Not provided at a comprehensive middle, junior, or senior high school or at any elementary school, unless the program is offered at a community day school established at such a site
- 3. Not housed at the school site attended by the student at the time of suspension

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(cf. 6158 - Independent Study)
(cf. 6185 - Community Day School)
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When the placement described above is not available and when the County Superintendent so certifies, students expelled for acts described in items #6-13 and #20-22 under "Grounds for Suspension and Expulsion" above may be referred to a program of study that is provided at another comprehensive middle, junior, or senior high school or at an elementary school. (Education Code 48915)

The program for a student expelled from any of grades K-6 shall not be combined or merged with programs offered to students in any of grades 7-12. (Education Code 48916.1)

Readmission After Expulsion

Readmission procedures shall be as follows:

- 1. On the date set by the Board when it ordered the expulsion, the district shall consider readmission of the student. (Education Code 48916)
- 2. The Superintendent or designee shall hold a conference with the parent/guardian and the student. At the conference the student's rehabilitation plan shall be reviewed and the Superintendent or designee shall verify that the provisions of this plan have been met. School regulations shall be reviewed and the student and parent/guardian shall be asked to indicate in writing their willingness to comply with these regulations.

- 3. The Superintendent or designee shall transmit to the Board his/her recommendation regarding readmission. The Board shall consider this recommendation in closed session if information would be disclosed in violation of Education Code 49073-49079. If a written request for open session is received from the parent/guardian or adult student, it shall be honored.
- 4. If the readmission is granted, the Superintendent or designee shall notify the student and parent/guardian, by registered mail, of the Board's decision regarding readmission.
- 5. The Board may deny readmission only if it finds that the student has not satisfied the conditions of the rehabilitation plan or that the student continues to pose a danger to campus safety or to other district students or employees. (Education Code 48916)
- 6. If the Board denies the readmission of a student, the Board shall determine either to continue the student's placement in the alternative educational program initially selected or to place the student in another program that serves expelled students, including placement in a county community school. (Education Code 48916)
- 7. The Board shall provide written notice to the expelled student and parent/guardian describing the reasons for denying readmittance into the regular program. This notice shall indicate the Board's determination of the educational program which the Board has chosen. The student shall enroll in that program unless the parent/guardian chooses to enroll the student in another school district. (Education Code 48916)

Maintenance of Records

The district shall maintain a record of each suspension and expulsion, including its specific cause(s). (Education Code 48900.8)

Expulsion records of any student shall be maintained in the student's mandatory interim record, and sent to any school in which the student subsequently enrolls upon written request by that school. (Education Code 48918(k))

(cf. 5125 - Student Records)

The Superintendent or designee shall, within five working days, honor any other district's request for information about an expulsion from this district. (Education Code 48915.1)

(cf. 5119 - Students Expelled from Other Districts)

Outcome Data

The Superintendent or designee shall maintain the following data: (Education Code 48900.8, 48916.1)

- 1. The number of students recommended for expulsion
- 2. The specific grounds for each recommended expulsion
- 3. Whether the student was subsequently expelled
- 4. Whether the expulsion order was suspended
- 5. The type of referral made after the expulsion
- 6. The disposition of the student after the end of the expulsion period

Students BP 5145.6(a)

PARENTAL NOTIFICATIONS

The Governing Board recognizes that notifications are essential to effective communication between the school and the home. The Superintendent or designee shall send students and parents/guardians all notifications required by law, including notifications about their legal rights, and any other notifications he/she believes will promote parental understanding and involvement.

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(cf. 5020 - Parent Rights and Responsibilities)
(cf. 5022 - Student and Family Privacy Rights)
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(cf. 6020 - Parent Involvement)

Note: Education Code 48981 and 48982, as amended by AB 2262 (Ch. 17, Statutes of 2012), authorize annual parental notifications to be sent electronically upon request, as provided below.

The notice required pursuant to Education Code 48980 shall be sent at the beginning of each academic year and may be provided either by regular mail, in electronic form when so requested by the parent/guardian, or by any other method normally used to communicate with parents/guardians in writing. (Education Code 48981, 48982)

If any activity specified in Education Code 48980 will be undertaken by any school during the forthcoming school term, the notice shall state that fact and the approximate date on which any such activity will occur. No such activity shall be undertaken with respect to any particular student unless his/her parent/guardian has been informed of such action through the annual notification or other separate special notification. (Education Code 48983-48984)

The annual notification shall include a request that the parent/guardian sign the notice and return it to the school or, if the notice is provided in electronic format, that the parent/guardian submit a signed acknowledgment of receipt of the notice to the school. The parent/guardian's signature is an acknowledgment of receipt of the information but does not indicate that consent to participate in any particular program has been given or withheld. (Education Code 48982)

Note: Pursuant to Education Code 48985, when 15 percent or more of students enrolled in a school speak a single primary language other than English, all notices and reports sent to the parents/guardians of these students must also be written in the primary language and may be answered by the parent/guardian in either language. As amended by AB 2262 (Ch. 17, Statutes of 2012), Education Code 48981 requires notifications sent electronically to conform to the primary language requirements of Education Code 48985. In addition, 20 USC 6311 and 6312 require that districts receiving Title I funds provide parent/guardian notices in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians understand.

The following paragraph should be modified to reflect district practice.

Notifications to parents/guardians shall be written both in English and in the family's primary language when so required by law. (Education Code 48981, 48985; 20 USC 6311, 6312)

Whenever an employee learns that a student's parent/guardian is, for any reason, unable to understand the district's printed notifications, the principal or designee shall work with the parent/guardian to establish other appropriate means of communication.

Legal Reference:

EDUCATION CODE

- 221.5 Prohibited sex discrimination
- 231.5 Sexual harassment policy
- 262.3 Appeals for discrimination complaints; information regarding availability of civil remedies
- 310 Structured English immersion program
- 440 English language proficiency assessment; instruction in English language development
- 17288 Building standards for university campuses
- 17612 Notification of pesticide use
- 32221.5 Insurance for athletic team members
- 32255-32255.6 Right to refuse harmful or destructive use of animals
- 32390 Fingerprint program; contracts; funding; consent of parent/guardian
- 35160.5 Extracurricular and cocurricular activities
- 35178.4 Notice of accreditation status
- 35183 School dress codes; uniforms
- 35186 Complaints concerning deficiencies in instructional materials and facilities
- 35256 School Accountability Report Card
- 35291 Rules for student discipline
- 37254 Intensive instruction for students who have not passed High School Exit Examination
- 37616 Consultation regarding year-round schedule
- 39831.5 School bus rider rules and information
- 44808.5 Permission to leave school grounds
- 46010.1 Notice regarding excuse to obtain confidential medical services
- 46014 Regulations regarding absences for religious purposes
- 46600-46611 Interdistrict attendance agreements
- 48000 Minimum age of admission
- 48070.5 Promotion or retention of students
- 48204 Residency requirements
- 48205 Absence for personal reasons
- 48206.3 Students with temporary disabilities; individual instruction; definitions
- 48207-48208 Students with temporary disabilities in hospitals
- 48213 Prior notice of exclusion from attendance
- 48216 Immunization
- 48260.5 Notice regarding truancy
- 48262 Need for parent conference regarding truancy
- 48263 Referral to school attendance review board or probation department
- 48354 Option to transfer from school identified under Open Enrollment Act
- 48357 Status of application for transfer from school identified under Open Enrollment Act
- 48432.5 Involuntary transfers of students

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Legal Reference: (continued)
        EDUCATION CODE (continued)
        48900.1 Parental attendance required after suspension
        48904 Liability of parent/guardian for willful student misconduct
        48904.3 Withholding grades, diplomas, or transcripts
        48906 Notification of release of student to peace officer
        48911 Notification in case of suspension
        48911.1 Assignment to supervised suspension classroom
        48912 Closed sessions; consideration of suspension
        48915.1 Expelled students: enrollment in another district
        48916 Readmission procedures
        48918 Rules governing expulsion procedures
        48980 Required notification at beginning of term
        48980.3 Notification of pesticide use
        48981 Time and means of notification
        48982 Parent signature acknowledging receipt of notice
        48983 Contents of notice
        48984 Activities prohibited unless notice given
        48985 Notices to parents in language other than English
        48987 Child abuse information
        49013 Use of uniform complaint procedures for complaints regarding student fees
        49063 Notification of parental rights
        49067 Student evaluation; student in danger of failing course
        49068 Transfer of permanent enrollment and scholarship record
        49069 Absolute right to access
        49073 Release of directory information
        49076 Access to student records
        49077 Access to information concerning a student in compliance with court order
        49403 Cooperation in control of communicable disease and immunization
        49423 Administration of prescribed medication for student
         49451 Physical examinations: parent's refusal to consent
         49452.5 Screening for scoliosis
        49452.7 Information on type 2 diabetes
        49452.8 Oral health assessment
         49456 Results of vision or hearing test
         49472 Insurance
         49475 Student athletes: concussions and head injuries
        49480 Continuing medication regimen for nonepisodic conditions
        49510-49520 Duffy-Moscone Family Nutrition Education and Services Act of 1970
        51225.3 Graduation requirements; courses that satisfy college entrance criteria
        51229 Course of study for grades 7-12
        51513 Personal beliefs; privacy
        51938 HIV/AIDS and sexual health instruction
        52164.1 Census-taking methods; determination of primary language; assessment of language skills
        52164.3 Reassessment of English learners; notification of results
        52173 Bilingual education
        52244 Advanced Placement program
        54444.2 Migrant education programs; parent involvement
        56301 Child-find system; policies regarding written notification rights
        56321 Special education: proposed assessment plan
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Legal Reference: (continued	
<u>EDUCATION COD</u>	
	otice of parent rights pertaining to special education
	ce of right to findings; independent assessment
	ent of individualized education program; right to audio record meeting
	ized education program team meetings
	ized education program meetings
	chools; notice required prior to establishment
60641 Standardized	d Testing and Reporting Program
60850 High School	Exit Examination
60852.4 High Scho	ol Exit Examination; waiver for student with disabilities
<u>HEALTH AND SAF</u>	ETY CODE
1596.857 Right to 6	enter child care facility
104855 Availability	of topical fluoride treatment
120365-120375 Im	munizations
120440 Sharing im	munization information
124100 Health scre	ening and immunizations
<u>PENAL CODE</u>	-
627.5 Hearing requ	uest following denial or revocation of registration
<u>CODE OF REGUL</u>	
	tification regarding use of California Modified Assessment
	Sesting and Reporting Program
3052 Behavioral in	• . • •
3831 General stand	lards, Gifted and Talented Education program
	f uniform complaint procedures
	plaint procedures; notification of decision and right to appeal
	fer from school identified under Open Enrollment Act
	f sexual harassment policy
	tion of English learners
11309 Parental exc	
	nguage proficiency assessment; test results
	oficiency examinations
	olicies regarding excused and unexcused absences
CODE OF REGUL	
	o obtain needed immunizations
UNITED STATES C	
	cational and Privacy Rights Act
1232h Privacy righ	
1415 Procedural so	
6311 State plans	,
6312 Local educati	on agency plans
	essment and local education agency school improvement
6318 Parental invo	
	English language development
	recruiter access to students
UNITED STATES C	
1758 Child nutritio	
	AL REGULATIONS, TITLE 7
	iteria for free and reduced-price meals
	of eligibility for free and reduced-price meals
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Legal Reference: (cd	ntinued)
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CODE OF FEDERAL REGULATIONS, TITLE 34

99.7 Student records, annual notification

99.34 Student records, disclosure to other educational agencies

99.37 Disclosure of directory information

104.32 District responsibility to provide free appropriate public education

104.36 Procedural safeguards

104.8 Nondiscrimination

106.9 Dissemination of policy, nondiscrimination on basis of sex

200.61 Teacher qualifications

300.300 Parent consent for special education evaluation

300.322 Parent participation in IEP team meetings

300.502 Independent educational evaluation of student with disability

300.503 Prior written notice regarding identification, evaluation, or placement of student with disability

300.504 Procedural safeguards notice for students with disabilities

300.508 Due process complaint

300.530 Discipline procedures

CODE OF FEDERAL REGULATIONS, TITLE 40

763.84 Asbestos inspections, response actions and post-response actions

763.93 Asbestos management plans

Center USD

Board Policy

Parental Notifications

BP 5145.6 **Students**

The Governing Board recognizes that notifications are essential to effective communication between the school and the home. The Superintendent or designee shall send students and parents/guardians all notifications required by law, including notifications about their legal rights, and any other notifications he/she believes will promote parental understanding and involvement.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 6020 - Parent Involvement)

The Superintendent or designee shall ensure that notifications which must be sent at the beginning of each academic year include a request that the parent/guardian sign the notice and return it to the school. (Education Code 48981, 48982)

Notifications to parents/guardians shall be written both in English and in the family's primary language when so required by law. Whenever an employee learns that a student's parent/guardian is for any reason unable to understand the district's printed notifications, the principal or designee shall work with the parent/guardian to establish other appropriate means of communication.

(cf. 6174 - Education for English Language Learners)

Legal Reference:

EDUCATION CODE

221.5 Prohibited sex discrimination

231.5 Sexual harassment policy

262.3 Appeals; information re: availability of civil remedies

310 Structured English Immersion Program

17288 Pupils: school buildings

17612 Notification of pesticide use

32255-32255.6 Right to refuse harmful or destructive use of animals

32390 Fingerprint program; contracts; funding; consent of parent/guardian

35178.4 Notice of accreditation status

35183 School dress codes; uniforms

35186 Complaints concerning deficiencies in instructional materials and facilities

35256 School accountability report card

35291 Rules

37616 Consultation

- 39831.5 School bus rider rules and information
- 44808.5 Permission to leave school grounds
- 46010.1 Notice re: excuse to obtain confidential medical services
- 46014 Regulations regarding absences for religious purposes
- 46600-46611 Interdistrict attendance agreements especially:
- 46601 Failure to approve interdistrict attendance
- 48000 Minimum age of admission
- 48070.5 Promotion or retention of students
- 48205 Absence for personal reasons
- 48206.3 Pupils with temporary disabilities; individual instruction; definitions
- 48207 Pupils with temporary disabilities in hospitals outside of school district
- 48208 Students with temporary disabilities in qualifying hospitals
- 48216 Immunization
- 48260.5 Notice to parent re truancy
- 48263 Referral to SARB or probation department
- 48432.5 Involuntary transfers of pupils
- 48904 Liability of parent/guardian for willful pupil misconduct
- 48904.3 Withholding grades, diplomas, or transcripts
- 48906 Notification of release of pupil to peace officer
- 48911 Notification in case of suspension
- 48912 Closed sessions; consideration of suspension
- 48915.1 Expelled individuals: enrollment in another district
- 48916 Readmission procedures
- 48918 Rules governing expulsion procedures
- 48980 Required notification at beginning of term
- 48980.3 Notification of pesticide use
- 48981 Time and means of notification
- 48982 Signature; return to school; effect of signature
- 48983 Contents of notice
- 48984 Activities prohibited unless notice given
- 48985 Notices to parents in language other than English
- 48987 Child abuse information
- 49063 Notification of parents of their rights
- 49067 Regulations regarding pupil's achievement
- 49068 Transfer of permanent enrollment and scholarship record
- 49069 Absolute right to access
- 49070 Challenging content of records
- 49073 Release of directory information
- 49076 Access to student records
- 49077 Access to information concerning a student in compliance with court order
- 49091.14 Prospectus
- 49302 Parental consent
- 49332 Notifications of retention of object by school personnel; release
- 49403 Cooperation in control of communicable disease and immunization
- 49423 Administration of prescribed medication for pupil
- 49451 Physical examinations: parent's refusal to consent
- 49452.5 Screening for scoliosis
- 49452.7 Information on type 2 diabetes
- 49456 Report to parent

- 49472 Medical and hospital services for pupils
- 49480 Continuing medication regimen for nonepisodic conditions
- 49510-49520 Duffy-Moscone Family Nutrition Education and Services Act of 1970
- 51229 Course of study for grades 7-12
- 51513 Personal beliefs
- 51938 Right of parent/guardian notice HIV/AIDS and sexual health instruction
- 52164.1 Census-taking methods; determination of primary language; assessment of language skills 52164.3 Notice of reassessment of language skills
- 52173 Consultation with parents or guardians; notice to parents or guardians; withdrawal of pupil
- 52244 Advanced Placement Program
- 54444.2 Migrant education programs; parent involvement
- 56301 Child-find system; policies re: written notification rights
- 56321 Special education: proposed assessment plan
- 56321.5-56321.6 Notice of parent rights pertaining to special education
- 56329 Written notice of right to findings; independent assessment
- 56341 Individualized education program team
- 56341.1 Development of individualized education program; right to audio record meeting
- 56341.5 Individualized education program team meetings
- 56343.5 IEP meetings
- 56346 Parental notice and consent to special education program
- 58501 Alternative schools: notice required prior to establishment
- 60641 Standardized Testing and Reporting Program
- 60850 High School Exit Examination
- 66204 Certification of high school courses as meeting university admission criteria

HEALTH AND SAFETY CODE

- 1596.857 Right to enter child care facility
- 120365 Immunizations
- 120370 Immunizations
- 120375 Immunizations
- 120440 Sharing immunization information
- 124085 Certificate of receipt; health screening and evaluation services; waiver by parent/guardian
- 124100 School districts and private schools; information to parents
- PENAL CODE
- 627.5 Hearing request following denial or revocation of registration

WELFARE AND INSTITUTIONS CODE

- 18976.5 Parental notice; right of refusal to participate
- CODE OF REGULATIONS, TITLE 5
- 863 Standardized Testing and Reporting Program
- 3052 Behavioral intervention
- 3831 General standards (Gifted and Talented Program)
- 4622 Notice requirements and recipients
- 4631 Responsibilities of the local agency
- 11303 Reclassification of English language learners
- 11309 Parental exception waivers
- 11523 Notice of proficiency examinations
- 18066 Policies and procedures absences for child care
- UNITED STATES CODE, TITLE 20

1232g Family Educational and Privacy Rights Act

1415 Procedural safeguards

1681-1688 Title IX, discrimination based on sex or blindness

6311 State plans

6312 Local education agency plans

6316 Academic assessment and local education agency school improvement

6318 Parental involvement

7908 Armed forces recruiter access to students

UNITED STATES CODE, TITLE 42

2000d -2000d-7, Title VI, Civil Rights Act of 1964

CODE OF FEDERAL REGULATIONS, TITLE 34

99.7 Student records, annual notification

99.34 Student records, disclosure to other educational agencies

104.36 Procedural safeguards

106.9 Dissemination of policy, nondiscrimination on basis of sex

300.345 Parent participation

300.502 Independent educational evaluation

300.503 Prior written notice

300.505 Parental consent

300.507 Parent notice due process hearing

300.523 Manifestation determination review

CODE OF FEDERAL REGULATIONS, TITLE 40

763.84 Asbestos inspections, response actions and post-response actions

763.93 Asbestos management plans

Policy

adopted: June 20, 2007

Students BP 5148.3(a)

PRESCHOOL/EARLY CHILDHOOD EDUCATION

Note: The following policy is **optional** and may be used both by districts that operate their own preschool/early childhood education programs and those that do not; see the appropriate sections below. CSBA's publication Expanding Access to High-Quality Preschool Programs: A Resource and Policy Guide for School Leaders provides information about characteristics of effective preschool programs and actions that the district and Governing Board can take to encourage and/or provide high-quality preschool education, including a worksheet to assist districts in the development of policy pertaining to preschool and early childhood education.

The Governing Board recognizes that high-quality preschool experiences help children ages 3-4 years to develop knowledge, skills, abilities, and attributes necessary for a successful transition into the elementary education program. Such programs should provide developmentally appropriate activities in a safe, adequately supervised, and cognitively rich environment.

(cf. 6170.1 - Transitional Kindergarten)

Collaboration with Community Programs

Note: The following optional section may be used by all districts, regardless of whether or not they provide their own preschool programs, and may be revised to reflect district practice.

The Superintendent or designee shall collaborate with other agencies, organizations, the county office of education, and/or private preschool providers to assess the availability of preschool programs in the community and the extent to which the community's preschool needs are being met. The Board encourages the development of a community-wide plan to increase children's access to high-quality preschool programs.

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(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
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(cf. 1700 - Relations Between Private Industry and the Schools)

The Superintendent or designee shall provide information about preschool options in the community to parents/guardians upon request.

Note: The following optional paragraph is for use by districts that maintain elementary schools.

The Superintendent or designee shall establish partnerships with feeder preschools to facilitate articulation of the preschool curriculum with the district's elementary education program.

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

District Preschool Programs

Note: The following **optional** section is for use by districts that choose to provide preschool/early childhood education programs for children ages 3-4 years and should be revised to reflect district practice. Also see BP/AR 5148 - Child Care and Development.

Education Code 8235-8239 establish the California State Preschool Program (CSPP) with subsidized services for children ages 3-4 from low-income or otherwise disadvantaged families. The CSPP consolidates funding and program requirements for a number of state programs that serve children ages 3-4, including state preschool programs (Education Code 8235-8237), family literacy programs (Education Code 8238-8238.4), and general child care and development programs to the extent that they serve children ages 3-4 (Education Code 8240-8244). Agencies that provide general child care and development programs for children younger than age 3 or older than age 4 will continue to have a general child care and development contract for those services in addition to a CSPP contract. See the accompanying administrative regulation for major program requirements.

Preschool programs also may receive funding through the state migrant child care and development program (Education Code 8230-8233), state program for severely disabled children (Education Code 8250-8252), federal Head Start program (42 USC 9831-9852), or Title I preschool program (20 USC 6311-6322).

When the Board determines that it is feasible, the district may contract with the California Department of Education (CDE) to provide preschool services in facilities at or near district schools.

The Board shall set priorities for establishing or expanding services as resources become available. In so doing, the Board shall give consideration to the benefits of providing early education programs for at-risk children and/or children residing in the attendance areas of the lowest performing district schools.

```
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.4 - Quality Education Investment Schools)
(cf. 6171 - Title I Programs)
```

Note: Pursuant to Education Code 8236, districts have the authority to subcontract with an appropriate public or private agency to operate a district CSPP program.

On a case-by-case basis, the Board shall determine whether the district shall directly administer a preschool program or contract with a public or private provider to offer such a program.

Facilities for preschool classrooms shall be addressed in the district's facilities master plan, including an assessment as to whether adequate and appropriate space exists on school sites. As necessary, the Superintendent or designee shall provide information to the Board

regarding facilities financing options for preschool classrooms and/or facilities available through partnering organizations.

```
(cf. 7110 - Facilities Master Plan)
(cf. 7210 - Facilities Financing)
```

Note: The following paragraph is optional. SB 1016 (Ch. 38, Statutes of 2012) amended Education Code 8235 to define programs operated under the CSPP to be part-day programs only, and repealed Education Code 8236.1 which contained the provisions related to full-day programs. However, Education Code 8239, as amended by SB 1016, encourages the provision of "wraparound child care services" which combine part-day preschool and general child care services to provide a full day of services for qualifying families; see the accompanying administrative regulation for program requirements.

To encourage participation in the district's preschool program and meet the child care needs of parents/guardians, the Superintendent or designee shall recommend strategies to link the district's preschool program with other available child care and development programs in the district or community.

```
(cf. 5148 - Child Care and Development)
(cf. 5148.1 - Child Care Services for Parenting Students)
(cf. 5148.2 - Before/After School Programs)
```

Because parents/guardians are essential partners in supporting the development of their children, the Superintendent or designee shall involve them in program planning. Program staff shall encourage volunteerism in the program and shall communicate frequently with parents/guardians of enrolled children regarding their child's progress.

```
(cf. 1240 - Volunteer Assistance)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)
```

Note: The CDE has developed voluntary "preschool learning foundations" which describe the knowledge, skills, and competencies that children are expected to exhibit as they complete their first or second year of preschool. In 2008, learning foundations were issued in the areas of social-emotional development, language and literacy, English language development for English learners, and mathematics. Learning foundations in visual and performing arts, physical development, and health were issued in 2010. Learning foundations in history/social science and science are expected to be released in 2013. Companion curriculum frameworks are also being developed. The CDE's <u>Prekindergarten Learning and Development Guidelines</u> (2000) provides further guidance on how to develop a high-quality preschool program and will be revised in the future to incorporate the learning foundations.

The district's program shall be aligned with preschool learning foundations and curriculum frameworks developed by the CDE which identify the knowledge, skills, and competencies that children typically attain as they complete their first or second year of preschool. Program components shall address social-emotional, physical, and cognitive development in key areas that are necessary for kindergarten readiness.

The district's preschool program shall provide appropriate services to support the needs of English learners and children with disabilities.

```
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education) (cf. 6174 - Education for English Language Learners)
```

To maximize the ability of children to succeed in the preschool program, program staff shall support children's health through proper nutrition and physical activity and shall provide or make referrals to available health and social services as needed.

```
(cf. 3550 - Food Services/Child Nutrition Program)
(cf. 5030 - Student Wellness)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.6 - School Health Services)
```

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.

Professional development resources pertaining to preschool/early childhood education are available through the CDE, California Preschool Instructional Network, and others. See the management resources below.

The Superintendent or designee shall ensure that administrators, teachers, and paraprofessionals in district preschool programs possess the appropriate permit(s) issued by the Commission on Teacher Credentialing, meet any additional qualifications established by the Board, and participate in professional development opportunities designed to continually enhance their knowledge and skills.

```
(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. 4222 - Teacher Aides/Paraprofessionals)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
```

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 self-evaluation that includes, but is not limited to, an assessment of the program by staff and the Board, a parent survey, and an environment rating scale using forms selected by the CDE.

The Superintendent or designee shall develop and implement an annual plan of evaluation which conforms to state requirements. (5 CCR 18279)

The Superintendent or designee shall regularly report to the Board regarding enrollments in district preschool programs and the effectiveness of the programs in preparing preschoolers for transition into the elementary education program.

```
(cf. 0500 - Accountability)
(cf. 6190 - Evaluation of the Instructional Program)
```

Legal Reference:

```
EDUCATION CODE
8200-8499.10 Child Care and Development Services Act, especially:
8200-8209 General provisions for child care and development services
8230-8233 Migrant child care and development program
8235-8239 California State Preschool Program
8240-8244 General child care and development programs
8250-8252 Programs for children with special needs
8263 Eligibility and priorities for subsidized child development services
8300-8303 Early Learning Quality Improvement System Advisory Committee
8360-8370 Personnel qualifications
8400-8409 Contracts
8493-8498 Facilities
8499.3-8499.7 Local child care and development planning councils
54740-54749 Cal-SAFE program for pregnant/parenting students and their children
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
80105-80125 Permits authorizing service in child development programs
UNITED STATES CODE, TITLE 20
6311-6322 Title I, relative to preschool
6319 Qualifications for teachers and paraprofessionals
6371-6376 Early Reading First
6381-6381k Even Start family literacy programs
6391-6399 Education of migratory children
UNITED STATES CODE, TITLE 42
9831-9852 Head Start programs
9858-9858q Child Care and Development Block Grant
CODE OF FEDERAL 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
CODE OF FEDERAL REGULATIONS, TITLE 45
```

Management Resources: (see next page)

1301-1310 Head Start

Management Resources:

CSBA PUBLICATIONS

Expanding Access to High-Quality Preschool Programs: A Resource and Policy Guide for School

Leaders, 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Preschool Learning Foundations

12-08 <u>Disensellment Due to 2012-13 Budget Reduction for California State Preschool Programs,</u>
Management Bulletin, July 2012

<u>Preschool English Learners: Principles and Practices to Promote Language, Literacy, and Learning,</u> 2nd ed., 2009

Prekindergarten Learning Development Guidelines, 2000

First Class: A Guide for Early Primary Education, 1999

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Good Start, Grow Smart, April 2002

WEB SITES

CSBA: http://www.csba.org

California Association for the Education of Young Children: http://www.caeyc.org

California Children and Families Commission: http://www.ccfc.ca.gov

California County Superintendents Educational Services Association: http://www.ccsesa.org

California Department of Education: http://www.cde.ca.gov California Head Start Association: http://caheadstart.org California Preschool Instructional Network: http://www.cpin.us

Child Development Policy Institute: http://www.cdpi.net

Cities, Counties, and Schools Partnership: http://www.ccspartnership.org

First 5 Association of California: http://www.f5ac.org

National Institute for Early Education Research: http://nieer.org National School Boards Association: http://www.nsba.org Preschool California: http://www.preschoolcalifornia.org

U.S. Department of Education: http://www.ed.gov

Center USD

Board Policy

Preschool/Early Childhood Education

BP 5148.3 **Students**

The Governing Board recognizes that high-quality preschool experiences for children ages 3-4 years help them develop knowledge, skills, and attributes necessary to be successful in school and provide for a smooth transition into the elementary education program. Such programs should provide developmentally appropriate activities in a safe, well-supervised, cognitively rich environment.

```
(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)
```

Collaboration with Community Programs

The Superintendent or designee shall collaborate with other agencies, organizations, the county office of education, and private preschool providers to assess the availability of preschool programs in the community and the extent to which the community's preschool needs are being met. The Board encourages the development of a community-wide plan to increase children's access to high-quality preschool programs.

```
(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 1700 - Relations Between Private Industry and the Schools)
```

Information about preschool options in the community shall be provided to parents/guardians upon request.

The Superintendent or designee shall establish partnerships with feeder preschools to facilitate articulation of the preschool curriculum with the district's elementary education program.

District Preschool Programs

When the Board determines that it is feasible, the district may provide preschool services in facilities at or near district schools.

The Board shall set priorities for establishing or expanding services as resources become available. In so doing, the Board shall give consideration to the benefits of providing early education programs for at-risk children and/or children residing in the attendance areas of the lowest performing district schools.

```
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 0520.2 - Title I Program Improvement Schools)
```

```
(cf. 0520.4 - Quality Education Investment Schools) (cf. 6171 - Title I Programs)
```

On a case-by-case basis, the Board shall determine whether the district shall directly administer preschool programs or contract with public or private providers to offer such programs.

Facilities for preschool classrooms shall be addressed in the district's comprehensive facilities plan, including an assessment as to whether adequate and appropriate space exists on school sites. As necessary, the Superintendent or designee shall provide information to the Board regarding facilities financing options for preschool classrooms and/or facilities available through partnering organizations.

```
(cf. 7110 - Facilities Master Plan)
(cf. 7210 - Facilities Financing)
```

To enable children of working parents/guardians to participate in the district's preschool program, the Superintendent or designee shall recommend strategies to provide a full-day program and/or to link to other full-day child care programs in the district or community to the extent possible.

```
(cf. 5148 - Child Care and Development)
(cf. 5148.1 - Child Care Services for Parenting Students)
(cf. 5148.2 - Before/After School Programs)
```

Because parents/guardians are essential partners in supporting the development of their children, the Superintendent or designee shall involve them in program planning. Program staff shall encourage volunteerism in the program and shall communicate frequently with parents/guardians of enrolled children regarding their child's progress.

```
(cf. 1240 - Volunteer Assistance)
(cf. 6020 - Parent Involvement)
```

The district's program shall be aligned with preschool learning foundations published by the California Department of Education which identify the knowledge, skills, and competencies that children typically attain as they complete their first or second year of preschool. Program components shall address social-emotional, physical, and cognitive development in key areas that are necessary for kindergarten readiness.

The district's preschool program shall provide appropriate services to support the needs of English learners and children with disabilities.

```
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education) (cf. 6174 - Education for English Language Learners)
```

To maximize the ability of children to succeed in the preschool program, program staff shall support children's health through proper nutrition and physical activity and shall provide or make referrals to health and social services.

```
(cf. 3550 - Food Services/Child Nutrition Program)
(cf. 5030 - Student Wellness)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5141.6 - School Health Services)
```

The Superintendent or designee shall ensure that administrators, teachers, and paraprofessionals in district preschool programs possess the appropriate permit(s) issued by the Commission on Teacher Credentialing, meet any additional qualifications established by the Board, and participate in professional development opportunities designed to continually enhance their knowledge and skills.

```
(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. 4222 - Teacher Aides/Paraprofessionals)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
```

The Superintendent or designee shall develop and implement an annual plan of evaluation which conforms to state requirements. (5 CCR 18279)

The Superintendent or designee shall regularly report to the Board regarding enrollments in district preschool programs and the effectiveness of the programs in preparing preschoolers for transition into the elementary education program.

```
(cf. 0500 - Accountability)
(cf. 6190 - Evaluation of the Instructional Program)
```

120325-120380 Immunization requirements

```
Legal Reference:
EDUCATION CODE
8200-8499.10 Child Care and Development Services Act, especially:
8200-8209 General provisions for child care and development services
8230-8233 Migrant child care and development program
8235-8239 California state preschool program
8250-8252 Programs for children with special needs
8263 Eligibility and priorities for subsidized child development services
8300-8303 Early Learning Quality Improvement System Advisory Committee
8360-8370 Personnel qualifications
8400-8409 Contracts
8493-8498 Facilities
8499.3-8499.7 Local child care and development planning councils
54740-54749 Cal-SAFE program for pregnant/parenting students and their children
HEALTH AND SAFETY CODE
1596.70-1596.895 California Child Day Care Act
1596.90-1597.21 Day care centers
```

CODE OF REGULATIONS, TITLE 5

18000-18434 Child care and development programs

80105-80125 Permits authorizing service in child development programs

UNITED STATES CODE, TITLE 20

6311-6322 Title I, relative to preschool

6319 Qualifications for teachers and paraprofessionals

6371-6376 Early Reading First

6381-6381k Even Start family literacy programs

6391-6399 Education of migratory children

UNITED STATES CODE, TITLE 42

9831-9852 Head Start programs

9858-9858q Child Care and Development Block Grant

CODE OF FEDERAL 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

CODE OF FEDERAL REGULATIONS, TITLE 45

1301-1310 Head Start

Management Resources:

CSBA PUBLICATIONS

Expanding Access to High-Quality Preschool Programs: A Resource and Policy Guide for School Leaders, 2005

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Preschool Learning Foundations, Vol. 1, 2008

Preschool English Learners: Principles and Practices to Promote Language, Literacy, and Learning, 2007

Prekindergarten Learning Development Guidelines, 2000

First Class: A Guide for Early Primary Education, 1999

CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

08-13 California State Preschool Program, November 2008

01-06 The Desired Results for Children and Families System, May 31, 2001

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Good Start, Grow Smart, April 2002

WEB SITES

CSBA: http://www.csba.org

California Association for the Education of Young Children: http://www.caeyc.org

California Children and Families Commission: http://www.ccfc.ca.gov

California County Superintendents Educational Services Association: http://www.ccsesa.org

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

California Head Start Association: http://caheadstart.org

California Preschool Instructional Network: http://www.cpin.us

Child Development Policy Institute: http://www.cdpi.net

Cities, Counties, and Schools Partnership: http://www.ccspartnership.org

First 5 Association of California: http://www.f5ac.org

National Institute for Early Education Research: http://nieer.org

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

Preschool California: http://www.preschoolcalifornia.org

U.S. Department of Education: http://www.ed.gov

Policy adopted: June 3, 2009

Students AR 5148.3(a)

PRESCHOOL/EARLY CHILDHOOD EDUCATION

Note: The following administrative regulation reflects the major requirements of the California State Preschool Program (CSPP) pursuant to Education Code 8235-8239. The CSPP consolidates funding and program requirements for a number of state programs that serve children ages 3-4, including state preschool programs (Education Code 8235-8237), family literacy programs (Education Code 8238-8238.4), and general child care and development programs to the extent that they serve children ages 3-4 (Education Code 8240-8244).

SB 1016 (Ch. 38, Statutes of 2012) amended Education Code 8235 to provide that programs operated under the CSPP through a contract with the California Department of Education (CDE) will be part-day programs only. SB 1016 also amended Education Code 8239 to encourage a combination of part-day preschool and supplemental wraparound child care for preschool-age children (i.e., services funded with support from the general child care and development program).

The district may revise the following administrative regulation to reflect other preschool program(s) it offers which were not consolidated into the CSPP, such as the state migrant child care and development program (Education Code 8230-8233), the state program for severely disabled children (Education Code 8250-8252), the federal Head Start program (42 USC 9831-9852), or the Title I preschool program (20 USC 6311-6322).

In addition to the program requirements described below, preschool programs may be subject to other policies contained throughout the district's policy manual. For example, see BP/AR 5148 - Child Care and Development, 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 preschool program.

When approved by the California Department of Education (CDE) under the California State Preschool Program, the district may operate one or more part-day preschool programs in accordance with law and the terms of the state contract.

```
(cf. 5148 - Child Care and Development)
(cf. 5148.1 - Child Care Services for Parenting Students)
(cf. 5148.2 - Before/After School Programs)
```

Eligibility

Note: SB 1016 (Ch. 38, Statutes of 2012) amended Education Code 8208 to align the age of preschool eligibility with start dates for kindergarten and transitional kindergarten; see AR 5111 - Admission and BP 6170.1 - Transitional Kindergarten.

Children eligible for the district's preschool program include those who will have their third or fourth birthday on or before October 1 of the 2013-14 fiscal year or September 1 of each fiscal year thereafter. (Education Code 8208, 8235, 8236)

```
(cf. 5111 - Admission)
(cf. 6170.1 - Transitional Kindergarten)
```

Enrollment Priorities

Note: The following **optional** paragraph is for use by districts that have access to a "centralized eligibility list" established by the county child care and development planning council pursuant to Education Code 8499.5, which ranks families by eligibility factors for subsidized care (e.g., income, family size, and need); see section below entitled "Fees and Charges" for further information about eligibility for subsidized services. Unless state funding is allocated to support such lists, they 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 determine each family's eligibility and priority for subsidized services.

The Superintendent or designee shall refer to the county's centralized eligibility list to identify children in need of services.

First priority for enrollment in a preschool program shall be given to neglected or abused children who are recipients of child protective services or who are at risk of being neglected, abused, or exploited, upon written referral from a legal, medical, or social service 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 8236)

```
(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 1700 - Relations Between Private Industry and the Schools)
```

Note: Pursuant to Education Code 8236, second priority for enrollment must be granted to children age 4 years, as provided in the following paragraph. In any CSPP program operating with funding that was initially allocated in a prior fiscal year, at least one-half of the children enrolled at a preschool site must be children who are age 4 unless an exception is granted by the Superintendent of Public Instruction (SPI).

After all such children are enrolled, the district shall give priority to eligible children age 4 years prior to enrolling eligible children age 3 years. (Education Code 8236)

After enrolling all eligible children who meet the criteria for subsidized services as specified in the section entitled "Fees and Charges" below, up to 10 percent of the program's enrollment, calculated throughout the entire contract, may be filled with children whose family income is no more than 15 percent above the income eligibility threshold. (Education Code 8235)

The district may certify eligibility and enrollment up to 120 calendar days prior to the first day of the beginning of the preschool year. After establishing eligibility at the time of initial enrollment, a child shall remain eligible for the remainder of the program year. (Education Code 8237)

Note: Education Code 8263.3, as added by SB 1016 (Ch. 38, Statutes of 2012), specifies the order by which families will be disenrolled from child care and development services when funding levels are reduced. CDE Management Bulletin 12-08 clarifies the order in which families will be disenrolled from CSPP programs and takes into account the priority specified in Education Code 8236 to enroll children age 4 years before enrolling children age 3 years. The following list reflects the order as specified in the CDE Management Bulletin.

When necessary due to a reduction in state reimbursements, families shall be disenrolled in the following order: (Education Code 8236, 8263.3)

1. Children age 3 years whose families have the highest income in relation to family size shall be disenrolled first, followed by children age 4 years whose families have the highest income in relation to family size.

At each age level, if two or more families have the same income ranking, the child with disabilities shall be disenrolled last. If there are no families that have a child with disabilities, the child who has received services the longest shall be disenrolled first.

2. Families of children age 3 or 4 years who are receiving child protective services or who have been documented to be at risk of being neglected, abused, or exploited, regardless of income, shall be disenrolled last.

Minimum Hours/Days of Operation

Note: SB 1016 (Ch. 38, Statutes of 2012) amended Education Code 8235 to delete the provision which specified that preschool programs could be offered a maximum of four hours per day.

The district's part-day preschool program shall operate a minimum of three hours per day, excluding time for home-to-school transportation, and for a minimum of 175 days per year unless otherwise specified in the program's contract. (Education Code 8235)

(cf. 6111 - School Calendar) (cf. 6112 - School Day)

Wraparound Child Care Services

Note: The following section is **optional.** Pursuant to Education Code 8329, as amended by SB 1016 (Ch. 38, Statutes of 2012), districts may contract with the CDE to offer "wraparound child care services" which combine preschool and general child care services to provide a full day of services for eligible families, as described below. Such programs must be consistent with requirements for general child care and development programs offered pursuant to Education Code 8240-8244; see BP/AR 5148 - Child Care and Development.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

In accordance with its contract with the CDE, the district may offer full-day services to meet the needs of eligible families through a combination of part-day preschool and wraparound child care services that are offered for the remaining portion of the day or year following completion of the preschool services. Child care and development services offered through this program shall meet the requirements of general child care and development programs pursuant to Education Code 8240-8244. (Education Code 8239)

Wraparound services shall operate a minimum of 246 days per year unless otherwise specified in the contract. For this period of time, part-day preschool programs shall operate 175-180 days and general child care and development programs may operate a full day for the remainder of the year after the completion of the preschool program. (Education Code 8239)

Family Literacy Services

Note: The following section is **optional**. Education Code 8238 and 8238.4, as amended by SB 1016 (Ch. 28, Statutes of 2012), provide for the SPI to distribute family literacy supplemental grant funds to qualifying CSPP contractors, including districts, for the purposes described below. Pursuant to Education Code 8238.4, CSPP programs that contract to receive this funding before July 1, 2012 will have first priority for funding. Second priority is given to CSPP programs operating in classrooms located in the attendance area of elementary schools ranked in deciles 1-3 of the Academic Performance Index.

SB 1016 also repealed some sections of the Education Code and consolidated the program requirements into Education Code 8238 and 8238.4. As amended, Education Code 8238.4 no longer addresses the appointment of a program coordinator, but the district may choose to appoint such a coordinator at its discretion.

When any district preschool program receives funding for family literacy services pursuant to Education Code 8238.4, the Superintendent or designee shall coordinate the provision of: (Education Code 8238)

1. Opportunities for parents/guardians to work with their children on interactive literacy activities, including activities in which parents/guardians actively participate in facilitating their children's acquisition of prereading skills through guided activities such as shared reading, learning the alphabet, and basic vocabulary development

(cf. 6020 - Parent Involvement)

- 2. Parenting education for parents/guardians of participating children to support their children's development of literacy skills, including, but not limited to, parent education in:
 - a. Providing support for the educational growth and success of their children

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

- b. Improving parent-school communications and parental understanding of school structures and expectations
- c. Becoming active partners with teachers in the education of their children
- 3. Referrals to providers of adult education and instruction in English as a second language as necessary to improve parents/guardians' academic skills

(cf. 6200 - Adult Education)

- 4. Staff development for teachers in participating classrooms that includes, but is not limited to:
 - a. Development of a pedagogical knowledge, including, but not limited to, improved instructional strategies
 - b. Knowledge and application of developmentally appropriate assessments of the prereading skills of children in participating classrooms
 - c. Information on working with families, including the use of on-site coaching, for guided practice in interactive literacy activities

(cf. 4131 - Staff Development)

Fees and Charges

Note: SB 1016 (Ch. 38, Statutes of 2012) amended Education Code 8239 and 8263 to provide that districts must charge a fee to families enrolled in part-day CSPP programs and/or supplemental wraparound services (see section "Wraparound Child Care Services" above) in accordance with the fee schedule established by the SPI.

Fees for participation shall be assessed and collected in accordance with the fee schedule established by the Superintendent of Public Instruction. (Education Code 8239, 8263)

(cf. 3260 - Fees and Charges)

Children shall be eligible for subsidized services as follows:

1. Children shall be eligible for subsidized preschool services if their family is a current aid recipient, income eligible, or homeless and/or the family's children are recipients of protective services or have been identified as being, or at risk of being, abused, neglected, or exploited. (Education Code 8235, 8263, 8263.1)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

- 2. Children shall be eligible for subsidized wraparound services if their family meets at least one of the criteria specified in item #1 above and/or needs child care services because of either of the following circumstances: (Education Code 8239, 8263)
 - a. The child is identified by a legal, medical, or social services agency or emergency shelter as a recipient of protective services or as being, or at risk of being, neglected, abused, or exploited.
 - b. The parents/guardians are engaged in vocational training leading directly to a recognized trade, paraprofession, or profession; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated.

Note: Pursuant to Education Code 8263, a district that chooses to charge a fee for field trips or to require parents/guardians to provide diapers is **mandated** to adopt policy to include parents/guardians in the decision-making about such fees, as provided below. The following paragraph may be modified to delete diapers as appropriate for the age of the children served.

The district shall involve parents/guardians in the decision-making process to determine whether and how much to charge for field trip expenses and whether to require parents/guardians to provide diapers. A child shall not be denied participation in a field trip due to the parent/guardian's inability or refusal to pay the fee, and no adverse action shall be taken against a parent/guardian for that inability or refusal. (Education Code 8263)

Center USD

Administrative Regulation

Preschool/Early Childhood Education

AR 5148.3 **Students**

When approved by the California Department of Education under the California State Preschool Program (CSPP), the district may operate one or more part-day and/or full-day preschool programs in accordance with law and the terms of the state contract.

(cf. 5148 - Child Care and Development)

(cf. 5148.1 - Child Care Services for Parenting Students)

(cf. 5148.2 - Before/After School Programs)

Eligibility and Enrollment Priorities for Full-Day and Part-Day Programs

Children eligible for the district's full-day or part-day CSPP program include those who will have their third or fourth birthday on or before December 2 of the fiscal year in which they are enrolled in the program. (Education Code 8235, 8236)

The Superintendent or designee shall refer to the county's centralized eligibility list to identify children in need of services.

Children shall be eligible for subsidized services if their family meets one or more of the criteria specified in Education Code 8263 and 8263.1. (Education Code 8235)

For a child to be eligible for the district's full-day program, his/her family shall, in addition to meeting the above criteria, demonstrate need for the services due to any of the following circumstances: (Education Code 8235, 8263)

- 1. The child is identified by a legal, medical, or social services agency or emergency shelter as a recipient of protective services; as being neglected, abused, or exploited; or as at risk of being neglected, abused, or exploited.
- 2. The parents/guardians are engaged in vocational training leading directly to a recognized trade, paraprofession, or profession; are employed or seeking employment; seeking permanent family housing; or are incapacitated.

First priority for enrollment in any CSPP program shall go to neglected or abused children age 3-4 years who are recipients of child protective services or who are at risk of being neglected, abused, or exploited, upon written referral from a legal, medical, or social service 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 8236)

(cf. 1020 - Youth Services)

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(cf. 1400 - Relations Between Other Governmental Agencies and the Schools) (cf. 1700 - Relations Between Private Industry and the Schools)
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After all such children are enrolled, the district shall give priority to eligible children age 4 years prior to enrolling eligible children age 3 years. (Education Code 8236)

Additional Requirements for Part-Day Program

The district's part-day CSPP program shall operate a minimum of three hours per day but less than four hours per day, excluding time for home-to-school transportation, and for a minimum of 175 days per year unless otherwise specified in the program's contract. (Education Code 8235)

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(cf. 6111 - School Calendar)
(cf. 6112 - School Day)
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After all eligible children have been enrolled, the program may fill up to 10 percent of its enrollment, calculated throughout the entire contract, with children whose family income is no more than 15 percent above the income eligibility threshold. (Education Code 8235)

The district may certify eligibility and enrollment up to 120 calendar days prior to the first day of the beginning of the preschool year. After establishing eligibility at the time of initial enrollment, a child shall remain eligible for the part-day program for the remainder of the program year. (Education Code 8237)

Fees shall not be assessed for families whose children are enrolled in the part-day program. (Education Code 8235)

Additional Requirements for Full-Day Program

The district's full-day CSPP program shall operate the number of hours per day necessary to meet the child care and development needs of families and for a minimum of 246 days per year, unless otherwise specified in the program's contract. (Education Code 8235)

Fees for participation in the full-day program shall be assessed and collected in accordance with a fee schedule established by the Superintendent of Public Instruction. (Education Code 8235)

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(cf. 3260 - Fees and Charges)
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The district shall involve parents/guardians in the decision-making process to determine whether and how much to charge for field trip expenses and whether to require parents/guardians to provide diapers. A child shall not be denied participation in a field trip due to the parent/guardian's inability or refusal to pay the fee, and no adverse action shall be taken against a parent/guardian for that inability or refusal. (Education Code 8263)

Families shall establish eligibility for their children for subsidized services at the time of initial enrollment and shall provide ongoing eligibility documentation as changes in income or family size occur. If a child becomes ineligible for subsidized services, he/she shall

continue to be eligible for part-day services, if available, or the family shall pay the full cost to remain in the program. If the need for services drops below four hours per day, the child shall be enrolled for only part-day services.

Additional Requirements for Prekindergarten and Family Literacy Programs

Prekindergarten and family literacy programs offered by the district prior to July 1, 2009, shall continue to provide classes in the attendance area of elementary schools in deciles 1-3 on the 2005 base Academic Performance Index. (Education Code 8238.4)

Such programs shall operate a minimum of 175 days for part-day services and 246 days for full-day, full-year services unless otherwise specified in the contract. (Education Code 8238.4)

Prekindergarten and family literacy programs shall provide: (Education Code 8238-8238.3)

- 1. Age and developmentally appropriate activities that are designed to facilitate children's transition to kindergarten
- 2. Opportunities for parents/guardians to work with their children on interactive literacy activities as defined in Education Code 8238

(cf. 6020 - Parent Involvement)

- 3. Coordination of parenting education for parents/guardians of participating children to support their children's development of literacy skills
- 4. Referrals to providers of adult education and English as a second language as necessary to improve parents/guardians' academic skills

(cf. 6200 - Adult Education)

5. Staff development of participating teachers in accordance with Education Code 8238.3

(cf. 4131 - Staff Development)

The district may select a family literacy and education coordinator to coordinate the provision of literacy services to families in the district and community, create an organizational partnership between the program(s) and adult education programs in the district or community, and promote parent/guardian involvement in participating classrooms. (Education Code 8238.2)

Instruction BP 6161.1(a)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

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

Note: Pursuant to Education Code 60200 and 60400, the Governing Board is responsible for the adoption of textbooks and other instructional materials, as defined in Education Code 60010, for use in district schools. See the accompanying administrative regulation for required and optional criteria for the selection of instructional materials. See BP 6161.11 - Supplementary Instructional Materials and BP/AR 6163.1 - Library Media Centers for selection processes regarding supplementary materials.

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's diversity, and enhance the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

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(cf. 0440 - District Technology Plan)
(cf. 6000 - Concepts and Roles)
(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6162.5 - Student Assessment)
(cf. 6163.1 - Library Media Centers)
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Note: The following paragraph is for use by districts that maintain any of grades K-8 and may be revised to reflect grade levels offered by the district. Pursuant to Education Code 60200, the State Board of Education (SBE) is required to adopt basic instructional materials in specified subjects that districts may select for use in grades K-8. AB 1246 (Ch. 668, Statutes of 2012) amended Education Code 60200, 60203, 60207, and 60209 to revise the process and timelines used by the state to adopt such materials.

AB 1246 also added Education Code 60210, which authorizes the Board to select materials that have not been approved by the SBE, provided they are aligned with state academic content standards or Common Core Standards. In addition, if the district uses materials not adopted by the SBE, the majority of participants in the review process must be teachers assigned to the subject area or grade level for which the materials will be used; see section below entitled "Review Process."

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or have otherwise been determined to be aligned with the state academic content standards adopted pursuant to Education Code 60605 or the Common Core Standards adopted pursuant to Education Code 60605.8. (Education Code 60200, 60210)

Note: The following paragraph is for use by districts that maintain high schools.

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and administrative regulation. (Education Code 60400)

Note: The following optional paragraph is consistent with priorities established in Education Code 60119 to ensure that each student is provided with sufficient standards-aligned instructional materials in four core curriculum areas: English/language arts, mathematics, science, and history-social science. The Instructional Materials Funding Realignment Program (Education Code 60420-60424), which had provided a block grant for instructional materials with a priority on materials that are aligned to state standards in those core courses, was repealed by AB 1246 (Ch. 668, Statutes of 2012).

The Board's priority in the selection of instructional materials is to ensure that all students are provided with standards-aligned instructional materials in the core curriculum areas of English/language arts, mathematics, science, and history-social science.

Review Process

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

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. Toward that end, he/she may establish an instructional materials review committee to evaluate and recommend instructional materials.

(cf. 1220 - Citizen Advisory Committees)

Note: Pursuant to Education Code 60002, the Board must provide for "substantial" teacher involvement in the selection of instructional materials and must promote the involvement of parents/guardians and other members of the community in the selection of instructional materials. The Education Code does not define "substantial."

The review process shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members. (Education Code 60002)

In addition, the instructional materials review committee may include administrators, other staff who have subject-matter expertise, and students as appropriate.

Note: The following paragraph is for use by districts that maintain any of grades K-8. Education Code 60210, as added by AB 1246 (Ch. 668, Statutes of 2012), adds the following requirement for the review of K-8 materials that have not been adopted by the SBE.

If the district chooses to use instructional materials for grades K-8 that have not been adopted by the SBE, the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

Individuals who participate in the selection or review of instructional materials shall not have a conflict of interest, as defined in administrative regulation, in the materials being reviewed.

(cf. 9270 - Conflict of Interest)

The committee shall review instructional materials using criteria provided in law and administrative regulation, and shall provide the Board with documentation supporting its recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

(cf. 5020 - Parent Rights and Responsibilities)

Note: SBE Policy on <u>Guidelines for Piloting Textbooks and Instructional Materials</u> provides a sample process for piloting instructional materials that addresses the selection of materials to pilot, a chronology of the process, and additional considerations, such as conflict of interest, contacts with publishers, and consideration of standards maps.

The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Public Hearing on Sufficiency of Instructional Materials

Note: As a condition of receiving funds for instructional materials from any state source, Education Code 60119 requires the Board to annually hold a public hearing to determine whether each student in the district has sufficient standards-aligned textbooks or instructional materials in English/language arts, mathematics, science, and history-social science that are consistent with the content and cycles of the curriculum framework adopted by the SBE.

Education Code 1240 requires the County Superintendent of Schools to review the textbooks or instructional materials of schools ranked in deciles 1-3 of the Academic Performance Index (API). If the County Superintendent determines that a school does not have sufficient materials, he/she must prepare a report outlining the noncompliance and give the district a chance to remedy the deficiency. If the deficiency is not remedied by the second month of the school year, the County Superintendent may request that the California Department of Education (CDE) purchase textbooks or materials for the district, and the cost must be repaid by the district. The CDE will issue a public statement at an SBE meeting indicating the district's failure to provide instructional materials.

The Board shall annually conduct one or more public hearings on the sufficiency of the district's textbooks and other instructional materials. (Education Code 60119)

Note: Education Code 60119 specifies that the hearing must be held within eight weeks of the beginning of the school year. Option 1 is for use by districts without any schools on a multitrack year-round calendar. Option 2 is for use by districts with schools on a multitrack year-round calendar.

OPTION 1: The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

OPTION 2: The hearing shall be held on or before the end of the eighth week from the first day of the school year of any district school that operates on a multitrack year-round calendar that begins its school year in August or September. (Education Code 60119)

Note: The remainder of this policy applies to all districts.

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing, the Superintendent or designee shall post a notice in three public places within the district containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

(cf. 9322 - Agenda/Meeting Materials)

Note: Education Code 60119 requires the Board to adopt a resolution indicating whether or not each student in each school has sufficient standards-aligned textbooks or instructional materials. AB 1246 (Ch. 668, Statutes of 2012) amended Education Code 60119 to provide that the materials may be aligned to either state content standards adopted pursuant to Education Code 60605 or Common Core Standards adopted pursuant to Education Code 60605.8. See the accompanying Exhibit for a sample resolution.

Pursuant to Education Code 60119, the determination of the sufficiency of textbooks or instructional materials for mathematics, science, history-social science, and English/language arts is a condition for receipt of state instructional materials funding. The Board must also make a written determination during the hearing as to the sufficiency of textbooks or instructional materials in foreign language and health courses, as well as science laboratory equipment in science laboratory courses, although the provision of the materials or the equipment in these courses is not a condition for receipt of state instructional materials funding.

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or instructional materials which are aligned to the state content standards adopted pursuant to Education Code 60605 or the Common Core Standards adopted pursuant to Education Code 60605.8 and which are consistent with the content and cycles of the state's curriculum frameworks. Sufficiency of instructional materials shall be determined in each of the following subjects: (Education Code 60119)

1. Mathematics

(cf. 6142.92 - Mathematics Instruction)

Science

(cf. 6142.93 - Science Instruction)

3. History-social science

(cf. 6142.94 - History-Social Science Instruction)

4. English language arts, including the English language development component of an adopted program

(cf. 6142.91 - English/Language Arts Instruction) (cf. 6174 - Education for English Language Learners)

5. Foreign language

(cf. 6142.2 - World/Foreign Language Instruction)

6. Health

(cf. 6142.8 - Comprehensive Health Education)

Note: The following paragraph is for use by districts that maintain any of grades 9-12.

The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does not require that each student have two sets of materials. The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the

class and to take home as all other students in the same class or course in the district and has the ability to use and access them at home. However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

Note: Education Code 1240.3 and 42605 specify that, for the 2008-09 through 2014-15 fiscal years, "sufficiency" means that all students in the district who are enrolled in the same course have "identical" standards-aligned textbooks and instructional materials from the same adoption cycle. However, Education Code 1240.3 does not require districts to purchase all of the instructional materials included in an adoption cycle if the materials that are purchased are made available to all the students for whom they are intended in all of the schools within the district.

For example, fourth-grade students at all district schools must have instructional materials from the same SBE science adoption cycle, though fourth-grade students at different schools could be using materials from different publishers within the same adoption cycle. However, the district may use materials from different adoption cycles for grades K-3 and grades 4-8 since those students are not in the same "course."

The Board shall also make a determination that all students within the district who are enrolled in the same course have "identical" standards-aligned textbooks or instructional materials from the same adoption cycle, as defined in Education Code 1240.3 and 60119. (Education Code 1240.3, 42605)

Note: The following paragraph is **optional**. Education Code 1240.3 authorizes the district, until July 1, 2015, to purchase the newest adopted instructional materials for the neediest schools in the district without incurring a duty to purchase these materials for students in other district schools. This provision will be used by the County Superintendent through fiscal year 2014-15 whenever he/she visits schools ranked in deciles 1-3 of the API to determine the sufficiency of instructional materials pursuant to Education Code 1240.

However, the district may purchase the newest adopted instructional materials for students in district schools ranked in deciles 1-3 of the base Academic Performance Index in any one of the past three school years without necessarily purchasing these materials for use in other district schools. (Education Code 1240.3)

Note: Pursuant to Education Code 60119, if the Board makes a determination that there are insufficient textbooks or instructional materials, the Board must take action to ensure that the materials are provided within two months of the beginning of the school year. The CDE's <u>Instructional Materials FAQ</u> states that, if a district has submitted purchase orders to the publisher to purchase materials to remedy the insufficiency, these materials should be received and made available to students by the end of the second month of the school year. Thus, districts are strongly encouraged to hold the public hearing as early in the school year as possible in order to provide sufficient time to correct any deficiencies.

If the Board determines that there are insufficient textbooks or instructional materials, it shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-

aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

Complaints

Note: Complaints regarding the contents of instructional materials are addressed in BP/AR 1312.2 - Complaints Concerning Instructional Materials. See AR 1312.4 - Williams Uniform Complaint Procedures for language regarding complaints about deficiencies in instructional materials.

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

(cf. 1312.2 - Complaints Concerning Instructional Materials) (cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

220 Prohibition against discrimination

1240 County superintendent, general duties

1240.3 Definition of sufficiency for categorical flexibility

33050-33053 General waiver authority

33126 School accountability report card

35272 Education and athletic materials

42605 Tier 3 categorical flexibility

44805 Enforcement of course of studies; use of textbooks, rules and regulations

49415 Maximum textbook weight

51501 Nondiscriminatory subject matter

60000-60005 Instructional materials, legislative intent

60010 Definitions

60040-60052 Instructional requirements and materials

60060-60062 Requirements for publishers and manufacturers

60070-60076 Prohibited acts (re instructional materials)

60110-60115 Instructional materials on alcohol and drug education

60119 Public hearing on sufficiency of materials

60200-60210 Elementary school materials

60226 Requirements for publishers and manufacturers

60240-60252 State Instructional Materials Fund

60350-60352 Core reading program instructional materials

60400-60411 High school textbooks

60510-60511 Donation for sale of obsolete instructional materials

60605 State content standards

60605.8 Common Core Standards

60605.86-60605.88 Supplemental instructional materials aligned with Common Core Standards

CODE OF REGULATIONS, TITLE 5

9505-9530 Instructional materials

Management Resources:

CSBA PUBLICATIONS

Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance

Teams, Budget Advisory, March 2009

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

01-05 Guidelines for Piloting Textbooks and Instructional Materials, September 2001

Standards for Evaluating Instructional Materials for Social Content, 2000

WEB SITES

CSBA: http://www.csba.org

Association of American Publishers: http://www.publishers.org

California Academic Content Standards Commission, Common Core Standards:

http://www.scoe.net/castandards

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

Policy adopted:

Center USD

Board Policy

Selection And Evaluation Of Instructional Materials

BP 6161.1
Instruction

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants district flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-2009 through 2012-2013 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's diversity, and enhance the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with state and district content standards and the district's curriculum in order to ensure that they effectively support the district's adopted courses of study.

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(cf. 0440 - District Technology Plan)
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(cf. 6000 - Concepts and Roles)

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6161 - Equipment, Books and Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

(cf. 6162.5 - Student Assessment)

(cf. 6163.1 - Library Media Centers)

(cf. 9000 - Role of the Board)

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board.

This process shall involve teachers in a substantial manner and shall also encourage the participation of parents/guardians and community members. (Education Code 60002)

All recommended instructional materials shall be available for public inspection at the district office.

(cf. 5020 - Parent Rights and Responsibilities)

Individuals who participate in the selection or evaluation of instructional materials shall not have a conflict of interest, as defined in administrative regulation, in the materials being reviewed.

(cf. 9270 - Conflict of Interest)

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

(cf. 1312.2 - Complaints Concerning Instructional Materials) (cf. 1312.4 - Williams Uniform Complaint Procedures)

The Board's priority in the selection of instructional materials is to ensure that all students in grades K-12 are provided with instructional materials that are aligned to state content standards in the core curriculum areas of reading/language arts, mathematics, science, and history-social science. Students in grades K-8 shall be provided with instructional materials adopted by the State Board of Education.

The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Public Hearing on Sufficiency of Textbooks or Instructional Materials

The Board shall annually conduct one or more public hearings on the sufficiency of the district's textbooks or instructional materials. (Education Code 60119; 5 CCR 9531)

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing and in three public places within the district, the Superintendent or designee shall post a notice containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

(cf. 9322 - Agenda/Meeting Materials)

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or instructional materials in each of the following subjects which are aligned to the state content standards adopted pursuant to Education Code 60605 and consistent with the content and cycles of the state's curriculum frameworks: (Education Code 60119)

- 1. Mathematics
- 2. Science

- 3. History-social science
- 4. English language arts, including the English language development component of an adopted program

The Board shall also make a written determination as to whether each student enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the state curriculum frameworks. The Board shall determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does not require that each student have two sets of materials. The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district and has the ability to use and access them at home. However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

For the 2008-09 through 2012-13 fiscal years, the Board shall also make a determination that all students within the district who are enrolled in the same course have "identical" standards-aligned textbooks or instructional materials from the same adoption cycle, as defined in Education Code 1240.3, 60119, and 60422. (Education Code 1240.3, 42605)

If the Board determines that there are insufficient textbooks and/or instructional materials, the Board shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks and/or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

Legal Reference:

EDUCATION CODE

1240 County superintendent, general duties

1240.3 Definition of sufficiency for categorical flexibility

33050-33053 General waiver authority

33126 School accountability report card

35272 Education and athletic materials

42605 Tier 3 categorical flexibility

44805 Enforcement of course of studies; use of textbooks, rules and regulations

49415 Maximum textbook weight

51501 Subject matter reflecting on race, color, etc.

60000-60005 Instructional materials, legislative intent

60010 Definitions

60040-60052 Instructional requirements and materials

60060-60062 Requirements for publishers and manufacturers

60070-60076 Prohibited acts (re instructional materials)

60110-60115 Instructional materials on alcohol and drug education

60119 Public hearing on sufficiency of materials

60200-60206 Elementary school materials

60226 Requirements for publishers and manufacturers

60240-60252 State Instructional Materials Fund

60350-60352 Core reading program instructional materials

60400-60411 High school textbooks

60420-60424 Instructional Materials Funding Realignment Program

60510-60511 Donation for sale of obsolete instructional materials

60605 State content standards

CODE OF REGULATIONS, TITLE 5

9505-9535 Instructional materials, especially:

9531-9532 Instructional Materials Funding Realignment Program

Management Resources:

CSBA PUBLICATIONS

Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE

1002.90 Selection of Instructional Materials, CIL: 90/91-02

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Standards for Evaluation of Instructional Materials with Respect to Social Content, rev. 2000 STATE BOARD OF EDUCATION POLICIES

01-05 Guidelines for Piloting Textbooks and Instructional Materials, September 2001

WEB SITES

CSBA: http://www.csba.org

Association of American Publishers: http://www.publishers.org California Department of Education: http://www.cde.ca.gov

Policy

CENTER UNIFIED SCHOOL DISTRICT
Antelope, California

Instruction AR 6161.1(a)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

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

Criteria for Selection and Adoption of Instructional Materials

In recommending textbooks or other instructional materials for adoption by the Governing Board, the Superintendent or designee shall ensure that such materials:

1. Are aligned to any applicable academic content standards adopted by the State Board of Education (SBE) pursuant to Education Code 60605 and/or Common Core Standards adopted pursuant to Education Code 60605.8

(cf. 6011 - Academic Standards)

Note: The following paragraph is for use by districts that offer any of grades K-8. Pursuant to Education Code 60200, the State Board of Education (SBE) is responsible for adopting at least five basic instructional materials for grades K-8 in specified core subjects and any other subject for which the SBE determines that the adoption of instructional materials is necessary or desirable. AB 1246 (Ch. 668, Statutes of 2012) amended Education Code 60200, 60203, 60207, and 60209 to revise the process and timelines used by the state to adopt such materials. Although Education Code 60200.7 prohibits the SBE from adopting instructional materials until the 2015-16 school year, an exception established in Education Code 60207, as amended by AB 1246, authorizes the SBE to adopt K-8 instructional materials in mathematics by March 30, 2014.

Education Code 60210, as added by AB 1246, authorizes the Governing Board to select instructional materials for grades K-8 that have not been approved by the SBE, provided they are aligned with state academic content standards adopted by the SBE pursuant to Education Code 60605 or Common Core Standards adopted pursuant to Education Code 60605.8 and have been reviewed through a process that requires a majority of the participants in the process to be classroom teachers who are assigned to the subject area or grade level for which the materials will be used; also see the accompanying Board policy.

Because state adoptions of instructional materials are postponed, Education Code 60605.86, as added by SB 140 (Ch. 623, Statutes of 2011), and Education Code 60605.87-60605.88, as added by AB 1719 (Ch. 636, Statutes of 2012), require the California Department of Education (CDE) to recommend and the SBE to approve lists of K-8 supplementary instructional materials aligned with the Common Core Standards in English language arts by September 30, 2012, mathematics by July 30, 2013, and English language development by June 30, 2014. See BP 6161.11 - Supplementary Instructional Materials.

For grades K-8, the Superintendent or designee shall select instructional materials from among the list of materials adopted by the SBE and/or other materials that have not been adopted by the SBE but are aligned with the state academic content standards and/or the Common Core Standards. (Education Code 60200, 60210)

(cf. 6161.11 - Supplementary Instructional Materials)

Note: The following optional paragraph is for use by districts offering any of grades 9-12 and may be revised to reflect district practice. One way to ensure that instructional materials in core courses for grades 9-12 are aligned to state standards is through a review of standards maps created by the CDE. A template of the standards map is available on the CDE's web site.

For grades 9-12, the Superintendent or designee shall review instructional materials in history-social science, mathematics, English/language arts, and science using a standards map in order to determine the extent to which the materials are aligned to state academic content standards.

Note: Item #2 below is for use by districts that offer any of grades 9-12.

- 2. For grades 9-12, are provided by publishers that comply with the requirements of Education Code 60040-60052, 60060-60062, and 60226 (Education Code 60400)
- 3. Do not reflect adversely upon persons because of their race or ethnicity, gender, religion, disability, nationality, sexual orientation, occupation, or other characteristic listed in Education Code 220, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)

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

- 4. To the satisfaction of the Board, are accurate, objective, current, and suited to the needs and comprehension of district students at their respective grade levels (Education Code 60045)
- 5. With the exception of literature and trade books, use proper grammar and spelling (Education Code 60045)

Note: Education Code 60048 and 60200 require that the Board not adopt basic instructional materials that provide unnecessary exposure to a commercial brand name, product, or corporate or company logo, unless it makes specific findings that the use has an educational purpose or is incidental to the general nature of an illustration, as provided in item #6 below. The SBE publication <u>Standards for Evaluating Instructional Materials for Social Content</u> details standards for the use of brand names and corporate logos in instructional materials.

- 6. Do not expose students to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)
 - a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by the SBE.
 - b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.

(cf. 1325 - Advertising and Promotion)

7. If the materials are technology-based materials, are both available and comparable to other, equivalent instructional materials (Education Code 60052)

Note: Education Code 60040-60043 require that specific subject matter be included in the district's instructional materials. Education Code 60040 requires that instructional materials include accurate portrayals of the cultural and racial diversity of society as specified. Education Code 60041 requires (1) accurate portrayal of humanity's place in ecological systems and the need to protect the environment and (2) the effects of tobacco, alcohol, and other drug use on the human system. Education Code 60042 requires the Board to adopt materials as it deems necessary to encourage thrift, fire prevention, and the humane treatment of animals and people. Education Code 60043 requires that the Board, when appropriate to the comprehension of students, adopt textbooks for social science, history, or civics classes that contain the Declaration of Independence and the Constitution of the United States. If desired, the district may expand item #8 below to list these specific requirements.

8. Meet the requirements of Education Code 60040-60043 for specific subject content

Note: Items #9-18 below are optional and may be revised to reflect district practice. The district may choose to develop subject-specific criteria as well as general criteria.

9. Support the district's adopted courses of study and curricular goals

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(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6142.2 - World/Foreign Language Instruction)
(cf. 6142.8 - Comprehensive Health Education)
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(cf. 6142.91 - English/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6142.94 - History-Social Science Instruction)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

10. Contribute to a comprehensive, balanced curriculum

- 11. Demonstrate reliable quality of scholarship as evidenced by:
 - a. Accurate, up-to-date, and well-documented information
 - b. Objective presentation of diverse viewpoints
 - c. Clear, concise writing and appropriate vocabulary
 - d. Thorough treatment of subject matter
- 12. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels
- 13. Include materials that stimulate discussion of contemporary issues and improve students' thinking and decision-making skills
- 14. Contribute to the proper articulation of instruction through grade levels
- 15. As appropriate, have corresponding versions available in languages other than English
- 16. Include high-quality teacher's guides
- 17. Meet high standards in terms of the quality, durability, and appearance of paper, binding, text, and graphics

Note: 5 CCR 9517.2 sets the following maximum weight standards for each student textbook: three pounds for grades K-4, four pounds for grades 5-8, and five pounds for grades 9-12. 5 CCR 9517.2 requires publishers submitting textbooks to the SBE that exceed those weight standards to provide lighter weight alternatives, such as split volumes or electronic editions, soft cover editions, or other alternate physical formats. For materials for grades 9-12, publishers must disclose the availability of lighter weight alternatives. Item #18 below includes textbook weight as one of the criteria for Board consideration.

18. When available, include options for lighter weight materials in order to help minimize any injury to students by the combined weight of instructional materials

Conflict of Interest

Note: The following **optional** section is for use by districts that choose to require individuals who will participate in the review process to first complete a disclosure statement which provides an opportunity to disclose any conflict of interest or appearance of conflict of interest.

The following conflict of interest rules are not applicable to "public officials" (including Board members and designated staff) who are subject to the district's conflict of interest code pursuant to the Political

Reform Act. Such persons who are making decisions concerning instructional materials must comply with the more stringent conflict of interest requirements described in BB 9270 - Conflict of Interest.

To ensure integrity and impartiality in the evaluation and selection of instructional materials, any district employee who is participating in the evaluation of instructional materials and not otherwise designated in the district's conflict of interest code shall sign a disclosure statement indicating that he/she:

Note: Education Code 60061 requires publishers to provide instructional materials free of charge within California to the same extent that they provide free materials to other states or school districts; see Price List of Adopted Instructional Materials on the CDE web site. However, Education Code 60071 forbids publishers from offering "valuable thing(s)" to school officials for the purpose of influencing the purchase of instructional materials. The CDE's Instructional Materials FAQ clarifies that, in accordance with the definition of "technology-based materials" in Education Code 60010, districts may accept electronic equipment necessary to make use of technology-based materials provided that such equipment is used by students and teachers as a learning resource, not to replace computers or related equipment in an existing computer lab or to establish a new computer lab.

1. Shall not accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)

Sample copies of instructional materials are excepted from this prohibition. (Education Code 60075)

Note: Items # 2-4 below are optional and should be modified to reflect district practice.

- 2. Is not employed by nor receives compensation from the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it
- 3. Does not have and will not negotiate a contractual relationship with the publisher or supplier of the instructional materials or any person, firm, organization, subsidiary, or controlling entity representing it
- 4. Does not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district

(cf. 9270 - Conflict of Interest)

Center USD

Administrative Regulation

Selection And Evaluation Of Instructional Materials

AR 6161.1 Instruction

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants district flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-2009 through 2012-2013 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

Instructional Materials Funding Realignment Program

The district shall use state funds received under the Instructional Materials Funding Realignment Program to ensure that each student is provided with standards-aligned textbooks or instructional materials, in an electronic or hard-bound format, in the core curriculum areas of reading/language arts, mathematics, science, and history-social science. (Education Code 60422, 60422.3)

Instructional materials for grades K-8 shall be selected from the list of standards-aligned materials adopted by the State Board of Education (SBE). Instructional materials for grades 9-12 shall be adopted by the Governing Board. Standards-aligned materials in each core curriculum area shall be provided to each student at the beginning of the first school term that commences no later than 24 months after those materials are adopted by the SBE or the Board, as applicable. (Education Code 60422)

(cf. 6011 - Academic Standards)

For grades 9-12, the Superintendent or designee shall review instructional materials in history-social science, mathematics, reading/language arts, and science using a standards map in order to determine the extent to which the materials are aligned to the content standards adopted by the SBE.

After the Board has certified that all students have been provided with standards-aligned instructional materials in the core curriculum areas, the district may use any remaining program funds for the purposes specified in Education Code 60242. (Education Code 60119, 60422)

Criteria for Selection and Adoption of Instructional Materials

Instructional materials adopted by the Board shall:

1. For basic instructional materials in grades K-8, be selected from among the list of materials approved by the SBE in accordance with law (Education Code 60200)

(cf. 1431 - Waivers)

- 2. For instructional materials in high schools, be provided by publishers who comply with the requirements of Education Code 60040-60048, 60060-60062, and 60226 (Education Code 60400)
- 3. Not reflect adversely upon persons because of their race, color, creed, national origin, ancestry, sex, disability, or occupation, or contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 60044)
- 4. To the satisfaction of the Board, be accurate, objective, current, and suited to the needs and comprehension of students at their respective grade levels (Education Code 60045)
- 5. With the exception of literature and trade books, use proper grammar and spelling (Education Code 60045)
- 6. Not provide any exposure to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)
- a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by the SBE.
- b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.

(cf. 1325 - Advertising and Promotion)

- 7. If the materials are technology-based materials, be both available and comparable to other, equivalent instructional materials (Education Code 60052)
- 8. Meet the requirements of Education Code 60040-60043 for specific subject content
- 9. Support the district's adopted courses of study and curricular goals

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6143 - Courses of Study)

- 10. Contribute to a comprehensive, balanced curriculum
- 11. Demonstrate reliable quality of scholarship as evidenced by:
 - a. Accurate, up-to-date, and well-documented information
 - b. Objective presentation of diverse viewpoints

- c. Clear, concise writing and appropriate vocabulary
- d. Thorough treatment of subject
- 12. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels
- 13. Include materials that stimulate discussion of contemporary issues and improve students' thinking and decision-making skills
- 14. Contribute to the proper articulation of instruction through grade levels
- 15. As appropriate, have corresponding versions available in languages other than English
- 16. Include high-quality teacher's guides
- 17. Meet high standards in terms of the quality, durability, and appearance of paper, binding, text, and graphics
- 18. When available from the publishers, include options for lighter weight materials in order to help minimize any injury to students by the combined weight of instructional materials

Instructional Materials Evaluation Committee

The Superintendent or designee may establish an instructional materials evaluation committee to evaluate and recommend instructional materials for Board approval. This committee shall substantially be composed of teachers and may also include administrators, other staff who have subject-matter expertise, parents/guardians, community members, and students as appropriate.

(cf. 1220 - Citizen Advisory Committees)

The committee shall review instructional materials using criteria provided above and in law, and shall provide the Board with documentation supporting its recommendations.

Conflict of Interest

To ensure integrity and impartiality in the evaluation and selection of instructional materials, any district employee who is participating in the evaluation of instructional materials and not otherwise designated in the district's conflict of interest code shall not:

1. Accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)

Sample copies of instructional materials are excepted from this prohibition. (Education Code 60075)

(cf. 9270 - Conflict of Interest)

- 2. Be employed by or receive compensation from any person, firm, organization, or any of its subsidiaries or controlling entities submitting instructional materials to the district
- 3. Have or negotiate a contractual relationship with any person, firm, or organization or any of its subsidiaries or controlling entities submitting instructional materials to the district
- 4. Have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district

Instruction E 6161.1(a)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

RESOLUTION ON SUFFICIENCY OF INSTRUCTIONAL MATERIALS

Note: As a condition of receiving instructional materials funding from any state source, Education Code 60119 requires that the Governing Board hold an annual public hearing regarding the sufficiency of textbooks or other instructional materials and determine through a resolution whether each student has sufficient materials; see the accompanying Board policy. "Sufficient textbooks or instructional materials," as defined in Education Code 60119, means that each student in the district, including each English learner, has a standards-aligned textbook or instructional materials, which may include materials in a digital format under specified conditions, to use in class or to take home.

The following sample resolution is based on the 2008 sample resolution developed by the California Department of Education (CDE) but has been updated to reflect new law. This resolution may be used to certify compliance with Education Code 60119.

Whereas, the Governing Board of the (<u>name of school district/county office of education</u>), in order to comply with the requirements of Education Code 60119, held a public hearing on (<u>date</u>), at (<u>time</u>) o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which sufficient textbooks or instructional materials were provided to all students, including English learners, in the (name of school district/county office of education), and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Note: Education Code 1240.3 and 42605 specify that, for the 2008-09 through 2014-15 fiscal years, "sufficiency" means that all students in the district who are enrolled in the same "course" have standards-aligned textbooks and instructional materials from the same adoption cycle; see the accompanying Board policy.

Whereas, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the (<u>name of school district/county office of education</u>), have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

Note: Pursuant to Education Code 60119, as amended by AB 1246 (Ch. 668, Statutes of 2012), a determination as to whether the instructional materials are "standards-aligned" may be based on alignment to either state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 or the Common Core Standards adopted pursuant to Education Code 60605.8.

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 and/or the Common Core Standards adopted pursuant to Education Code 60605.8;

Finding of Sufficient Textbooks or Instructional Materials

Note: The following section is for use when the Board is making a finding that the district has "sufficient" materials. According to the CDE, *Education Code* 60119 requires documentation of sufficiency of textbooks or instructional materials to be presented at the public hearing. Survey forms are available on the CDE's web site which may be used as a self-study and county office validation tool for grades K-12.

Whereas, sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, in the following subjects:

Note: To provide complete information about the basis for the Board's determination of sufficiency, the district may wish to include the names of the textbooks or instructional materials provided to students, as well as the applicable state adoption cycle.

(List adopted textbooks or instructional materials for this subject for vel or school as well as applicable state adoption cycle.)
t adopted textbooks or instructional materials for this subject for each school as well as applicable state adoption cycle.)
science: (List adopted textbooks or instructional materials for this ch grade level or school as well as applicable state adoption cycle.)

	English language arts, including the English language development component of an adopted program: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)
follo	e: Pursuant to Education Code 60119, the Board must also include a written determination for the owing subject areas, although these determinations are not a condition for receipt of state instructional erials funds.
•	Foreign language: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)
•	Health: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)
list	te: The following paragraph is for use by districts that maintain grades 9-12. The Board may provide a of the science laboratory classes offered in grades 9-12 and details on the science laboratory equipment ilable for these classes.

Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

Therefore, it is resolved that for the (<u>year</u>) school year, the (<u>name of school district/county office of education</u>) has provided each student with sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks.

Finding of Insufficient Textbooks or Instructional Materials

Note: The following section is for use when the Board is making a finding of "insufficient" materials. Education Code 60119 requires that the Board's resolution list, for each school for which an insufficiency exists, the percentage of students at each grade level who lack sufficient materials in each of the subject areas listed below. The provision of sufficient foreign language and health materials is not a condition of receipt of instructional materials funds.

Whereas, information provided at the public hearing and to the Board at the public meeting detailed that insufficient standards-aligned textbooks or instructional materials were provided to students in the following subjects and grade levels at district schools: (For each school,

list the percentage of student instructional materials in mathe arts, foreign language, and health	matics, science, hist	ent standards-aligned t ory-social science, Engli	extbooks or ish language
Whereas, sufficient textbooks or listed above due to the follow insufficiency, list the reasons t materials in each subject and grade	ring reasons: (For hat each student de	each school at which pes not have sufficient	there is an
Therefore, it is resolved, that for office of education) has not provimaterials that are consistent with the Be it further resolved, that the folloufficient standards-aligned text consistent with the cycles and counter the beginning of the school year taken to resolve insufficiency. See be used to ensure sufficient instructions.	ided each student with the cycles and content lowing actions will be books or instruction ontent of the curricular in which this determine Education Code 60	h sufficient textbooks or t of the curriculum frames e taken to ensure that all s al materials in all subje- um frameworks within two nination is made. (List a	instructional work, and; students have ects that are to months of actions to be
PASSED AND ADOPTED THIS the following vote:	S day of	, at a	meeting, by
AYES:	NOES:	ABSENT:	
Attest:			
Secretary		President	

Exhibit version:

Center USD

Exhibit

Selection And Evaluation Of Instructional Materials

E 6161.1 Instruction

Resolution on Sufficiency of Textbooks or Instructional Materials

Whereas, the Governing Board of the Center Unified School District, in order to comply with the requirements of Education Code 60119, held a public hearing on (date), at (time) o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Center Unified School District, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook and/or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas between the 2008-09 through the 2012-13 fiscal years, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Center Unified School District, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

Finding of Sufficient Textbooks or Instructional Materials

Whereas, sufficient textbooks or instructional materials were provided to each student, including each English learner, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

* Mathematics: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

Whereas, sufficient textbooks or instructional materials were not provided at each school
Whereas, information provided at the public hearing and to the Board at the public meeting detailed that insufficient textbooks or instructional materials were provided to students in the following subjects and grade levels at district schools: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in mathematics, science, history-social science, English/language arts, foreign language, and health.)
Finding of Insufficient Textbooks or Instructional Materials
Therefore, it is resolved that for the school year, the Center Unified School District, has provided each student with sufficient textbooks or instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.
Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;
Whereas, sufficient textbooks or instructional materials were provided to each studen enrolled in foreign language or health classes, and;
* English/language arts, including the English language development component of an adopted program: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)
* History-social science: (List adopted textbooks or instructional materials for this subjector each grade level or school as well as applicable state adoption cycle.)
* Science: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)

Whereas, sufficient textbooks or instructional materials were not provided at each school listed above due to the following reasons: (For each school at which there is an insufficiency, list the reasons why each student does not have sufficient instructional materials in each subject and grade level listed above.)

Therefore, it is resolved, that for the school year, the Center Unified School District has not provided each student with sufficient textbooks or instructional materials consistent with the cycles and content of the curriculum framework, and;	
Be it further resolved, that the following actions will be taken to ensure that all students have sufficient textbooks or instructional materials in all subjects that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made. (List actions to be taken to resolve insufficiency. See Education Code 60119(a)(2)(B) for other funds that may be used to ensure sufficient instructional materials.)	
PASSED AND ADOPTED THIS day of, at a meeting, by the following vote:	
AYES:	NOES
Attest:	
Secretary	

Instruction BP 6161.11(a)

SUPPLEMENTARY INSTRUCTIONAL MATERIALS

Note: The following optional policy addresses the selection of instructional materials that are used to supplement the basic textbooks and other instructional materials adopted by the Governing Board for use in grades K-8 pursuant to Education Code 60200 or for grades 9-12 pursuant to Education Code 60400. See BP/AR 6161.1 - Selection and Evaluation of Instructional Materials for requirements pertaining to the selection of those basic instructional materials.

The Governing Board encourages the use of supplementary instructional materials to enrich the curriculum and enhance student learning. Such materials shall be aligned with district goals, curriculum objectives, and academic standards and shall supplement and not supplant the use of Board-adopted basic instructional materials that serve as the primary learning resources.

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(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 6011 - Academic Standards)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6163.1 - Library Media Centers)
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Supplementary instructional materials include, but are not limited to, instructional materials that are designed to serve one or more of the following purposes: (Education Code 60010)

- 1. To provide more complete coverage of one or more subjects included in a given course
- 2. To meet the various learning ability levels of students in a given age group or grade level
- 3. To meet the diverse educational needs of students with a language disability in a given age group or grade level
- 4. To meet the diverse educational needs of students reflective of a condition of cultural pluralism
- 5. To use current, relevant technology that further engages interactive learning in the classroom and beyond

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(cf. 6142.91 - English/Language Arts Instruction)
(cf. 6142.92 - Mathematics Instruction)
(cf. 6142.93 - Science Instruction)
(cf. 6142.94 - History-Social Science Instruction)
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Supplementary instructional materials may be selected by the Superintendent or designee, school administrators, or teachers, as applicable, and obtained through donations to the district and/or available funding sources designated for these purposes.

SUPPLEMENTARY INSTRUCTIONAL MATERIALS (continued)

(cf. 1260 - Educational Foundation) (cf. 3290 - Gifts, Grants and Bequests) (cf. 4132/4232/4332 - Publication or Creation of Materials)

Note: In McCarthy v. Fletcher, a California appellate court clarified that the Board may exclude materials from classroom teaching because they are educationally unsuitable and unrelated to the goals specified in Education Code 233.5, but not simply because the materials contain ideas to which Board or community members object.

As appropriate, supplementary instructional materials shall meet the criteria developed for the selection and evaluation of basic instructional materials as described in AR 6161.1 - Selection and Evaluation of Instructional Materials. Supplementary instructional materials shall be directly related to the course of study in which they are being used and shall be appropriate for the age and maturity level of the students.

The use or reproduction of supplementary instructional materials shall be in accordance with federal copyright law.

(cf. 6162.6 - Use of Copyrighted Materials)

Supplementary Materials Aligned with Common Core Standards

Note: The following optional section is for use by districts that maintain any of grades K-8. Pursuant to Education Code 60605.8, the State Board of Education (SBE) has adopted Common Core Standards in English language arts and mathematics; see BP 6011 - Academic Standards. In November 2012, the SBE adopted updated English language development standards for English learners which are aligned to the Common Core Standards. However, the SBE has not yet adopted K-8 textbooks and instructional materials aligned to the Common Core Standards because Education Code 60200.7 suspended state adoptions of instructional materials until the 2015-16 school year. To bridge the gap, Education Code 60605.86, as added by SB 140 (Ch. 623, Statutes of 2011), and Education Code 60605.87-60605.88, as added by AB 1719 (Ch. 636, Statutes of 2012), require the California Department of Education (CDE) to recommend and the SBE to approve lists of supplementary instructional materials aligned with the Common Core Standards in English language arts by September 30, 2012, mathematics by July 30, 2013, and English language development by June 30, 2014. These lists of supplementary materials will be available on the CDE's web site and are informational only; districts are not required to purchase any of the supplementary materials.

To prepare district students to achieve the Common Core Standards in English language arts and mathematics and the English language development standards, as applicable, the Board may select supplementary instructional materials from the lists of materials determined by the State Board of Education (SBE) to be aligned with those standards. (Education Code 60605.86-60605.88)

SUPPLEMENTARY INSTRUCTIONAL MATERIALS (continued)

Note: Pursuant to Education Code 60605.86-60605.88, as added by SB 140 (Ch. 623, Statutes of 2011) and AB 1719 (Ch. 636, Statutes of 2012), the district may select supplementary materials that are not on the SBE-approved lists. Such materials must be reviewed and recommended by content review experts who are selected by the Board, meet specified qualifications, and serve without compensation. The Board must ensure that the selected materials comply with SBE-approved evaluation criteria, which are available on the CDE's web site, and specified legal requirements for instructional materials, including social content review requirements.

The Board may approve supplementary instructional materials that are not on the lists approved by the SBE but which are aligned with the Common Core Standards provided that the materials comply with the evaluation criteria established by the SBE and Education Code 60050, 60060-60062, and 60226. The Board shall select content review experts who possess the qualifications specified in law to review and recommend such supplementary materials. The majority of the content review experts shall be teachers who are credentialed and/or authorized in the subject area they are reviewing and the remainder shall include appropriate persons from postsecondary educational institutions, school and district curriculum administrators, and other persons who are knowledgeable in the subject area. (Education Code 60605.86-60605.88)

Appropriateness of Materials

Note: The following optional section may be revised to reflect district practice, including any district criteria for the appropriateness of supplementary instructional materials and/or circumstances under which materials should be submitted to the principal or other designee for review prior to their use (e.g., when materials relate to controversial issues or are presented in a controversial manner or context, such as when materials contain nudity, sexual content, graphic violence, or extensive profanity). The district is encouraged to consult legal counsel prior to adopting such criteria or processes or when banning films, electronic resources, or other materials solely on the basis of industry ratings.

Whenever a district employee proposes to use a supplementary resource which is not included in the approved learning resources of the district, he/she shall preview the material to determine whether, in his/her professional judgment, it is appropriate for the grade level taught and is consistent with district criteria for the selection of supplementary instructional materials.

The employee shall confer with the Superintendent or designee as necessary to determine the compliance of the material with district criteria. The primary considerations should be the educational value, appropriateness, and relevance of the materials as well as the ages and maturity of the students.

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(cf. 6141.2 - Recognition of Religious Beliefs and Customs)
(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)
(cf. 6144 - Controversial Issues)
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SUPPLEMENTARY INSTRUCTIONAL MATERIALS (continued)

Legal Reference:

EDUCATION CODE

233.5 Duty regarding instruction in morals, manners, and citizenship

18111 Exclusion of books by governing board

51510 Prohibited study or supplemental materials

51511 Religious matters properly included

51933 Sex education materials

60010 Definitions

60050 Social content review of instructional materials

60060-60062 Requirements of publishers

60200.7 Suspension of state instructional materials adoptions

60226 Learner verification of instructional materials

60242 Uses of instructional materials funds

60400 Adoption of high school instructional materials

60605.8 Common Core Standards

60605.86-60605.88 Supplemental instructional materials aligned with Common Core Standards

60811.3 English language development standards

COURT DECISIONS

McCarthy v. Fletcher, (1989) 207 Cal. App. 3d 130

Fowler v. Board of Education of Lincoln County, (1978) 819 F.2d 657

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Standards for Evaluating Instructional Materials for Social Content, 2000

WEB SITES

CSBA: http://www.csba.org

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

Instruction BP 6161.11(a)

SUPPLEMENTARY INSTRUCTIONAL MATERIALS

The Governing Board encourages teachers to use supplementary instructional materials which are relevant to curriculum objectives and compatible with district goals and objectives. By using such materials, teachers can introduce content and instructional strategies that enrich the curriculum, enhance learning, help students make critical judgments, and stimulate their intellectual growth.

Teachers shall carefully preview all supplementary instructional materials in order to ensure that, in their professional judgment, the materials are:

- 1. Directly related to the course of study in which they are being used
- 2. Appropriate for students' ages and maturity levels

Supplementary instructional materials must also be consistent with criteria developed for the selection and evaluation of other instructional materials. If the teacher believes that the materials may be in conflict with district criteria, the teacher shall confer with the principal or designee before using them.

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

When using supplementary materials, teachers shall provide appropriate introductory and follow-up activities. In addition, teachers shall ensure that supplementary materials do not supplant the use of basic texts or teaching activities.

All materials must be used within legal copyright limits.

(cf. 6162.6 - Use of Copyrighted Materials)

Films

When a teacher desires to show a film that has not been approved by the district or county for use in the grade level taught, the teacher shall preview the film to determine whether in his/her professional judgment it is consistent with district criteria for the selection of instructional materials. All films must be appropriate for the curriculum and the student's ages. The teacher shall consult District BP 6162.1 Instructional Services and Resources, for guidance.

If the teacher has any questions about how established district criteria apply to the film, he/she shall confer with the principal or designee before showing the film.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.1 - Family Life/Sex Education)

(cf. 6144 - Controversial Issues)

Legal Reference: (see next page)







SUPPLEMENTARY INSTRUCTIONAL MATERIALS (continued)

Legal Reference:

EDUCATION CODE

233.5 Duty re instruction in morals, manners and citizenship

18111 Exclusion of books by governing board

51510 Prohibited study or supplemental materials

51511 Religious matters properly included

51933 Sex education materials

60010-60028 Definitions, especially

60013 Supplementary instructional materials

McCarthy v. Fletcher, 207 Cal. App. 3d 130, 1989



Policy

adopted: June 19, 1996

Antelope, California

Instruction AR 6173.1(a)

EDUCATION FOR FOSTER YOUTH

Definitions

Foster youth means a child who has been removed from his/her home pursuant to Welfare and Institutions Code 309, is the subject of a petition filed under Welfare and Institutions Code 300 or 602, or has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602. (Education Code 48853.5)

Note: In instances where the rights of the parent/guardian have been limited, the court may appoint an educational representative on a temporary or long-term basis to make educational decisions for the student.

Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 726.

School of origin means the school that the foster youth attended when permanently housed or the school in which he/she was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that the foster youth attended within the preceding 15 months and with which the youth is connected, the district liaison for foster youth shall determine, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, and in the best interests of the foster youth, which school is the school of origin. (Education Code 48853.5)

Note: Education Code 48850 expresses the legislative intent that the "best interests of the child" include educational stability as well as placement in the least restrictive educational program, as provided below.

Best interests means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853)

District Liaison

Note: Pursuant to Education Code 48853.5, districts are required to designate a staff person as an educational liaison for foster youth. This person may be the same individual designated as the liaison for homeless students as required by 42 USC 11432; see AR 6173 - Education for Homeless Children. In addition, Education Code 48853.5 requires that, for districts operating a foster youth services program, the liaison be affiliated with that program. The duties of the liaison are as specified below.

The Superintendent designates the following position as the district's liaison for foster youth: (Education Code 48853.5)

Healthy Start Coordinator 3401 Scotland Drive Antelope, CA 95843 (916) 338-6387

(cf. 6173 - Education for Homeless Children)

The liaison for foster youth shall:

1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853.5)

Note: Education Code 48645.5 requires districts to accept for credit full or partial coursework completed in a public school or nonpublic nonsectarian school or agency in addition to a juvenile court school; see BP 6146.3 - Reciprocity of Academic Credit.

2. Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48645.5, 48853.5)

When a student in foster care is enrolling in a district school, the liaison shall contact the school last attended by the student to obtain, within two business days, all academic and other records. When a foster youth is transferring to a new school, the liaison shall provide the student's records to the new school within two business days of receiving the new school's request. (Education Code 48853.5)

(cf. 5117 - Interdistrict Attendance) (cf. 5125 - Student Records) (cf. 6146.3 - Reciprocity of Academic Credit)

Note: Pursuant to Education Code 48853.5, 48911, and 48915.5, as amended by AB 1909 (Ch. 849, Statutes of 2012), and Education Code 48918.1, as added by AB 1909, the district liaison is required to invite or notify a foster youth's attorney and the appropriate official of the county child welfare agency in certain circumstances when expulsion-related proceedings are pending against the foster youth. For specific situations requiring such invitation or notice, see AR 5144.1 - Suspension and Expulsion/Due Process.

3. When required by law, notify the foster youth's attorney and the representative of the appropriate county child welfare agency when the foster youth is undergoing any expulsion or other disciplinary proceeding, including, for a student with a disability, a manifestation determination prior to a change in the student's placement. (Education Code 48853.5, 48911, 48915.5, 48918.1)

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(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
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Note: Items #4-8 below are optional and should be modified to reflect district practice.

4. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973

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(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education) (cf. 6164.6 - Identification and Education Under Section 504)
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5. As needed, ensure that students in foster care receive appropriate school-based services, such as counseling and health services, supplemental instruction, and after-school services

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(cf. 5141.6 - School Health Services)
(cf. 5148.2 - Before/After School Programs)
(cf. 5149 - At-Risk Students)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6174 - Education for English Language Learners)
(cf. 6177 - Summer School)
(cf. 6179 - Supplemental Instruction)
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6. Develop protocols and procedures for creating awareness for district staff, including principals, school registrars, and attendance clerks, of the requirements for the proper enrollment, placement, and transfer of foster youth

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(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
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7. Collaborate with the county placing agency, social services, probation officers, juvenile court officers, nonprofit organizations, and advocates to help coordinate services for the district's foster youth

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(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5113.1 - Chronic Absence and Truancy)
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8. Monitor the educational progress of foster youth and provide reports to the Superintendent or designee and the Governing Board based on indicators identified in Board policy

Note: The following paragraph is **optional**. Because the district's liaison for foster youth often has additional duties pertaining to other programs, CSBA's policy brief <u>Educating Foster Youth</u>: Best <u>Practices and Board Considerations</u> recommends periodic evaluation of the liaison's caseload to determine whether he/she is able to adequately fulfill his/her duties with respect to foster youth.

The Superintendent or designee shall regularly monitor the caseload of the liaison, as well as his/her additional duties outside of the foster youth program, to determine whether adequate time and resources are available to meet the needs of foster youth in the district.

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(cf. 4115 - Evaluation/Supervision)
(cf. 4315 - Evaluation/Supervision)
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Enrollment

A foster youth placed in a licensed children's institution or foster family home within the district shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency, or in another local educational agency.

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(cf. 6159 - Individualized Education Program)
(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)
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Note: Education Code 48853 requires districts to educate foster youth in the least restrictive environment necessary for their educational achievement. However, pursuant to Education Code 48853, as amended by SB 121 (Ch. 571, Statutes of 2012), a district may be discharged from this obligation when the parent/guardian or other person with the right to make educational decisions for the foster youth unilaterally decides to place the foster youth in another educational program and provides the district a written statement as specified in item #2 below.

- 2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another educational program and submits a written statement to the district indicating that determination and that:
 - a. He/she is aware that the student has a right to attend a regular public school in the least restrictive environment.
 - b. The alternate educational program is a special education program, if applicable.

- c. The decision to unilaterally remove the student from the district school and to place him/her in an alternate education program may not be financed by the district.
- d. Any attempt to seek reimbursement for the alternate education program may be at the expense of the parent/guardian or other person holding the right to make educational decisions for the student.

(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)

Note: Pursuant to Education Code 48853.5, a foster youth may continue his/her education in the school of origin under the circumstances stated below. SB 1568 (Ch. 578, Statutes of 2012) amended Education Code 48853.5 to authorize a former foster youth to continue in the school of origin until high school graduation after the court's jurisdiction is terminated (item c below). Elementary and high school districts should delete any item (b or c) that is not applicable to the grade levels served by the district.

- 3. At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin, as defined above.
 - a. The student may continue in the school of origin for the duration of the court's jurisdiction.
 - b. If the court's jurisdiction over a grade K-8 student is terminated prior to the end of a school year, the student may continue in his/her school of origin for the remainder of the school year.
 - c. If the court's jurisdiction is terminated while the student is in high school, the student may continue in his/her school of origin until he/she graduates.
 - d. If the student is transitioning between school grade levels, he/she shall be allowed to continue in the district of origin in the same attendance area to provide him/her the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interests. (Education Code 48853.5)

Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how this recommendation serves the youth's best interests. (Education Code 48853.5)

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

Note: Pursuant to Education Code 48853.5 and Health and Safety Code 120341, a district is required to immediately enroll any foster youth transferring into the district even when it has not received the foster youth's medical records, including his/her immunization records. However, pursuant to Health and Safety Code 120341, the district must, subsequent to the enrollment, take steps to obtain the foster youth's immunization records or ensure that he/she is properly immunized. See BP/AR 5141.31 - Immunizations.

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the youth would be served by his/her transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth. The foster youth shall be immediately enrolled even if he/she: (Education Code 48853.5)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

2. Does not have clothing normally required by the school, such as school uniforms

(cf. 5132 - Dress and Grooming)

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and medical records, including, but not limited to, immunization records or other documentation

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(cf. 5141.26 - Tuberculosis Testing)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
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Note: Education Code 48853 and 48853.5 specify that, if a dispute arises regarding school placement, the district shall use an existing dispute resolution process available to any district student. The following paragraph should be modified to reflect district practice.

If the foster youth or a person with the right to make educational decisions for the foster youth disagrees with the liaison's enrollment recommendation, he/she may appeal to the Superintendent. The Superintendent shall make a determination within 30 calendar days of

receipt of the appeal. Within 30 calendar days of receipt of the Superintendent's decision, the parent/guardian or foster youth may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

(cf. 9320 - Meetings and Notices)

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

Transportation

Note: Pursuant to Education Code 48853.5, districts may, but are not required to, provide transportation to allow a foster youth to attend a school or school district of origin, unless otherwise required by federal law or pursuant to the individualized education program of a student with a disability. An example of when transportation might be required under federal law is when a foster youth is homeless, pursuant to the McKinney-Vento Homeless Assistance Act (42 USC 11431-11435).

Option 1 is for use by districts that do not provide transportation. Option 2 is for use by districts that choose to provide transportation to foster youth to their school of origin and may be revised to reflect district practice.

OPTION 1: The district shall not be responsible for providing transportation to and from the school of origin.

OPTION 2: Upon request, the district may provide transportation for a foster youth to and from his/her school of origin when the student is residing within the district and the school of origin is within district boundaries.

(cf. 3540 - Transportation) (cf. 3541 - Transportation Routes and Services)

Transfer of Coursework and Applicability of Graduation Requirements

Note: The following section is for use by districts maintaining high schools. Education Code 51225.2 addresses the transferability of coursework completed by foster youth, as provided below. See BP 6146.1 - High School Graduation Requirements.

When a foster youth transfers into a district school, the district shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the foster youth to retake the course. (Education Code 51225.2)

If the foster youth did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the foster youth to retake the portion of the course completed if, in consultation with the holder of educational rights for the foster youth, the district finds that the foster youth is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a foster youth in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

In no event shall the district prevent a foster youth from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

Note: Pursuant to Education Code 51225.3, any foster youth who transfers into the district or between district schools in grades 11-12 is exempted from locally established high school graduation requirements, as provided below. This exemption does not apply to state graduation requirements for course completion or the high school exit examination.

When a foster youth in grade 11 or 12 transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all coursework and other graduation requirements adopted by the Board that are in addition to the statewide coursework requirements specified in Education Code 51225.3 and the high school exit examination, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school while he/she remains in foster care. (Education Code 51225.3, 60851)

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(cf. 6146.1 - High School Graduation Requirements)
(cf. 6162.52 - High School Exit Examination)
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The Superintendent or designee shall notify any student who is granted an exemption and, as appropriate, the person holding the right to make educational decisions for the student, if any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.3)

Grades/Credits

Grades for a student in foster care shall not be lowered if the student is absent from school due to either of the following circumstances: (Education Code 49069.5)

- 1. A decision by a court or placement agency to change the student's placement, in which case the student's grades and credits shall be calculated as of the date he/she left school
- 2. A verified court appearance or related court-ordered activity

(cf. 5121 - Grades/Evaluation of Student Achievement)

Eligibility for Extracurricular Activities

Note: Education Code 48850 provides that, when the residence of a student in foster care changes pursuant to a court order or decision of a child welfare worker, the student shall be immediately deemed to meet all residency requirements for participation in extracurricular activities and interscholastic sports. For additional information about eligibility requirements, see BP 6145 - Extracurricular and Cocurricular Activities.

A foster youth who changes residences pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. 6145 - Extracurricular and Cocurricular Activities) (cf. 6145.2 - Athletic Competition)

Center USD

Administrative Regulation

Education For Foster Youth

AR 6173.1 **Instruction**

Definitions

Foster youth means a child who has been removed from his/her home pursuant to Welfare and Institutions Code 309, is the subject of a petition filed under Welfare and Institutions Code 300 or 602, or has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602. (Education Code 48853.5)

Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 727.

School of origin means the school that the foster youth attended when permanently housed or the school in which he/she was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that the foster youth attended within the preceding 15 months and with which the youth is connected, the district liaison shall, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, determine, in the best interests of the foster youth, which school is the school of origin. (Education Code 48853.5)

Best interests means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853)

District Liaison

The Superintendent designates the following position as the district liaison for foster youth: (Education Code 48853.5)

Healthy Start Coordinator 3401 Scotland Drive Antelope, CA 95843 (916) 338-6387

(cf. 6173 - Education for Homeless Children)

The district's liaison for foster youth shall:

- 1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853.5)
- 2. Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48853.5, 48645.5)

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(cf. 5117 - Interdistrict Attendance)
(cf. 5125 - Student Records)
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(cf. 6146.3 - Reciprocity of Academic Credit)

3. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973

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(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education) (cf. 6164.6 - Identification and Education Under Section 504)
```

4. Ensure that students in foster care receive appropriate school-based services, such as supplemental instruction, counseling, or after-school services

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(cf. 5141.6 - School Health Services)
(cf. 5148.2 - Before/After School Programs)
(cf. 5149 - At-Risk Students)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6174 - Education for English Language Learners)
(cf. 6177 - Summer School)
(cf. 6179 - Supplemental Instruction)
```

5. Develop protocols and procedures so that district staff, including principals, school registrars, and attendance clerks, are aware of the requirements for the proper enrollment, placement, and transfer of foster youth

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(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
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6. Collaborate with the county placing agency, social services, probation officers, juvenile court officers, nonprofit organizations, and advocates to help coordinate services for the district's foster youth

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(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5113.1 - Chronic Absence and Truancy)
(cf. 5149 - At-Risk Students)
```

7. Monitor the educational progress of foster youth and provide reports to the Superintendent or designee and the Governing Board based on indicators identified in Board

policy

The Superintendent or designee shall regularly monitor the caseload of the district liaison, as well as his/her additional duties outside of the foster youth program, to determine whether adequate time and resources are available to meet the needs of foster youth in the district.

(cf. 4115 - Evaluation/Supervision) (cf. 4315 - Evaluation/Supervision)

Enrollment

A foster youth placed in a licensed children's institution or foster family home within the district shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency or in another local educational agency.

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(cf. 6159 - Individualized Education Program)
(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)
```

2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another educational program.

(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)

- 3. At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin, as defined above
- a. The student may continue in the school of origin for the duration of the court's jurisdiction or, if the court's jurisdiction is terminated prior to the end of a school year, then for remainder of the school year.
- b. To provide the student the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts, a student who is transitioning between school grade levels shall be allowed to continue in the district of origin in the same attendance area. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The district liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interests. (Education Code 48853.5)

Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational

decisions for the youth with a written explanation of the basis for the recommendation and how this recommendation serves the youth's best interests. (Education Code 48853.5)

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the youth would be served by his/her transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth. The youth shall be immediately enrolled even if he/she has outstanding fees, fines, textbooks, or other items or monies due to the school last attended or is unable to produce records, such as academic or medical records, proof of residency, or clothing normally required for enrollment. (Education Code 48853.5)

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(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
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(cf. 5132 - Dress and Grooming)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

Within two business days of a request for enrollment, the liaison shall contact the school last attended by the student to obtain all academic and other records. Upon receiving a request from a new school, the liaison shall provide all records within two business days of receiving the request. (Education Code 48853.5)

If a person with the right to make educational decisions for a foster youth or the foster youth disagrees with the liaison's enrollment recommendation, he/she may appeal to the Superintendent. The Superintendent shall make a determination within 30 days of receipt of the appeal. Within 30 days of receipt of the Superintendent's decision, the parent/guardian or foster youth may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

Transportation

Upon request, the district may provide transportation for a foster youth to and from his/her school of origin when the student is residing within the district and the school of origin is within district boundaries.

Applicability of Graduation Requirements

When a foster youth in grade 11 or 12 transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all coursework and other graduation requirements adopted by the Board that are in addition to the statewide coursework requirements specified in Education Code 51225.3 and the high school exit examination, unless the district makes a finding that the student is reasonably able

to complete the additional requirements in time to graduate from high school while he/she remains in foster care. (Education Code 51225.3, 60851)

The Superintendent or designee shall notify any student who is granted an exemption and, as appropriate, the person holding the right to make educational decisions for the student if any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.3)

(cf. 6146.1 - High School Graduation Requirements) (cf. 6162.52 - High School Exit Examination)

Grades/Credits

Grades for a student in foster care shall not be lowered if the student is absent from school due to either of the following circumstances: (Education Code 49069.5)

- 1. A decision by a court or placement agency to change the student's placement, in which case the student's grades and credits shall be calculated as of the date he/she left school
- 2. A verified court appearance or related court-ordered activity

(cf. 5121 - Grades/Evaluation of Student Achievement)

Eligibility for Extracurricular Activities

A foster youth who changes residences pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. 6145 - Extracurricular and Cocurricular Activities) (cf. 6145.2 - Athletic Competition)

Instruction BP 6174(a)

EDUCATION FOR ENGLISH LANGUAGE LEARNERS

Note: Proposition 227 (Education Code 300-340), which was enacted in June 1998, requires that English learners be educated through a program of "sheltered English immersion," as defined in law and the accompanying administrative regulation, with the goal that students learn English as rapidly and effectively as possible. In McLaughlin v. State Board of Education, the court held that the State Board of Education (SBE) may not grant districts waivers related to Education Code 300-340 pursuant to its waiver authority in Education Code 33050.

During the Federal Program Monitoring (FPM) process, California Department of Education (CDE) staff will expect to see evidence that the district has complied with major program requirements. See the CDE web site for FPM compliance monitoring instruments.

The Governing Board intends to provide English learners with challenging curriculum and instruction that develop proficiency in English as rapidly and effectively as possible while facilitating student achievement in the district's regular course of study.

Note: Pursuant to Education Code 60811, the SBE has adopted state academic content standards for English language development for students whose primary language is a language other than English. In November 2012, the SBE approved English language development standards that have been updated to align with the state's Common Core Standards for English language arts as required by Education Code 60811.3, as added by AB 124 (Ch. 605, Statutes of 2012). The standards describe what students should know and be able to do in the early stages of and at exit from each of three proficiency levels: emerging, expanding, and bridging.

The SBE has been unable to adopt K-8 textbooks and instructional materials aligned to the Common Core Standards because Education Code 60200.7 suspended state adoptions of instructional materials until the 2015-16 school year. To bridge the gap, Education Code 60605.87, as added by AB 1719 (Ch. 636, Statutes of 2012), requires the CDE to recommend and the SBE to approve, by June 30, 2014, a list of supplementary instructional materials aligned with the updated English language development standards. This list of supplementary materials will be available on the CDE's web site and is informational only; see BP 6161.11 - Supplementary Instructional Materials.

English learners shall be provided English language development instruction targeted to their English proficiency level and aligned with state content standards. The district's program shall be based on sound instructional theory and adequately supported in order to assist students in accessing the full educational program.

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(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6171 - Title I Programs)
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Note: Education Code 44253.1-44253.11, related Title 5 regulations, and Commission on Teacher Credentialing (CTC) leaflet CL-622, <u>Serving English Learners</u>, describe requirements pertaining to the qualifications of teachers of English learners. A teacher who is assigned to provide English language development, specially designed academic instruction in English, and/or primary language instruction to English learners must hold an appropriate authorization from the CTC; see AR 4112.22 - Staff Teaching English Language Learners.

The Superintendent or designee shall ensure that all staff employed to teach English learners possess the appropriate authorization from the Commission on Teacher Credentialing.

(cf. 4112.22 - Staff Teaching English Language Learners)

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

The Superintendent or designee shall encourage parent and community involvement in the development, implementation, and evaluation of English language development programs. In addition, to support students' English language development, the Superintendent or designee may provide an adult literacy training program for parents/guardians and community members that leads to English fluency.

(cf. 0420 - School Plans/Site Councils) (cf. 1220 - Citizen Advisory Committees) (cf. 6020 - Parent Involvement)

Identification and Assessment

Note: Pursuant to 5 CCR 11511, the district must initially administer the California English Language Development Test (CELDT) to any student whose native language is not English and who has not been previously identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test. Once identified as an English learner, the student must continue to be assessed on an annual basis until reclassified based on the CELDT, teacher evaluation, parental opinion and consultation, and performance on a statewide assessment of basic skills. See the accompanying administrative regulation for further information about test administration and identification and reclassification criteria.

The Superintendent or designee shall maintain procedures which provide for the accurate identification of English learners and an assessment of their proficiency and needs in the areas of listening, speaking, reading, and writing in English.

Once identified as an English learner, a student shall be annually assessed for language proficiency until he/she is reclassified based on criteria specified in administrative regulation.

Placement of English Learners

Note: Education Code 305-306 require that English learners be initially placed in a "sheltered English immersion" or "structured English immersion" classroom, as defined in law and the accompanying administrative regulation. Students will be placed in an English language mainstream classroom when they have acquired a reasonable level of English proficiency or when the student's parent/guardian so requests.

Students who are English learners shall be educated through "sheltered English immersion" or "structured English immersion," as defined in law and administrative regulation, during a temporary transition period not normally intended to exceed one year. Nearly all of the classroom instruction in the district's structured English immersion program shall be in English, but with the curriculum and presentation designed for students who are learning the language. (Education Code 305-306)

Note: The Education Code does not define the term "nearly all" for purposes of ensuring that nearly all instruction is provided in English pursuant to Education Code 306, and the SBE has declared that it is the responsibility of districts to determine the appropriate ratio of English and native language instruction. The district could establish a minimum percentage of classroom instructional time to be conducted in English or specify the types of courses to be conducted in English and the courses (e.g., science, algebra) to be taught in the student's primary language. "Nearly all" could be cautiously defined as to provide that all classroom instruction be conducted in English except for clarification, explanation, and support as needed. The following paragraph should be completed with the district's definition of "nearly all."

For purposes of determining the amount of instruction conducted in English in the structured English immersion classroom, "nearly all" shall be defined as follows:

All classroom instruction be conducted in English except for clarifications, explanations, and support as needed.

Note: Pursuant to Education Code 305-306 and 5 CCR 11301, when a student has acquired a reasonable level of English proficiency, as measured by state or local assessment instruments, he/she shall be removed from the structured English immersion classroom and placed in an English mainstream classroom in which the language of instruction is overwhelmingly in English. The term "overwhelmingly" is not defined in the Education Code nor in the state regulations.

The definition of "reasonable level of proficiency" is one that must be made at the local level. The following paragraph should be revised to specify the types of assessment instruments and scores and/or other local tools (e.g., student portfolios or grades) which will be used to determine whether a student has achieved a reasonable level of English proficiency for purposes of qualifying for transfer to an English mainstream classroom. The district should fill in the blanks below with its definition of "reasonable level of proficiency."

When an English learner has acquired a reasonable level of English proficiency as measured by any of the state-designated assessments approved by the California Department of Education, any district assessments, and/or other criteria adopted by the Board, he/she shall be transferred from a structured English immersion classroom to an English language mainstream classroom in which the instruction is overwhelmingly in English. (Education Code 305-306; 5 CCR 11301)

An English learner has acquired a "reasonable level of English proficiency" when he/she has achieved the following:

- -Below Basic or above on C.E.L.D.T.
- -Alevel or Intermediate or above on the C.E.L.D.T.
- -Below Basic or above on the District Writing Assessment:

Note: 5 CCR 11301 allows a parent/guardian to have his/her child moved into an English language mainstream classroom at any time during the school year. According to the CDE, the parent/guardian only needs to request this placement; he/she does not need to go through the waiver process described below in the section entitled "Parental Exception Waivers."

Education Code 320 grants parents/guardians legal standing to sue Board members, teachers, or administrators if their child has been "willfully and repeatedly" denied the option of an English language curriculum. The constitutionality of this section was upheld by the Ninth Circuit Court of Appeals in California Teachers Association v. the State Board of Education. Therefore, districts should ensure that requests from parents/guardians to place their child in an English language mainstream classroom are granted immediately.

At any time during the school year, the parent/guardian of an English learner may have his/her child moved into an English language mainstream program. (5 CCR 11301)

Parental Exception Waivers

Note: Pursuant to Education Code 310-311, the district may, in three narrowly defined circumstances, grant parental exception waivers from the requirements of Education Code 305 regarding placement in the structured English immersion program and instead be taught through bilingual education or other permitted methodologies. For detailed procedures, see the accompanying administrative regulation.

When allowed by law, the parent/guardian of an English learner may submit a request that his/her child be exempted from placement in a structured English immersion program and instead be placed in a class where he/she is taught English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. (Education Code 310-311)

Each waiver request shall be considered on its individual merits with deference given to parental preference for student placement.

Note: 5 CCR 11309 mandates that the district's procedure contain the following paragraph. Pursuant to 5 CCR 11309, the district is required to grant all parental exception waiver requests, unless the principal and educational staff have determined that an alternative program offered at the school would not be better suited for the overall educational development of the student; see the accompanying administrative regulation. Therefore, the burden is on the district staff to show why a waiver request should not be granted.

In 83 Ops.Cal.Atty.Gen. 40 (2000), the Attorney General opined that a district may not deny a parent/guardian request for a waiver on the sole ground that the district has no alternative program.

A waiver request shall be granted in accordance with law unless the principal and educational staff have determined that an alternative program would not be better suited to the student's overall educational development. (5 CCR 11309)

Note: The following appeal process is optional.

If the Superintendent or designee denies the waiver request, he/she shall provide a written justification to the parent/guardian describing the reasons for the denial. A parent/guardian may appeal the decision in writing to the Board. The Board may consider the matter at its next regular Board meeting. The Board may decide not to hear the appeal, in which case the Superintendent's decision shall be final. If the Board hears the appeal, the Superintendent shall send the Board's decision to the parent/guardian within seven working days.

Note: Pursuant to 5 CCR 11310, any parent/guardian who applies for a waiver may request that the SBE review the district's guidelines or procedures. The SBE shall review the guidelines only to make a determination as to whether the guidelines comply with 5 CCR 11309. In addition, the SBE may request that the Board submit the guidelines for review.

Program Evaluation

Note: The following section may be revised to reflect indicators agreed upon by the Board and Superintendent or designee for measuring the effectiveness of the district's educational program for English learners.

Education Code 313.1, as added by AB 2193 (Ch. 427, Statutes of 2012), defines "long-term English learner" and "English learner at risk of becoming a long-term English learner"; see definitions in the accompanying administrative regulation. Pursuant to Education Code 313.2, as added by AB 2193, the CDE is required to annually determine the number of students in each district and school who are, or at risk of becoming, long-term English learners and to report that information to districts and schools.

To evaluate the effectiveness of the district's educational program for English learners, the Superintendent or designee shall report to the Board, at least annually, regarding the progress of English learners towards proficiency in English, the number and percentage of English learners reclassified as fluent English proficient, the number and percentage of English learners who are or are at risk of being classified as long-term English learners, the achievement of English learners on standards-based tests in core curricular areas, and a comparison of current data with data from at least the previous year. The Superintendent or designee also shall provide the Board with regular reports from any district or schoolwide English learner advisory committees.

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

300-340 English language education

430-446 English Learner and Immigrant Pupil Federal Conformity Act

33050 State Board of Education waiver authority

44253.1-44253.11 Qualifications for teaching English learners

48985 Notices to parents in language other than English

51101-51101.1 Rights of parents

52130-52135 Impacted Languages Act of 1984

52160-52178 Bilingual Bicultural Act

52180-52186 Bilingual teacher training assistance program

54000-54028 Programs for disadvantaged children

60200.7 Suspension of state instructional materials adoptions

60605.87 Supplemental instructional materials, English language development

60810-60812 Assessment of language development

62005.5 Continuation of advisory committee after program sunsets

CODE OF REGULATIONS, TITLE 5

11300-11316 English learner education

11510-11517 California English Language Development Test

UNITED STATES CODE, TITLE 20

1701-1705 Equal Educational Opportunities Act

6312 Local education agency plans

6801-6871 Title III, Language instruction for limited English proficient and immigrant students

7012 Parental notification

COURT DECISIONS

Valeria G. v. Wilson, (2002) 307 F.3d 1036

California Teachers Association v. State Board of Education et al., (9th Circuit, 2001) 271 F.3d 1141

McLaughlin v. State Board of Education, (1999) 75 Cal. App. 4th 196

Teresa P. et al v. Berkeley Unified School District et al, (1989) 724 F.Supp. 698

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 40 (2000)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California English Language Development Test (CELDT): 2012-13 CELDT Information Guide, 2012 English Language Development Standards for California Public Schools: Kindergarten Through Grade Twelve, 2012

Matrix of Test Variations, Accommodations, and Modifications for Administration of California Statewide Assessments

U.S. DEPARTMENT OF EDUCATION NONREGULATORY GUIDANCE

Assessment and Accountability for Recently Arrived and Former Limited English Proficient (LEP)
Students, May 2007

WEB SITES

California Department of Education: http://www.cde.ca.gov/sp/el

U.S. Department of Education: http://www.ed.gov

Policy adopted:

support in primary language, as needed.

When an English language learner has acquired a reasonable level of English proficiency as measured by any of the state-designated assessments approved by the California Department of Education or any locally developed assessments and using other criteria developed by the district, he/she shall be transferred from a structured English immersion classroom to an English language mainstream classroom in which the instruction is "overwhelmingly" in English. (Education Code 305; 5 CCR 11301)

An English language learner has acquired a "reasonable level of English proficiency" when he/she has achieved the following:

- Below Basic or above on California Standards Test
- A level of Intermediate or above on the C.E.L.D.T.
- Below Basic or above on the District Writing Assessment

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(cf. 6011 - Academic Standards)
(cf. 6162.5 - Student Assessment)
(cf. 6171 - Title I Programs)
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Upon the request of his/her parent/guardian, a student shall be placed in an English language mainstream classroom. (5 CCR 11301)

Parental Exception Waivers

At any time during the school year, the parent/guardian of an English language learner may have his/her child moved into an English language mainstream program.

Parent/guardian requests for waivers from Education Code 305 regarding placement in a sheltered English immersion program shall be granted in accordance with law and administrative regulation.

Legal Reference:

EDUCATION CODE

300-340 English language education for immigrant children

430-446 English Learner and Immigrant Pupil Federal Conformity Act

33308.5 CDE guidelines not binding

44253.5-44253.10 Certification for bilingual-cross-cultural competence

48985 Notices to parents in language other than English

51101 Rights of parents to information

51101.1 Rights for parents of English learners

52130-52135 Impacted languages act of 1984

52160-52178 Bilingual Bicultural Act

52180-52186 Bilingual teacher training assistance program

54000-54028 Programs for disadvantaged children

60810-60812 Assessment of language development

62001-62005.5 Evaluation and sunsetting of programs

CODE OF REGULATIONS, TITLE 5

4320 Determination of funding to support program to overcome the linguistic difficulties of English learners

11300-11316 English Language Learner Education

11510-11517 California English Language Development Test

UNITED STATES CODE, TITLE 20

1701-1705 Equal Educational Opportunities Act

6312 Local education agency plans

6801-6871 Title III, Language instruction for limited English proficient and immigrant students

COURT DECISIONS

Valeria G. v. Wilson, (9th Circuit) 2002 U.S. App. Lexis 20956

California Teachers Association et al. v. State Board of Education et al., (9th Circuit, 2001) 271 F.3d 1141

McLaughlin v. State Board of Education, (1999) 75 Cal. App. 4th 196

Teresa P. et al v. Berkeley Unified School District et al, (1989) 724 F.Supp. 698

Casteneda v. Pickard, (5th Cir. 1981) 648 F.2d 989

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 40 (2000)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Guidelines for Reclassification of English Learners, September 2002

Accommodations for the California English Language Development Test, Revised 8/13/01

WEB SITES

CDE: http://www.cde.ca.gov CSBA: http://www.csba.org Instruction AR 6174(a)

EDUCATION FOR ENGLISH LANGUAGE LEARNERS

Definitions

English learner, also known as a limited English proficient student, 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)

Note: Education Code 313.1, as added by AB 2193 (Ch. 427, Statutes of 2012), establishes the following definitions of "long-term English learner" and "English learner at risk of becoming a long-term English learner." Pursuant to Education Code 313.2, as added by AB 2193, the California Department of Education (CDE) is required to annually determine the number of students in each district and school who are, or at risk of becoming, long-term English learners and to report that information to districts and schools; see the accompanying Board policy.

Long-term English learner means an English learner who is enrolled in grades 6-12, has been enrolled in schools in the United States for more than six years, has remained at the same English language proficiency level for two or more consecutive years as determined by the California English Language Development Test (CELDT) or any successor test, and scores far below basic or below basic on the English language arts test of the California Standards Tests or any successor test. (Education Code 313.1)

English learner at risk of becoming a long-term English learner means an English learner who is enrolled in grades 5-11 in the United States for four years, scores at the intermediate level or below on the CELDT or any successor test, and scores in the fourth year at the below basic or far below basic level on the English language arts test of the California Standards Tests or any successor test. (Education Code 313.1)

English language classroom means a classroom in which the language of instruction used by the teaching personnel is overwhelmingly the English language, and in which such teaching personnel possess a good knowledge of the English language. (Education Code 306)

English language mainstream classroom means a classroom in which the students either are native English language speakers or already have acquired reasonable fluency in English. (Education Code 306)

Sheltered English immersion or structured English immersion means an English language acquisition process in which nearly all classroom instruction is in English but with the curriculum and presentation designed for students who are learning the language. (Education Code 306)

Bilingual education/native language instruction means a language acquisition process for students in which much or all instruction, textbooks, and teaching materials are in the student's native language. (Education Code 306)

Identification and Assessment

Note: 5 CCR 11307 and 11511 require the district to administer a home language survey to all enrolled students and, for students who are determined by the home survey to have a primary language other than English, to follow up with administration of the California English Language Development Test (CELDT) as provided in the following paragraphs. According to the CDE's 2012-13 CELDT Information Guide, these requirements also apply to students in a transitional kindergarten program, who are expected to have the same level of services as kindergarten students; see BP 6170.1 - Transitional Kindergarten.

Upon enrollment in the district, each student's primary language shall be determined through use of a home language survey. (5 CCR 11307)

Any student who is identified as having a primary language other than English as determined by the home language survey, and who has not been previously identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test, shall be assessed for English proficiency using the CELDT. The test shall be administered between 60 calendar days before the date of first enrollment in a district school and 30 calendar days after the date of first enrollment, but not before July 1 of that school year. (5 CCR 11511)

The CELDT shall be administered in accordance with 5 CCR 11511-11516.7.

Note: 5 CCR 11516-11516.6 specify allowable variations and accommodations in CELDT administration. These variations and accommodations are generally the same as those allowed for the Standardized Testing and Reporting Program; see AR 6162.51 - Standardized Testing and Reporting Program. A matrix of allowable accommodations is available on the CDE's web site.

Variations and accommodations in test administration may be provided pursuant to 5 CCR 11516-11516.7. Any student with a disability shall be allowed to take the CELDT with those accommodations for testing that the student has regularly used during instruction and classroom assessment as delineated in the student's individualized education program (IEP) or Section 504 plan that are appropriate and necessary to address the student's individual needs. If he/she is unable to participate in the assessment or a portion of the assessment with such accommodations, he/she shall be administered an alternate assessment for English language proficiency as set forth in his/her IEP. (5 CCR 11516-11516.7)

⁽cf. 6152.51 - Standardized Testing and Reporting Program)

⁽cf. 6159 - Individualized Education Program)

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

Parental Notifications

Note: The following section specifies notifications that must be sent to parents/guardians regarding assessment results and available programs for English learners. The district may choose to combine these notifications with notifications required for parental exception waivers, as detailed in the section "Parental Exception Waivers" below. The CDE has developed sample notification letters, available on its web site in multiple translations, to notify parents/guardians of the initial identification of the student as an English learner or as initially fluent English proficient and to notify them of the results of the annual assessment.

Pursuant to Education Code 48985, when 15 percent or more of students enrolled in a school speak a single primary language other than English, all notices and reports sent to their parents/guardians must be written in English and in the primary language and may be answered by the parent/guardian in either language.

As provided in the following paragraph, 5 CCR 11511.5 requires the district to notify parents/guardians of their child's CELDT results within 30 calendar days following receipt of the results from the test contractor. According to the CDE's 2012-13 CELDT Information Guide, individual student performance results are received approximately eight weeks after the completed tests are sent to the test contractor for scoring.

The district shall notify parents/guardians of their child's results on the CELDT within 30 calendar days following receipt of the results from the test contractor. (5 CCR 11511.5)

(cf. 5145.6 - Parental Notifications)

At the beginning of each school year, parents/guardians shall be informed of the placement of their child in a structured English immersion program and shall be notified of an opportunity to apply for a parental exception waiver. (Education Code 310; 5 CCR 11309)

Note: The remainder of this section is for use by districts that receive federal Title III funds. Pursuant to Education Code 440 and 20 USC 7012, districts receiving federal Title III funds must notify parents/guardians of their child's assessment of English proficiency, as specified below.

Not later than 30 calendar days after the beginning of the school year, each parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title III funds shall receive notification of the assessment of his/her child's English proficiency. The notice shall include all of the following: (Education Code 440; 20 USC 7012)

- 1. The reason for the student's classification as an English learner
- 2. The level of English proficiency
- 3. A description of the program for English language development instruction, including a description of all of the following:
 - a. The manner in which the program will meet the educational strengths and needs of the student

- b. The manner in which the program will help the student develop his/her English proficiency and meet age-appropriate academic standards
- c. The specific exit requirements for the program, the expected rate of transition from the program into classrooms not tailored for English learners, and the expected rate of graduation from secondary school if applicable
- d. Where the student has been identified for special education, the manner in which the program meets the requirements of the student's IEP
- 4. Information regarding a parent/guardian's option to decline to allow the student to be enrolled in the program or to choose to allow the student to be enrolled in an alternative program
- 5. Information designed to assist a parent/guardian in selecting among available programs, if more than one program is offered

Parental Exception Waivers

Note: Pursuant to Education Code 311, parents/guardians may request a waiver of their child's placement in a structured English immersion program under the circumstances described below. See the accompanying Exhibit for a sample form that may be used to obtain and process the parent/guardian's waiver request.

A parent/guardian may, by personally visiting the school, request that the district waive the requirements pertaining to the placement of his/her child in a structured English immersion program if one of the following circumstances exists: (Education Code 310-311)

- 1. The student already possesses good English language skills, as measured by standardized tests of English vocabulary comprehension, reading, and writing, in which the student scores at or above the state average for his/her grade level or at or above the fifth-grade average, whichever is lower.
- 2. The student is age 10 years or older, and it is the informed belief of the principal and educational staff that an alternate course of study would be better suited to the student's rapid acquisition of basic English skills.

Note: Education Code 311 provides that a waiver may be granted when the student has such special physical, emotional, psychological, or educational needs that an alternate course of study would be better suited to the student's overall educational development, as provided in item #3 below. The State Board of Education (SBE) has declared that the definition of "special needs" is broader than special education, or any other specific medical condition, in that expert documentation justifying the waiver need not be presented by the parent/guardian. Rather, the determination as to whether a child has "special needs" should be based on the parent/guardian's opinion that an alternative program is better for his/her child. According to the CDE, for a special education student, the IEP determines placement of that student, and therefore a waiver pursuant to this section is not required.

3. The student already has been placed, for a period of not less than 30 calendar days during that school year, in an English language classroom and it is subsequently the informed belief of the principal and educational staff that the student has special physical, emotional, psychological, or educational needs and that an alternate course of educational study would be better suited to the student's overall educational development.

Note: 5 CCR 11309 mandates that districts establish procedures for granting parental exception waivers that contain the following two paragraphs. Pursuant to Education Code 311, waivers granted pursuant to item #3 above are subject to approval by the Superintendent under guidelines adopted by the Governing Board and ultimately subject to SBE guidelines.

Upon request for a waiver, the Superintendent or designee shall provide parents/guardians with a full written description and, upon request, a spoken description of the intent and content of the structured English immersion program, any alternative courses of study, all educational opportunities offered by the district and available to the student, and the educational materials to be used in the different educational program choices. For a request for waiver pursuant to item #3 above, the Superintendent or designee shall notify the parent/guardian that the student must be placed for a period of not less than 30 calendar days in an English language classroom and that the waiver must be approved by the Superintendent pursuant to any guidelines established by the Governing Board. (Education Code 310, 311; 5 CCR 11309)

The principal and educational staff may recommend a waiver to a parent/guardian pursuant to item #2 or #3 above. Parents/guardians shall be informed in writing of any recommendation for an alternative program made by the principal and staff and shall be given notice of their right to refuse to accept the recommendation. The notice shall include a full description of the recommended alternative program and the educational materials to be used for the alternative program as well as a description of all other programs available to the student. If the parent/guardian elects to request the alternative program recommended by the principal and educational staff, the parent/guardian shall comply with district procedures and requirements otherwise applicable to a parental exception waiver, including Education Code 310. (Education Code 311; 5 CCR 11309)

Note: If standardized tests are not available to measure a student's English language skills and for waivers pursuant to item #1 above, 5 CCR 11309 provides that the district may use equivalent measures as determined by the Board. The following optional paragraph should be revised to reflect district practice.

When evaluating waiver requests pursuant to item #1 above and other waiver requests for those students for whom standardized assessment data are not available, other equivalent assessment measures may be used. These equivalent measures may include district standards and assessment and teacher evaluations of such students.

Parental exception waivers pursuant to item #2 above shall be granted if it is the informed belief of the principal and educational staff that an alternate course of educational study would be better suited to the student's rapid acquisition of basic English language skills. (Education Code 311)

Parental exception waivers pursuant to item #3 above shall be granted by the Superintendent if it is the informed belief of the principal and educational staff that, due to the student's special physical, emotional, psychological, or educational needs, an alternate course of educational study would be better suited to the student's overall educational development. (Education Code 311)

All parental exception waivers shall be acted upon within 20 instructional days of submission to the principal. However, parental waiver requests pursuant to item #3 above shall not be acted upon during the 30-day placement in an English language classroom. Such waivers shall be acted upon no later than 10 calendar days after the expiration of that 30-day English language classroom placement or within 20 instructional days of submission of the waiver to the principal, whichever is later. (5 CCR 11309)

Note: Education Code 310 provides that when 20 or more students in the same grade level at the same school receive a waiver, the school is required to offer an alternative class; otherwise it must allow the students to transfer to a public school in which such a class is offered. Districts that have questions about the requirement to offer a program should consult legal counsel as necessary.

Any individual school in which 20 students or more of a given grade level receive a waiver shall offer an alternative class where the students are taught English and other subjects through bilingual education techniques or other generally recognized educational methodologies permitted by law. Otherwise, the students shall be allowed to transfer to a public school in which such a class is offered. (Education Code 310)

In cases where a parental exception waiver pursuant to item #2 or #3 above is denied, the parent/guardian shall be informed in writing of the reason(s) for the denial and advised that he/she may appeal the decision to the Board if the Board authorizes such an appeal, or to the court. (5 CCR 11309)

Waiver requests shall be renewed annually by the parent/guardian. (Education Code 310)

Reclassification/Redesignation

Note: The following section reflects procedures established by law and state regulations for the reclassification of English learners to fluent English proficient. Education Code 313.5, as added by SB 1108 (Ch. 434, Statutes of 2012), requires the CDE to review the criteria, policies, and practices of a sampling of school districts and to recommend to the Legislature and the SBE, by January 1, 2014 and again by January 1, 2017, any guidelines or regulatory or statutory changes needed to identify when English learners are prepared for the successful transition to classrooms and curricula that require English proficiency.

The district shall continue to provide additional and appropriate educational services to English learners for the purposes of overcoming language barriers until they: (5 CCR 11302)

- 1. Demonstrate English language proficiency comparable to that of the district's average native English language speakers
- 2. Recoup any academic deficits which may have been incurred in other areas of the core curriculum as a result of language barriers

English learners shall be reclassified as fluent English proficient when they are able to comprehend, speak, read, and write English well enough to receive instruction in an English language classroom and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study. (Education Code 52164.6)

Note: 5 CCR 11303 mandates that the district's reclassification process include the criteria specified in items #1-4 below. The CDE's 2012-13 CELDT Information Guide includes recommendations for assessing each of the following criteria.

The following measures shall be used to determine whether an English learner shall be reclassified as fluent English proficient: (Education Code 313; 5 CCR 11303)

- 1. Assessment of English language proficiency using an objective assessment instrument, including, but not limited to, the CELDT.
- 2. Participation of the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student.
- 3. Parent/guardian opinion and consultation. The Superintendent or designee shall provide the parent/guardian with notice and a description of the reclassification process and of his/her opportunity to participate in the process and shall encourage his/her involvement in the process.
- 4. Student performance on a statewide assessment of basic skills in English.

Note: 5 CCR 11304 requires the district to monitor the progress of reclassified students to ensure that their classification and placement are correct. During the Federal Program Monitoring process, CDE staff will check whether the district monitors the progress of reclassified students for at least two years and whether such monitoring includes a determination of additional academic support needed.

The Superintendent or designee shall monitor the progress of reclassified students to ensure their correct classification and placement. (5 CCR 11304)

Students shall be monitored for at least two years following their reclassification. As part of this evaluation, the Superintendent or designee shall identify whether the student needs any additional academic support to ensure his/her language and academic success.

Advisory Committees

Note: The following section should be revised to reflect district practice. Pursuant to 5 CCR 11308, parent/guardian advisory committees are required for any district with over 50 English learners and for schools with over 20 English learners. Duties of the advisory committee are specified in 5 CCR 11308. Also see BP/AR 5020 - Parent Rights and Responsibilities for information about the rights of parents/guardians of English learners.

At the district level when there are more than 50 English learners in the district and at each school with more than 20 English learners, parent/guardian advisory committees shall be maintained to serve the advisory functions specified in law. (5 CCR 11308)

Parents/guardians of English learners shall constitute committee membership in at least the same percentage as their children represent of the total number of students in the school. (Education Code 52176)

The district's English language advisory committee shall advise the Board on at least the following tasks: (5 CCR 11308)

- 1. The development of a district master plan of education programs and services for English learners, taking into consideration the school site plans for English learners
- 2. The districtwide needs assessment on a school-by-school basis
- 3. Establishment of a district program, goals, and objectives for programs and services for English learners
- 4. Development of a plan to ensure compliance with applicable teacher or aide requirements
- 5. Administration of the annual language census
- 6. Review of and comment on the district's reclassification procedures
- 7. Review of and comment on the written notification required to be sent to parents/guardians pursuant to 5 CCR 11300-11316

⁽cf. 0420 - School Plans/Site Councils)

⁽cf. 1220 - Citizen Advisory Committees)

⁽cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

In order to assist advisory members in carrying out their responsibilities, the Superintendent or designee shall ensure that committee members receive appropriate training and materials. This training shall be planned in full consultation with the members. (5 CCR 11308)

Center USD

Administrative Regulation

Education For English Language Learners

AR 6174
Instruction

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, also known as a limited English proficient or LEP child. (Education Code 306)

English language classroom means a classroom in which the language of instruction used by the teaching personnel is overwhelmingly the English language, and in which such teaching personnel possess a good knowledge of the English language. (Education Code 306)

English language mainstream classroom means a classroom in which the students either are native English language speakers or already have acquired reasonable fluency in English. (Education Code 306)

Sheltered English immersion or structured English immersion means an English language acquisition process in which nearly all classroom instruction is in English but with the curriculum and presentation designed for students who are learning the language. (Education Code 306)

Bilingual education/native language instruction means a language acquisition process for students in which much or all instruction, textbooks, and teaching materials are in the students native language. (Education Code 306)

Identification and Assessment

Upon enrollment, each student's primary language shall be determined through use of a home language survey. (5 CCR 11307)

Within 30 calendar days of their initial enrollment, students who are identified as having a primary language other than English, as determined by the home language survey, and for whom there is no record of results from an English language development test shall be assessed using the California English Language Development Test (CELDT). (5 CCR 11511)

All students shall have sufficient time to complete the CELDT as provided in the directions for test administration. (5 CCR 11516)

Any student with a disability shall take the CELDT with those accommodations for testing that the student has regularly used during instruction and classroom assessment as delineated in the students individualized education program (IEP) or Section 504 plan that are appropriate and necessary to address the students individual needs. (5 CCR 11516.5)

(cf. 6159 - Individualized Education Program) (cf. 6164.6 - Identification and Education under Section 504)

The district shall notify parents/guardians of their childs results on the CELDT within 30 calendar days. (5 CCR 11511.5)

(cf. 5145.6 - Parental Notifications)

Within 90 days of initial enrollment, students identified as having limited English proficiency shall be further assessed for primary language proficiency in comprehension, speaking, reading and writing. The Superintendent or designee shall develop criteria for determining student needs on the basis of these assessments. (former Education Code 52164.1, 62002)

Before students are enrolled in a program for English language learners, parents/guardians shall receive information about the program and their opportunities for parental involvement. This information shall include the fact that an individual student's participation in the program is voluntary on the part of the parent/guardian. (Education Code 52173)

Not later than 30 calendar days after the beginning of the school year, each parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title III funds shall receive notification of the assessment of his/her childs English proficiency. The notice shall include all of the following: (Education Code 440; 20 USC 6312)

- 1. The reason for the students classification as English language learner
- 2. The level of English proficiency
- 3. A description of the program for English language development instruction, including a description of all of the following:
- a. The manner in which the program will meet the educational strengths and needs of the student
- b. The manner in which the program will help the student develop his/her English proficiency and meet age-appropriate academic standards
- c. The specific exit requirements for the program, the expected rate of transition from the program into classrooms not tailored for English language learner students, and the expected rate of graduation from secondary school if Title I funds are used for students in secondary schools
- d. Where the student has been identified for special education, the manner in which the program meets the requirements of the students IEP
- 4. Information regarding a parent/guardians option to decline to allow the student to become enrolled in the program or to choose to allow the student to become enrolled in an alternative program

5. Information designed to assist a parent/guardian in selecting among available programs, if more than one program is offered

Parent/guardians also shall be notified of the results of any reassessments. (Education Code 52164.3)

Parental Exception Waivers

At the beginning of each school year, parents/guardians shall be informed of the placement of their children in a structured English immersion program and shall be notified of an opportunity to apply for a parental exception waiver. (Education Code 310; 5 CCR 11309)

A parent/guardian may request that the district waive the requirements of Education Code 305, pertaining to the placement of a student in a structured English immersion program if the one of the following circumstances exists:

- 1. Students who already know English: The student already possesses good English language skills, as measured by standardized tests of English vocabulary comprehension, reading and writing, in which the student scores at or above the state average for his/her grade level or at or above the fifth-grade average, whichever is lower. (Education Code 311(a))
- 2. Older students: The student is age 10 years or older, and it is the informed belief of the school principal and educational staff that an alternate course of study would be better suited to the student's rapid acquisition of basic English skills. (Education Code 311(b))
- 3. Students with special needs: The student already has been placed, for a period of not less than 30 calendar days during that school year, in an English language classroom and it is subsequently the informed belief of the school principal and educational staff that the student has special physical, emotional, psychological or educational needs and that an alternate course of educational study would be better suited to the student's overall educational development. (Education Code 311(c))

The parent/guardian shall personally visit the school to apply for the waiver. (Education Code 310)

Upon request for a waiver, the Superintendent or designee shall provide to the parents/guardians: (Education Code 310, 311; 5 CCR 11309)

- 1. A full written description, and a spoken description upon request, of the intent and content of the structured English immersion program, any alternative courses of study and all educational opportunities offered by the district and available to the student, and the educational materials to be used in the different educational program choices
- 2. For a request for waiver pursuant to Education Code 311(c) for students with special needs, notification that the student must be placed for a period of not less than 30 calendar days in an English language classroom and that the Superintendent must approve the waiver pursuant to Governing Board guidelines

Pursuant to Education Code 311(b) and 311(c), the principal and educational staff may recommend a waiver to a parent/guardian for a student 10 years or older and a student with special needs. Parents/guardians shall be informed in writing of any recommendation for an alternative program made by the principal and staff and shall be given notice of their right to refuse to accept the recommendation. The notice shall include a full description of the recommended alternative program and the educational materials to be used for the alternative program as well as a description of all other programs available to the student. If the parent/guardian elects to request the alternative program recommended by the principal and educational staff, the parent/guardian shall comply with district procedures and requirements otherwise applicable to a parental exception waiver, including Education Code 310. (5 CCR 11309)

When evaluating waiver requests pursuant to Education Code 311(a) for students who already know English and other waiver requests for those students for whom standardized assessment data are not available, other equivalent assessment measures may be used. These equivalent measures may include local assessments, local standards and teacher evaluations.

Parental exception waivers pursuant to Education Code 311(b) for students 10 years or older shall be granted if it is the informed belief of the principal and educational staff that an alternate course of educational study would be better suited to the student's rapid acquisition of basic English language skills. (Education Code 311)

Parental exception waivers pursuant to Education Code 311(c) for students with special needs shall be granted if it is the informed belief of the principal and educational staff that, due to the student's special physical, emotional, psychological or educational needs, an alternate course of educational study would be better suited to the student's overall educational development. (Education Code 311)

The principal shall consider all waiver requests made pursuant to Education Code 311(c) for students with special needs and shall submit a rationale of the decision regarding the waiver to the Superintendent or designee. When determining whether or not to recommend the approval of the waiver request, the principal shall assume that the facts justifying the request attested by the parent/guardian are a true representation of the child's condition.

Each waiver shall be considered on its individual merits with great deference given to parental preference for student placement.

The principal or designee shall act upon all parental exception waivers within 20 instructional days of submission to the principal. However, parental waiver requests pursuant to Education Code 311(c) for students with special needs shall not be acted upon during the 30-day placement in an English language classroom. These waivers shall be acted upon no later than 10 calendar days after the expiration of that 30-day English language classroom placement or within 20 instructional days of submission of the waiver to the principal, whichever is later. (5 CCR 11309)

All parental exception waivers shall be granted unless the principal and educational staff have determined that an alternative program offered at the school would not be better suited for the overall educational development of the student. (5 CCR 11309)

Individual schools in which 20 students or more of a given grade level receive a waiver shall be required to offer such a class; otherwise they must allow the students to transfer to a public school in which such a class is offered. (Education Code 310)

Students wishing to transfer shall be subject to the district's intradistrict and interdistrict attendance policies and administrative regulations. Students wishing to transfer to another district shall also be subject to the receiving district's interdistrict attendance policies and administrative regulations.

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(cf. 5116.1 - Intradistrict Open Enrollment)
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(cf. 5117 - Interdistrict Attendance)

(cf. 5117.1 - Interdistrict Attendance Agreements)

(cf. 5117.2 - Alternative Interdistrict Attendance Program)

In cases where a parental exception waiver pursuant to Education Code 311(b) or (c) is denied, the parent/guardian shall be informed in writing of the reason(s) for the denial and advised that he/she may appeal the decision to the Board if the Board authorizes such an appeal, or to the court. (5 CCR 11309)

Waiver requests shall be renewed annually by the parent/guardian. (Education Code 310)

Reclassification/Redesignation

The district shall continue to provide additional and appropriate educational services to English language learners for the purposes of overcoming language barriers until the English language learners have: (5 CCR 11302)

- 1. Demonstrated English language proficiency comparable to that of the district's average native English language speakers
- 2. Recouped any academic deficits which may have been incurred in other areas of the core curriculum as a result of language barriers

English language learners shall be redesignated as fluent English proficient when they are able to comprehend, speak, read and write English well enough to receive instruction in the regular program and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study. (Education Code 52164.6)

The following measures shall be used to determine whether an English language learner shall be reclassified as fluent English proficient: (5 CCR 11303)

- 1. Assessment of English language proficiency utilizing the CELDT as the primary criterion, and objective assessment of the students English reading and writing skills
- 2. Participation of the students classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions

3. Parent/guardian opinion and consultation during a redesignation interview

Parents/guardians shall receive notice and a description of the redesignation process, including notice of their right to participate in the process. Parent/guardian participation in the process shall be encouraged.

- 4. Comparison of performance in basic skills, including performance on the English-Language Arts section of the California Standards Test
- 5. Objective data on the student's academic performance in English

The Superintendent or designee shall provide subsequent monitoring and support for redesignated students, including but not limited to monitoring the performance of redesignated students in the core curriculum in comparison with their native-English speaking peers, monitoring the rate of redesignation, and ensuring correct classification and placement.

The Superintendent or designee shall develop a process to monitor the effectiveness of the districts program for English language learners. The districts program shall be modified as needed to help ensure language and academic success for each English language learner.

Advisory Committees

At the district level when there are more than 50 English language learners in the district and at each school with more than 20 English language learners, parent/guardian advisory committees shall be maintained to serve the advisory functions specified in law. (5 CCR 11308)

Parents/guardians of English language learners shall constitute committee membership in at least the same percentage as their children represent of the total number of students in the school. (Education Code 52176)

The districts English language advisory committee shall advise the Board on at least the following tasks: (5 CCR 11308)

- 1. The development of a district master plan of education programs and services for English learners, taking into consideration the school site plans for English learners
- 2. The districtwide needs assessment on a school-by-school basis
- 3. Establishment of a district program, goals and objectives for programs and services for English learners
- 4. Development of a plan to ensure compliance with applicable teacher or aide requirements
- 5. Administration of the annual language census
- 6. Review of and comment on the districts reclassification procedures

7. Review of and comments on the written notification required to be sent to parents/guardians pursuant to 5 CCR 11300-11316

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 6020 - Parent Involvement)

In order to assist advisory members in carrying out their responsibilities, the Superintendent or designee shall ensure that committee members receive appropriate training and materials. This training shall be planned in full consultation with the members. (5 CCR 11308)

Instruction E 6174(a)

EDUCATION FOR ENGLISH LANGUAGE LEARNERS

PARENTAL EXCEPTION WAIVER EDUCATION CODE 311

Student's Name:	Grade:			
School:	Date of Birth:			
Student's Primary Language:				
I request a waiver of the placement of my cimmersion program for the following reason:		tured/sheltered English		
My child possesses good English languag	ge skills. (Education Cod	le 311(a))		
My child is 10 years of age or older an better suited to my child's rapid acquisition				
I believe that my child has special need suited to his/her educational development				
I understand that the objective for my child i as possible. I have been provided a full wri structured English immersion program; and district and made available to my child; all and made available to my child; and the educational program choices.	tten description of the in y alternative courses of educational opportunities	ntent and content of the f study offered by the s offered by the district		
I have personally visited the school to apply f	or this waiver.			
I understand that I must request that this waiv	er be reconsidered annua	ally, each school year.		
Parent/Guardian Signature:	Date:_			
Address:				
City:	State:	Zip:		
Phone Number:				

EDUCATION FOR ENGLISH LANGUAGE LEARNERS (continued)

For School Use Only:

For waivers pursuant to Education Code 311(a), student's English standardized test scor (Scores must be at or above the state average for the child's grade level or above the grade average)				
Waiver Granted/Denied:	Date:			
Signature:	Title:			

Center USD

Exhibit

Education For English Language Learners

E 6174
Instruction

PARENTAL EXCEPTION WAIVER EDUCATION CODE 311(a): Children who know English

Name:	Grad	e:
School:	Date	of Birth:
Language Designation:		
My child possesses good English lang school's Structured/Sheltered English my child is to be taught English as rap	language program.	I understand that the objective for
I have personally visited the school to	apply for this waive	r.
I have been provided a full written of English immersion program; any alter available to my child; all educational to my child; and the educational matchoices.	rnative courses of stu opportunities offered	dy offered by the district and made I by the district and made available
I understand that I must request that t	his waiver be reconsi	dered annually, each school year.
Parent/Guardian Signature:		Date:
Address:	P1 ·	
City:		
Phone Number:	· · · · · · · · · · · · · · · · · · ·	
For School Use Only:		
Child's English standardized test scor child's grade level or above the 5th gr	res: Scores must be a rade average:	at or above the state average for the
Waiver Granted/Denied:	Date:	

Signature:	
PARENTAL EXCEPTION WAIVER EDUCATION CODE 311(b): Children age 10 or ol	der E2- Delet
Name:	Grade:
School:	Date of Birth:
Language Designation:	
My child is 10 years of age or older and I believe to suited to my child's rapid acquisition of English. For school's Structured/Sheltered English language programy child is to be taught English as rapidly and effective	For that reason, I request a waiver of the gram. I understand that the objective for
I have personally visited the school to apply for this	waiver.
I have been provided a full written description of: English immersion program; any alternative courses available to my child; all educational opportunities of to my child; and the educational materials to be us choices.	of study offered by the district and made offered by the district and made available
I understand that I must request that this waiver be re	econsidered annually, each school year.
Parent/Guardian Signature:	Date:
Address:	
City: State:	Zip:
Phone Number:	
For School Use Only:	
Waiver Granted/Denied:	Date:
Signature:	· .
PARENTAL EXCEPTION WAIVER EDUCATION CODE 311(c): Children with Special	Needs E3- Delet

Grade: _____

Name: _

School:	Date of Birth:		
Language Designation:			
I believe that my child has special needs and to his/her educational development. (Check a		_	
Educational NeedsPhysical NeedsEn	motional/Psycho	logical Needs	
Therefore, I request a waiver of the school's I understand that the objective for my child i as possible. I have personally visited the school	is to be taught E	nglish as rapidly and effectively	
I understand that my child must be placed in days and that this waiver will be consider established guidelines.			
I have been provided a full written descript English immersion program; any alternative available to my child; all educational opports to my child; and the educational materials to choices.	courses of study unities offered by	offered by the district and made y the district and made available	
I understand that I must request that this waiv	ver be reconsider	red annually, each school year.	
Parent/Guardian Signature:		Date:	
Address:			
City:	State:	Zip:	
Phone Number:			
For School Use Only:			
Waiver Granted/Denied:	Date:		
Signature:			
Note: For a Spanish version of this Exhibit -	See District Mat	erials	

Exhibit version:

Facilities BP 7214(a)

GENERAL OBLIGATION BONDS

Note: Article 16, Section 18 of the California Constitution permits school districts to issue bonds for the construction of school facilities with either a 66.67 percent or 55 percent approval by local voters. To qualify for the lower 55 percent (Proposition 39) threshold, districts must use the bond funds for more limited purposes and fulfill additional accountability requirements, as specified in this Board policy and accompanying administrative regulation.

Education Code 15100 sets forth conditions under which the Governing Board may call for a bond election. Pursuant to Education Code 15266, these conditions must be satisfied if the Board is seeking either the 66.67 percent or 55 percent approval threshold. The following paragraph is consistent with Education Code 15100.

In 88 Ops.Cal.Atty.Gen. 46 (2005), the Attorney General opined that a school district may use district funds to hire a consultant to assess the feasibility of developing a bond measure and to assess the public's support and opposition. However, according to the Attorney General, a district may not use district funds to hire a consultant to develop and implement a strategy to build a coalition to support the bond because such activities would be an impermissible use of public funds for campaign purposes in violation of Education Code 7054. For further discussion regarding use of district funds for political purposes, see BP 1160 - Political Processes.

The Governing Board recognizes that school facilities are an essential component of the educational program and that the Board has a responsibility to ensure that the district's facilities needs are met in the most cost-effective manner possible. When the Board determines that it is in the best interest of district students, it may order an election on the question of whether bonds shall be issued to pay for school facilities.

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(cf. 1160 - Political Processes)
(cf. 7110 - Facilities Master Plan)
(cf. 7210 - Facilities Financing)
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Note: For bonds requiring a 55 percent majority, Education Code 15268 and 15270 set limits as to the maximum amount of the bond and the tax rate that may be levied as a result of the bond. Limitations for bonds requiring a 66.67 percent majority are detailed in Education Code 15102-15109.

The Board shall determine the appropriate amount of the bonds in accordance with law.

Note: Education Code 15122.5 requires the inclusion of the statement specified in the following paragraph in the ballot for a bond measure, when any of the projects to be funded by the bond will require state matching funds.

When any project to be funded by bonds will require state matching funds for any phase of the project, the ballot for the bond measure shall include a statement as specified in Education Code 15122.5, advising voters that, because the project is subject to approval of state matching funds, passage of the bond measure is not a guarantee that the project will be completed. (Education Code 15122.5)

Bonds Requiring 55 Percent Approval by Local Voters

Note: Pursuant to Education Code 15266, upon adoption of the resolution specified below, the district must comply with the accountability provisions required for the 55 percent threshold, even if the bond ultimately passes by a 66.67 percent majority of the voters.

The Board may decide to pursue the authorization and issuance of bonds by approval of 55 percent majority of the voters pursuant to Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution. If two-thirds of the Board agrees to such an election, the Board shall vote to adopt a resolution to incur bonded indebtedness if approved by a 55 percent majority of the voters. (Education Code 15266)

(cf. 9323.2 - Actions by the Board)

Note: Education Code 15266 requires that the bond election be held only during a regularly scheduled local election at which all of the electors (voters) in the district are entitled to vote. Therefore, those school districts whose boundaries encompass more than one city or county or whose board members are elected by trustee area must ensure that the bond election is on a ballot in which all of the electors in the district are entitled to vote, such as a statewide primary, general, or special election.

The bond election may only be ordered at a primary or general election, a statewide special election, or a regularly scheduled local election at which all of the electors of the school district are entitled to vote. (Education Code 15266)

Bonded indebtedness incurred by the district shall be used only for the following purposes: (California Constitution Article 13A, Section 1(b)(3) and 1(b)(3)(A))

- 1. The construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities
- 2. The acquisition or lease of real property for school facilities

The proposition approved by the voters shall include the following accountability requirements: (California Constitution Article 13A, Section 1(b)(3))

- 1. A requirement that proceeds from the sale of the bonds be used only for the purposes specified in items #1-2 above, and not for any other purposes including teacher and administrative salaries and other school operating expenses
- 2. A list of specific school facility projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list

Note: The question of whether or not bond proceeds may be used to pay the costs of the audits required pursuant to items #3-4 below should be referred to the district's legal counsel. However, an Attorney General opinion (87 Ops.Cal.Atty.Gen. 157 (2004)) supports the use of bond proceeds to pay the salaries of district employees to the extent they perform administrative oversight work on bond projects. According to the opinion, because these audits are expressly required by Proposition 39 and are directly related to the bond projects rather than routine school operations, these project administration costs may be considered as coming within the purposes specified in California Constitution Article 13A, Section 1(b)(3)(A) and therefore are an appropriate expenditure of bond proceeds.

The performance audit described in item #3 may include an evaluation of the planning, financing, and implementation of the overall facilities program. To assist districts with this requirement, CSBA provides a Proposition 39 Bond Performance Audits service; see CSBA's web site for further information.

- 3. A requirement that the Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed
- 4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects

Note: If the district has a general obligation bond approved under the 55 percent threshold, Education Code 15278 requires that the Board appoint a citizens' oversight committee. See the accompanying administrative regulation for requirements related to the composition and duties of the committee.

If a district general obligation bond requiring a 55 percent majority is approved by the voters, the Board shall appoint an independent citizens' advisory oversight committee. This committee shall be appointed within 60 days of the date that the Board enters the election results in its minutes pursuant to Education Code 15274. (Education Code 15278)

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(cf. 1220 - Citizen Advisory Committees)
(cf. 9324 - Minutes and Recordings)
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The Superintendent or designee shall ensure that the annual, independent performance and financial audits conducted pursuant to items #3 and #4 above are issued in accordance with the U.S. Comptroller General's Government Auditing Standards. He/she shall submit the audits to the citizens' oversight committee by March 31 of each year. (Education Code 15286)

Bonds Requiring 66.67 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 66.67 percent majority of the voters pursuant to Education Code 15100 and Article 13A, Section 1(b)(2) of the California Constitution. If a majority of the Board agrees to such an election, or upon a petition of the majority of the qualified electors residing in the district, the Board shall adopt a resolution ordering an election on the question of whether to incur bonded indebtedness if approved by a 66.67 percent majority of the voters. (Education Code 15100)

Note: Pursuant to Education Code 15101, an election for a bond measure that requires 66.67 percent approval may be held only on specified days. Districts using this option should coordinate efforts with their local elections officials to ensure compliance with law.

The bond election may be ordered to occur on any Tuesday, except a Tuesday that is a state holiday or the day before or after a state holiday, is within 45 days before or after a statewide election unless conducted at the same time as the statewide election, or is an established election date pursuant to Elections Code 1000 or 1500. (Education Code 15101)

Bonds shall be sold to raise money for any of the following purposes: (Education Code 15100)

- 1. Purchasing school lots
- 2. Building or purchasing school buildings
- 3. Making alterations or additions to school building(s) other than as may be necessary for current maintenance, operation, or repairs
- 4. Repairing, restoring, or rebuilding any school building damaged, injured, or destroyed by fire or other public calamity
- 5. Supplying school buildings and grounds with furniture, equipment, or necessary apparatus of a permanent nature
- 6. Permanently improving school grounds
- 7. Refunding any outstanding valid indebtedness of the district, evidenced by bonds or state school building aid loans
- 8. Carrying out sewer or drain projects or purposes authorized in Education Code 17577
- 9. Purchasing school buses with a useful life of at least 20 years
- 10. Demolishing or razing any school building with the intent to replace it with another school building, whether in the same location or in any other location

Except for refunding any outstanding indebtedness, any of the purposes listed above may be united and voted upon as a single proposition by order of the Board and entered into the minutes. (Education Code 15100)

Note: The following paragraph is **optional**. Districts that have had approval of a bond with 66.67 percent majority vote are not required by law to appoint a citizens' oversight committee but may, at their discretion, form an oversight committee under requirements and guidelines adopted by the Board.

The Board may appoint a citizens' oversight committee to review and report to the Board and the public as to whether the expenditure of bond revenues complies with the intended purposes of the bond.

Certificate of Results

Note: The following section applies to bond elections requiring either a 55 percent or 66.67 percent approval by local voters. Pursuant to Elections Code 15372, following a bond election, the county elections official must submit a certificate of the election results to the Board, which then must provide certification to the County Board of Supervisors, as specified below.

If the certificate of election results received by the Board shows that the appropriate majority of the voters is in favor of issuing the bonds, the Board shall record that fact in its minutes. The Board shall then certify to the County Board of Supervisors all proceedings it had in connection with the election results. (Education Code 15124, 15274)

Resolutions Regarding Sale of Bonds

Note: The following section applies to bond elections requiring either a 55 percent or 66.67 percent approval by local voters. Pursuant to Education Code 15140, bonds may be offered for sale by either the County Board of Supervisors or the County Superintendent of Schools. However, the County Board of Supervisors may adopt a resolution authorizing a district to sell bonds on its own behalf when the district has not received a qualified or negative certification in its most recent interim financial report; see BP/AR 3460 - Financial Reports and Accountability.

In addition to districts' authority to issue bonds pursuant to Education Code 15100-15254, Government Code 53506-53509 provide them with an alternative method. However, the requirements under this alternative method are different from those applicable under Education Code 15100. Under the alternative method, (1) the Board can offer the bonds for sale directly without going through the County Board of Supervisors or County Superintendent of Schools; (2) the maturity date of the bond is up to 40 years, contrary to Education Code 15144 which limits the maturity to 25 years; and (3) the maximum interest rate allowed is 12 percent, contrary to the maximum rate of 8 percent set by Education Code 15143. Districts using the alternative method may need to further modify this policy and accompanying administrative regulation and should consult with legal counsel as necessary.

Following passage of the bond measure by the appropriate majority of voters, the Board shall pass a resolution directing the issuance and sale of bonds. The resolution shall prescribe the total amount of bonds to be sold and may also prescribe the maximum acceptable interest rate, not to exceed eight percent, and the time(s) when the whole or any part of the principal of the bonds shall be payable, which shall not be more than 25 years from the date of the bonds. However, if the Board elects to issue the bonds pursuant to Government Code 53508, the maximum acceptable interest rate shall not exceed 12 percent and the time(s) when the whole or any part of the principal shall be payable shall not be more than 40 years. (Education Code 15140; Government Code 53508)

Note: Boards should be aware of their responsibility to be good stewards of district resources and should take steps to ensure prudence in the expenditure of those resources. Thus, the Board should carefully compare all available funding instruments, such as current interest bonds, capital appreciation bonds, and convertible capital appreciation bonds, and whether the bonds will be sold by competitive or negotiated sale, when determining the method by which approved bonds will be funded. Pursuant to Education Code 15146, the Board's comparison should include the suitability of each option for the project to be financed; the projected interest rates, debt service ratios, and other costs associated with each option; prepayment and repayment terms; and other relevant factors. Districts deciding on a method of bond sale and kinds of bonds to sell are encouraged to review CSBA's Governance Brief Bond Sales - Questions and Considerations for Districts.

Prior to the sale of bonds, the Board shall disclose, as an agenda item at a public meeting, either in the bond issuance resolution or a separate resolution, all of the following information: (Education Code 15146; Government Code 53508.9)

- 1. Express approval of the method of sale (i.e., competitive, negotiated, or hybrid)
- 2. Statement of the reasons for the method of sale selected
- 3. Disclosure of the identity of the bond counsel, and the identities of the bond underwriter and the financial adviser if either or both are utilized for the sale, unless these individuals have not been selected at the time the resolution is adopted, in which case the Board shall disclose their identities at the public meeting occurring after they have been selected
- 4. Estimates of the costs associated with the bond issuance, including, but not limited to, bond counsel and financial advisor fees, printing costs, rating agency fees, underwriting fees, and other miscellaneous costs and expenses of issuing the bonds

After the sale, the Board shall be presented with the actual issuance cost information and shall disclose that information at the Board's next scheduled meeting. The Board shall ensure that an itemized summary of the costs of the bond sale and all necessary information and reports regarding the sale are submitted to the California Debt and Investment Advisory Commission. (Education Code 15146; Government Code 53509.5)

Bond Anticipation Notes

Note: The following optional section applies to bonds required to be passed by both 55 percent and 66.67 percent of local voters and may be revised to reflect district practice. Pursuant to Education Code 15150, a district is authorized to issue a bond anticipation note, when the Board determines by resolution that it is in the best interest of the district, to finance a facilities project on an interim basis in anticipation of the sale of bonds that has been approved by voters. The note may only be issued in accordance with law and subject to terms and conditions prescribed by the Board.

Whenever the Board determines that it is in the best interest of the district, it may, by resolution, issue a bond anticipation note, on a negotiated or competitive-bid basis, to raise funds that shall be used only for a purpose authorized by a bond that has been approved by the voters of the district in accordance with law. (Education Code 15150)

Note: Education Code 15150, as amended by AB 794 (Ch. 715, Statutes of 2012), clarifies that interest on a bond anticipation note may be paid at maturity from the proceeds of the sale of the bond in anticipation of which it was issued or paid periodically from a property tax levied for that purpose if certain conditions are satisfied.

Payment of principal and interest on any bond anticipation note shall be made at note maturity, not to exceed five years, from the proceeds derived from the sale of the bond in anticipation of which that note was originally issued or from any other source lawfully available for that purpose, including state grants. Interest payments may also be made from such sources. However, interest payments may be made periodically and prior to note maturity from an increased property tax if the following conditions are met: (Education Code 15150)

- 1. A resolution of the Board authorizes the property tax for that purpose.
- 2. The principal amount of the bond anticipation note does not exceed the remaining principal amount of the authorized but unissued bonds.

Note: Pursuant to Education Code 15268 and 15270, the bond anticipation notes may only be issued if the tax rate levied to pay interest on the notes periodically would not cause the district to exceed \$30 per \$100,000 of assessed value of property for an elementary or high school district and \$60 per \$100,000 of assessed value of property for a unified district. The district may revise the following paragraph to reflect the applicable tax rate limitation.

The notes may be issued only if the tax rate levied to pay interest on the notes periodically would not cause the district to exceed the tax rate limitations set forth in Education Code 15268 or 15270, as applicable.

Legal Reference continued: (see next page)

Legal Reference:

EDUCATION CODE

7054 Use of district property, campaign purposes

15100-15254 Bonds for school districts and community college districts

15264-15288 Strict Accountability in Local School Construction Bonds Act of 2000

17577 Sewers and drains

17584.1 Deferred maintenance, reports

47614 Charter school facilities

ELECTIONS CODE

324 General election

328 Local election

341 Primary election

348 Regular election

356 Special election

357 Statewide election

1302 School district election

15372 Elections official certificate

GOVERNMENT CODE

1090-1099 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

8855 California Debt and Investment Advisory Commission

53506-53509.5 General obligation bonds

53580-53595.5 Bonds

54952 Definition of legislative body, Brown Act

CALIFORNIA CONSTITUTION

Article 13A, Section 1 Tax limitation

Article 16, Section 18 Debt limit

COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified

School District (2006) 139 Cal. App. 4th 1356

ATTORNEY GENERAL OPINIONS

88 Ops.Cal.Attv.Gen. 46 (2005)

87 Ops.Cal.Atty.Gen. 157 (2004)

Management Resources:

CSBA PUBLICATIONS

Bond Sales - Questions and Considerations for Districts, Governance Brief, December 2012

<u>Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates.</u> Fact Sheet, February 2011

WEB SITES

CSBA: http://www.csba.org

California Debt and Investment Advisory Commission: http://www.treasurer.ca.gov/cdiac

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

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

Policy adopted:

Facilities BP 7214(a)

GENERAL OBLIGATION BONDS

The Governing Board recognizes that school facilities are an essential component of the educational program and that the Board has a responsibility to ensure that the district's facilities needs are met in the most cost-effective manner possible. When the Board determines that it is in the best interest of district students, it may order an election on the question of whether bonds shall be issued for school facilities.

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(cf. 1160 - Political Processes)
(cf. 7110 - Facilities Master Plan)
(cf. 7210 - Facilities Financing)
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The Board shall determine the appropriate amount of the bond in accordance with law.

Bonds Requiring 55 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 55 percent majority of the voters pursuant to Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution. If two-thirds of the Board agree to such an election, the Board shall vote to adopt a resolution to incur bonded indebtedness if approved by a 55 percent majority of the voters. (Education Code 15266)

The bond election may only be ordered at a primary or general election, a statewide special election, or a regularly scheduled local election at which all of the electors of the school district are entitled to vote. (Education Code 15266)

Bonded indebtedness incurred by the district shall be used only for the following purposes: (California Constitution Article 13A, Section 1(b)(3) and 1(b)(3)(A))

- 1. The construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities
- 2. The acquisition or lease of real property for school facilities

The proposition approved by the voters shall include the following accountability requirements: (California Constitution Article 13A, Section 1(b)(3))

- 1. A requirement that proceeds from the sale of the bonds be used only for the purposes specified in items #1-2 above, and not for any other purposes including teacher and administrative salaries and other school operating expenses
- 2. A list of specific school facility projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list

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(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 6151 - Class Size)
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- 3. A requirement that the Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed
- 4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects

If a district general obligation bond requiring a 55 percent majority is approved by the voters, the Board shall appoint an independent citizens' advisory oversight committee. This committee shall be appointed within 60 days of the date that the Board enters the election results in its minutes pursuant to Education Code 15274. (Education Code 15278)

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(cf. 1220 - Citizen Advisory Committees)
(cf. 9324 - Minutes and Recordings)
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The Superintendent or designee shall ensure that the annual, independent performance and financial audits conducted pursuant to items #3 and #4 above are issued in accordance with the U.S. Comptroller General's Government Auditing Standards. He/she shall submit the audits to the citizens' oversight committee by March 31 of each year. (Education Code 15286)

Bonds Requiring 66.67 Percent Approval by Local Voters

Bonds shall be sold to raise money for any of the following purposes: (Education Code 15100)

- 1. Purchasing school lots
- 2. Building or purchasing school buildings
- 3. Making alterations or additions to school building(s) other than as may be necessary for current maintenance, operation, or repairs
- 4. Repairing, restoring, or rebuilding any school building damaged, injured, or destroyed by fire or other public calamity
- 5. Supplying school buildings and grounds with furniture, equipment, or necessary apparatus of a permanent nature
- 6. Permanently improving school grounds
- 7. Refunding any outstanding valid indebtedness of the district, evidenced by bonds or state school building aid loans
- 8. Carrying out sewer or drain projects or purposes authorized in Education Code 17577

- 9. Purchasing school buses with a useful life of at least 20 years
- 10. Demolishing or razing any school building with the intent to replace it with another school building, whether in the same location or in any other location

Except for refunding any outstanding indebtedness, any of the purposes listed above may be united and voted upon as a single proposition by order of the Board and entered into the minutes. (Education Code 15100)

The Board may appoint a citizens' oversight committee to review and report to the Board and the public as to whether the expenditure of bond revenues complies with the intended purposes of the bond.

Certificate of Results

If the certificate of election results received by the Board shows that the appropriate majority of the voters are in favor of issuing the bonds, the Board shall record that fact in its minutes. The Board shall then certify to the county board of supervisors all proceedings it had in connection with the election results. (Education Code 15124, 15274)

Resolution Regarding Sale of Bonds

Following passage of the bond measure by the appropriate majority of voters, the Board shall pass a resolution to issue the sale of bonds. The resolution shall prescribe the total amount of bonds to be sold and may also prescribe the maximum acceptable interest rate, not to exceed eight percent, and the time(s) when the whole or any part of the principal of the bonds shall be payable, which shall not be more than 25 years from the date of the bonds. (Education Code 15140)

Prior to the sale of bonds, the Board shall adopt, as an agenda item at a public meeting, another resolution, which includes all of the following items: (Education Code 15146)

- 1. Express approval of the method of sale
- 2. Statement of the reasons for the method of sale selected
- 3. Disclosure of the identity of the bond counsel, and the identities of the bond underwriter and the financial adviser if either or both are utilized for the sale, unless these individuals have not been selected at the time the resolution is adopted, in which case the Board shall disclose their identities at the public meeting occurring after they have been selected
- 4. Estimates of the costs associated with the bond issuance

After the sale, the Board shall be presented with the actual cost information and shall disclose that information at the Board's next scheduled meeting. The Board shall ensure that an itemized summary of the costs of the bond sale and all necessary information and reports regarding the sale are submitted to the California Debt and Investment Advisory Commission. (Education Code 15146)

Legal Reference:

EDUCATION CODE

7054 Use of district property, campaign purposes

15100-15254 Bonds for school districts and community college districts

15264-15288 Strict Accountability in Local School Construction Bonds Act of 2000

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15372 Elections official certificate

GOVERNMENT CODE

1090-1099 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

8855 California Debt and Investment Advisory Commission

53580-53595.5 Bonds

54952 Definition of legislative body, Brown Act

CALIFORNIA CONSTITUTION

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School District, (2006) 139 Cal.App.4th 1356

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88 Ops.Cal.Attv.Gen. 46 (2005)

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CSBA PUBLICATIONS

<u>Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates</u>, Fact Sheet, February 2011

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

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

Policy CENTER UNIFIED SCHOOL DISTRICT approved: October 17, 2012 Antelope, California

Facilities AR 7214(a)

GENERAL OBLIGATION BONDS

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

Election Notice

Note: Notice and ballot requirements for bond elections are specified in Education Code 15120-15126. Additional requirements for bond measures with a 55 percent (Proposition 39) threshold are contained in Education Code 15272.

Whenever the Governing Board orders an election on the question of whether general obligation bonds shall be issued to pay for school facilities, the Superintendent or designee shall ensure that election notice and ballot requirements comply with Education Code 15120-15126 and 15272, as applicable.

Citizens' Oversight Committee

Note: The following optional section is for use by districts that have appointed an independent citizens' oversight committee, as required by Education Code 15278 for districts that have had a general obligation bond approved under the 55 percent threshold. The section may also be adapted for use by districts that have had approval of a bond with 66.67 percent majority vote that choose to appoint an oversight committee at their discretion; see the accompanying Board policy.

If a bond is approved under the 55 percent majority threshold pursuant to Proposition 39 (Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution), then the district's citizens' oversight committee shall consist of at least seven members, including, but not limited to: (Education Code 15282)

- 1. One member active in a business organization representing the business community located within the district
- 2. One member active in a senior citizens organization
- 3. One member active in a bona fide taxpayers' organization
- 4. One member who is a parent/guardian of a child enrolled in the district

5. One member who is a parent/guardian of a district student and is active in a parent-teacher organization, such as the Parent Teacher Association or school site council

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(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1230 - School-Connected Organizations)
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Members of the citizens' oversight committee shall be subject to the conflict of interest prohibitions regarding incompatibility of office pursuant to Government Code 1125-1129 and financial interest in contracts pursuant to Government Code 1090-1099. (Education Code 15282)

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(cf. 9270 - Conflict of Interest)
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No employee, Board member, vendor, contractor, or consultant of the district shall be appointed to the citizens' oversight committee. (Education Code 15282)

Note: Pursuant to Education Code 15282, as amended by AB 1199 (Ch. 73, Statutes of 2012), members of a citizens' oversight committee may now serve for three consecutive terms rather than two.

Members of the citizens' oversight committee shall serve for a minimum term of two years without compensation and for no more than three consecutive terms. (Education Code 15282)

The purpose of the citizens' oversight committee shall be to inform the public concerning the expenditure of bond revenues. The committee shall actively review and report on the proper expenditure of taxpayers' money for school construction and shall convene to provide oversight for, but not limited to, the following: (Education Code 15278)

- 1. Ensuring that bond revenues are expended only for the purposes described in Article 13A, Section 1(b)(3) of the California Constitution including the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities
- 2. Ensuring that, as prohibited by Article 13A, Section 1(b)(3)(A) of the California Constitution, no funds are used for any teacher and administrative salaries or other school operating expenses

In furtherance of its purpose, the committee may engage in any of the following activities: (Education Code 15278)

1. Receiving and reviewing copies of the annual, independent performance and financial audits required by Article 13A, Section 1(b)(3)(C) and (D) of the California Constitution

(cf. 3460 - Financial Reports and Accountability)

- 2. Inspecting school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of Article 13(A), Section 1(b)(3) of the California Constitution
- 3. Receiving and reviewing copies of any deferred maintenance proposals or plans developed by the district, including any reports required by Education Code 17584.1
- 4. Reviewing efforts by the district to maximize bond revenues by implementing cost-saving measures, including, but not limited to, the following:
 - a. Mechanisms designed to reduce the costs of professional fees
 - b. Mechanisms designed to reduce the costs of site preparation
 - c. Recommendations regarding the joint use of core facilities

(cf. 1330.1 - Joint Use Agreements)

- d. Mechanisms designed to reduce costs by incorporating efficiencies in school site design
- e. Recommendations regarding the use of cost-effective and efficient reusable facility plans

(cf. 7110 - Facilities Master Plan)

The district shall, without expending bond funds, provide the citizens' oversight committee with any necessary technical assistance and shall provide administrative assistance in furtherance of the committee's purpose and sufficient resources to publicize the committee's conclusions. (Education Code 15280)

Note: Pursuant to Government Code 54952, open meeting laws (the Brown Act) apply to any commission, committee, board, or other body created by formal action of the Governing Board, regardless of whether that body is permanent or temporary, decision-making or advisory.

All citizens' oversight committee proceedings shall be open to the public and noticed in the same manner as proceedings of the Board. Committee meetings shall be subject to the provisions of the Ralph M. Brown Act. (Education Code 15280; Government Code 54952)

(cf. 9320 - Meetings and Notices)

The citizens' oversight committee shall issue regular reports, at least once a year, on the results of its activities. Minutes of the proceedings and all documents received and reports issued shall be a matter of public record and shall be made available on the district's web site. (Education Code 15280)

(cf. 1113 - District and School Web Sites) (cf. 1340 - Access to District Records)

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

The citizens' oversight committee may be disbanded following its review of the final performance and financial audits.

Reports

Note: The following section applies to all bond elections.

Within 30 days after the end of each fiscal year, the district shall submit to the County Superintendent of Schools a report concerning any bond election(s) containing the following information: (Education Code 15111)

- 1. The total amount of the bond issue, bonded indebtedness, or other indebtedness involved
- 2. The percentage of registered electors who voted at the election
- 3. The results of the election, with the percentage of votes cast for and against the proposition

Center USD

Administrative Regulation

General Obligation Bonds

AR 7214 Facilities

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants district flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-2009 through 2012-2013 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

Election Notice

The Superintendent or designee shall ensure that election notice and ballot requirements are satisfied in accordance with Education Code 15120-15126 and 15272.

Certificate of Results

If the certificate of election results received by the Governing Board shows that the appropriate majority of the voters are in favor of issuing the bonds, the Board shall record that fact in its minutes. The Board shall then certify to the county board of supervisors all proceedings it had in connection with the election results. (Education Code 15124, 15274)

Resolution Regarding Sale of Bonds

Following passage of the bond measure by the appropriate majority of voters, the Board shall pass a resolution to issue the sale of bonds. The resolution shall prescribe the total amount of bonds to be sold and may also prescribe the maximum acceptable interest rate, not to exceed eight percent, and the time(s) when the whole or any part of the principal of the bonds shall be payable, which shall not be more than 25 years from the date of the bonds. (Education Code 15140)

Prior to the sale of bonds, the Board shall adopt, as an agenda item at a public meeting, another resolution, which includes all of the following items: (Education Code 15146)

- 1. Express approval of the method of sale
- 2. Statement of the reasons for the method of sale selected
- 3. Disclosure of the identity of the bond counsel, and the identities of the bond underwriter and the financial adviser if either or both are utilized for the sale, unless these individuals have not been selected at the time the resolution is adopted, in which case the

Board shall disclose their identities at the public meeting occurring after they have been selected

4. Estimates of the costs associated with the bond issuance

After the sale, the Board shall be presented with the actual cost information and shall disclose that information at the Board's next scheduled meeting. The Board shall ensure that an itemized summary of the costs of the bond sale and all necessary information and reports regarding the sale are submitted to the California Debt and Investment Advisory Commission. (Education Code 15146)

Citizens' Oversight Committee

If a district general obligation bond requiring a 55 percent majority is approved by the voters, the Board shall appoint an independent citizens' advisory oversight committee. This committee shall be appointed within 60 days of the date that the Board enters the election results in its minutes pursuant to Education Code 15274. (Education Code 15278)

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(cf. 1220 - Citizen Advisory Committees)
(cf. 9324 - Minutes and Recordings)
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The citizens' oversight committee shall consist of at least seven members including, but not limited to: (Education Code 15282)

- 1. One member active in a business organization representing the business community located within the district
- 2. One member active in a senior citizens organization
- 3. One member active in a bona fide taxpayers' organization
- 4. One member who is a parent/guardian of a child enrolled in the district
- 5. One member who is a parent/guardian of a child enrolled in the district and is active in a parent-teacher organization, such as the Parent Teacher Association or school site council

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(cf. 0420 - School Plans/Site Councils)
(cf. 1230 - School-Connected Organizations)
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No employee, official (board member), vendor, contractor, or consultant of the district shall be appointed to the citizens' oversight committee. (Education Code 15282)

Members of the citizens' oversight committee shall serve for a term of two years without compensation and for no more than two consecutive terms. (Education Code 15282)

The purpose of the citizens' oversight committee shall be to inform the public concerning the expenditure of bond revenues. The committee shall actively review and report on the proper expenditure of taxpayers' money for school construction and shall convene to provide

oversight for, but not limited to, the following: (Education Code 15278)

- 1. Ensuring that bond revenues are expended only for the purposes described in Article 13A, Section 1(b)(3) of the California Constitution including the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities (Education Code 15278)
- 2. Ensuring that, as prohibited by Article 13A, Section 1(b)(3)(A) of the California Constitution, no funds are used for any teacher and administrative salaries or other school operating expenses (Education Code 15278)
- 3. Ensuring that the annual, independent performance and financial audits required by Article 13A, Section 1(b)(3)(C) and (D) of the California Constitution are issued in accordance with the U.S. Comptroller General's Government Auditing Standards for performance and financial audits (Education Code 15286)

(cf. 3460 - Financial Reports and Accountability)

In furtherance of its purpose, the committee may engage in any of the following activities: (Education Code 15278)

- 1. Receiving and reviewing copies of the annual, independent performance and financial audits required by Article 13A, Section 1(b)(3)(C) and (D) of the California Constitution
- 2. Inspecting school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of Article 13(A), Section 1(b)(3) of the California Constitution
- 3. Receiving and reviewing copies of any deferred maintenance proposals or plans developed by the district, including any reports required by Education Code 17584.1
- 4. Reviewing efforts by the district to maximize bond revenues by implementing cost-saving measures including, but not limited to, the following:
- a. Mechanisms designed to reduce the costs of professional fees
- b. Mechanisms designed to reduce the costs of site preparation
- c. Recommendations regarding the joint use of core facilities

(cf. 1330.1 - Joint Use Agreements)

- d. Mechanisms designed to reduce costs by incorporating efficiencies in school site design
- e. Recommendations regarding the use of cost-effective and efficient reusable facility plans

(cf. 7110 - Facilities Master Plan)

The Board shall, without expending bond funds, provide the citizens' oversight committee with any necessary technical assistance and shall provide administrative assistance in furtherance of the committee's purpose and sufficient resources to publicize the committee's conclusions. (Education Code 15280)

All oversight committee proceedings shall be open to the public and noticed in the same manner as proceedings of the Board. Committee meetings shall be subject to the provisions of the Ralph M. Brown Act. (Education Code 15280; Government Code 54952)

(cf. 9320 - Meetings and Notices)

The oversight committee shall issue regular reports, at least once a year, on the results of its activities. Minutes of the proceedings and all documents received and reports issued shall be a matter of public record and shall be made available on the district's web site. (Education Code 15280)

(cf. 1340 - Access to District Records)

Members of the oversight committee shall be subject to prohibitions regarding incompatibility of office pursuant to Government Code 1125-1129 and financial interest in contracts pursuant to Government Code 1090-1098. (Education Code 15282)

(cf. 9270 - Conflict of Interest)

Reports

Within 30 days after the end of each fiscal year, the Board shall submit to the County Superintendent of Schools a report concerning any bond election(s) containing the following information: (Education Code 15111)

- 1. The total amount of the bond issue, bonded indebtedness, or other indebtedness involved
- 2. The percentage of registered electors who voted at the election
- 3. The results of the election, with the percentage of votes cast for and against the proposition

Board Bylaws BB 9322(a)

AGENDA/MEETING MATERIALS

Agenda Content

Note: Government Code 54954.2 requires Governing Board meeting agendas to briefly describe each item to be discussed, including closed session items, and states that a brief general description of an item generally need not exceed 20 words. For information regarding the different types of meetings and meeting location requirements, see BB 9320 - Meetings and Notices. For agenda requirements regarding closed session agenda items, see BB 9321 - Closed Session Purposes and Agendas.

Governing Board meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

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(cf. 9320 - Meetings and Notices)
(cf. 9321- Closed Session Purposes and Agendas)
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The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

(cf. 9323 - Meeting Conduct)

Note: Pursuant to Government Code 54957.5, when agenda materials are distributed to the Board less than 72 hours before a meeting, the agenda must include the address of the location where the public can inspect those agenda materials. Also see section below entitled "Agenda Dissemination to Members of the Public."

Each meeting agenda shall list the address designated by the Superintendent or designee for public inspection of agenda documents that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

Note: Government Code 54954.2 requires that the agenda include information regarding how, when, and to whom a request for a disability-related accommodation or modification may be made. See BB 9320 - Meetings and Notices. The following paragraph should be modified to reflect district practice as to when and to whom such a request should be made.

The agenda shall specify that an individual should contact the Superintendent or designee if he/she requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting. (Government Code 54954.2)

Agenda Preparation

Note: Education Code 35145.5 mandates that the Board adopt reasonable regulations to ensure that members of the public can place matters directly related to school district business on Board meeting agendas. In Mooney v. Garcia, a California appeals court reaffirmed boards' discretion in determining what agenda items are related to school district matters.

The following section, including the timelines, should be revised to reflect district practice. Districts are free to establish their own timelines for placing an item on the agenda, taking into account staff time and resources, as long as the established timeline is a reasonable one. In <u>Caldwell v. Roseville Joint Union High School District</u>, a federal district court upheld a district bylaw requiring members of the public to submit a written request in order to place items on a meeting agenda. The plaintiff had alleged that his First Amendment rights were violated when the district did not place his item on the agenda in response to his oral request because the district disagreed with his religious beliefs. However, the court held that the district's bylaw requiring that requests first be made in writing was content-neutral and thus a reasonable restriction.

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting. Each agenda shall reflect the district's vision and goals and the Board's focus on student learning.

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(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 9121 - President)
(cf. 9122 - Secretary)
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Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board president and Superintendent shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation.

The Board president and Superintendent shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote, an information item that does not require immediate action, or a consent item that is routine in nature and for which no discussion is anticipated.

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

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(cf. 1312.1 - Complaints Concerning District Employees)
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(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

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

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

Consent Agenda/Calendar

Note: The following optional section is for boards that use the consent agenda or calendar to take action on matters of a routine nature for which discussion may not be necessary. It is important for such boards to limit the use of the consent agenda to noncontroversial matters and to establish rules that help ensure that any use of the consent agenda does not reduce transparency in the board's conduct of district business or result in violation of the open meeting laws. In addition, boards should be aware that, by law, certain items may not be placed on the consent agenda. For example, pursuant to Government Code 54960.2, as added by SB 1003 (Ch. 732, Statutes of 2012), a board's decision to approve or rescind its unconditional commitment to refrain from taking certain actions in violation of the Brown Act must be made as a separate item and not on the consent agenda. See BB 9323.2 - Actions by the Board.

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent agenda items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval.

When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. However, the agenda need not provide an opportunity for public comment when the consent agenda item has previously been considered at an open meeting of a committee comprised exclusively of all the Board members provided that members of the public were afforded an opportunity to comment on the item at that meeting, unless the item has been substantially changed since the committee considered it. (Government Code 54954.3)

Agenda Dissemination to Board Members

Note: The following section is **optional** and should be modified to reflect district practice. Pursuant to Government Code 6252.7, when the Board, in the conduct of its duties, is authorized by law to access any writing of the district, including agenda and supporting documents, the district is prohibited from discriminating between or among Board members as to when and which records will be made available.

CSBA's Agenda Online, an electronic board meeting agenda service for use by districts and county offices of education, allows development of and access to Board meeting agendas, supporting documents, and minutes from any computer that has Internet access. Further information can be found on CSBA's web site.

At least three days before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, citizens, and others; and other available documents pertinent to the meeting.

When special meetings are called, the Superintendent or designee shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible before the meeting.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

(cf. 9012 - Board Member Electronic Communications)

Agenda Dissemination to Members of the Public

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

Note: Government Code 54957.5 requires that when agenda materials are distributed to the Board less than 72 hours before a regular meeting, the district must also make the documents available for public inspection, as specified below. However, only those documents that are "public records" under the Public Records Act and which relate to an agenda item scheduled for the open session portion of a regular meeting need to be made available for inspection.

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board, provided the document is a public record under the Public Records Act. The Superintendent or designee may also post the document on the district's web site in a position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting. (Government Code 54957.5)

Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)

Note: Pursuant to Government Code 54954.1, upon request, the agenda and supporting documentation must be made available in appropriate alternative formats to persons with a disability, as required under the Americans with Disabilities Act (42 USC 12132). Examples of alternative formats, also referred to as "auxiliary aids and services," are listed in 28 CFR 36.303 and include audio recordings or Braille materials.

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Note: The following optional paragraph is for use by districts that charge a fee for mailing the agenda or agenda packet. Government Code 54954.1 authorizes districts to charge a fee for mailing the agenda or agenda packet as long as the fee does not exceed the cost of providing the service. Pursuant to Government Code 54957.5, a surcharge may not be imposed for providing the agenda and other public record documents in alternative formats to persons with disabilities.

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

Legal Reference: (see next page)

AGENDA/MEETING MATERIALS (continued)

Legal Reference:

EDUCATION CODE

35144 Special meetings

35145 Public meetings

35145.5 Right of public to place matters on agenda

GOVERNMENT CODE

6250-6270 Public Records Act

53635.7 Separate item of business

54954.1 Mailed agenda of meeting

54954.2 Agenda posting requirements; board actions

54954.3 Opportunity for public to address legislative body

54954.5 Closed session item descriptions

54956.5 Emergency meetings

54957.5 Public records

54960.2 Challenging board actions; cease and desist

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications

36.303 Auxiliary aids and services

COURT DECISIONS

Mooney v. Garcia, (2012) 207 Cal. App. 4th 229

Caldwell v. Roseville Joint Union High School District, 2007 U.S. Dist. LEXIS 66318

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2010

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, rev. 2003

WEB SITES

CSBA, Agenda Online: http://www.csba.org

California Attorney General's Office: http://www.oag.ca.gov

Center USD

Board Bylaw

Agenda/Meeting Materials

BB 9322 Board Bylaws

Agenda Content

Governing Board meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

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(cf. 9320 - Meetings and Notices)
(cf. 9321- Closed Session Purposes and Agendas)
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The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

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(cf. 9323 - Meeting Conduct)
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Each meeting agenda shall list the address designated by the Superintendent or designee for public inspection of agenda documents that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

The agenda shall specify that an individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee. (Government Code 54954.2)

Agenda Preparation

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting. Each agenda shall reflect the district's vision and goals and the Board's focus on student learning.

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(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 9121 - President)
(cf. 9122 - Secretary)
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A Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be in writing and be submitted to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board president and Superintendent shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation before placing the item on the agenda.

The Board president and Superintendent shall decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote, an information item that does not require immediate action, or a consent item that is routine in nature and for which no discussion is anticipated.

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

(cf. 9323.2 - Actions by the Board)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

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

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

Consent Items

In order to promote efficient meetings, the Board may act upon more than one item by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature or items for which no Board discussion is anticipated and for which the Superintendent recommends approval.

In accordance with law, the public has a right to comment on any consent item. At the request of any member of the Board, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item.

Agenda Dissemination to Board Members

At least three days before each regular meeting, a copy of the agenda and agenda packet shall be forwarded to each Board member, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, citizens, and others; and other available documents pertinent to the meeting.

When special meetings are called, the Superintendent or designee shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible before

the meeting.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to request additional information on agenda items.

Agenda Dissemination to Members of the Public

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

If a document is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at the time the document is distributed to a majority of the Board provided that the document is a public record under the Public Records Act and relates to an agenda item for an open session of a regular Board meeting. The Superintendent or designee may also post the document on the district's web site in a position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting. (Government Code 54957.5)

(cf. 1113 - District and School Web Sites) (cf. 1340 - Access to District Records)

Any documents prepared by the district or the Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any documents prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

Legal Reference:
EDUCATION CODE
35144 Special meetings
35145 Public meetings
35145.5 Right of public to place matters on agenda

GOVERNMENT CODE

6250-6270 Public Records Act

53635.7 Separate item of business

54954.1 Mailed agenda of meeting

54954.2 Agenda posting requirements; board actions

54954.3 Opportunity for public to address legislative body

54954.5 Closed session item descriptions

54956.5 Emergency meetings

54957.5 Public records

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications

36.303 Auxiliary aids and services

COURT DECISIONS

Caldwell v. Roseville Joint Union HSD, 2007 U.S. Dist. LEXIS 66318

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2007

Guide to Effective Meetings, rev. 2007

Maximizing School Board Leadership: Boardsmanship, 1996

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, California Attorney General's Office, rev. 2003

CALIFORNIA CITY ATTORNEY PUBLICATIONS

Open and Public III: A User's Guide to the Ralph M. Brown Act, 2000

WEB SITES

CSBA, Agenda Online:

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

California Attorney General's Office: http://www.caag.state.ca.us

Bylaw

adopted: June 18, 2008

BB 9323.2(a)

ACTIONS BY THE BOARD

Note: Pursuant to Education Code 35164, a majority vote of <u>all</u> members of the Governing Board is necessary for an item to carry, even in those cases where some members are absent. Thus, for districts with a five-member board, an item will pass with three votes, even if only three members are present or there is a vacancy. Education Code 35165 details the effect of a vacancy in districts with a seven-member board. For language regarding vote requirements when a board member abstains, see BB 9323 - Meeting Conduct.

The law specifies certain board actions as requiring more than a majority vote; see E(1) 9323.2 for a specific list of such actions.

The Governing Board shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

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(cf. 9000 - Role of the Board)
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(cf. 9005 - Governance Standards)

(cf. 9012 - Board Member Electronic Communications)

(cf. 9200 - Limits of Board Member Authority)

Note: In some instances, the law requires that a hearing be conducted before the Board takes action on an item (e.g., before adopting the district's budget or expelling a student). Notice and other requirements for hearings may be more extensive than those for regular or special meetings and will depend upon the specific requirements in applicable statutes.

An "action" by the Board means: (Government Code 54952.6)

- 1. A collective decision by a majority of the Board members
- 2. A collective commitment or promise by a majority of the Board members to make a positive or negative decision
- 3. A vote by a majority of the Board members when sitting as the Board upon a motion, proposal, resolution, order, or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

(cf. 9324 - Minutes and Recordings)

Action on Non-Agenda Items

Note: The Brown Act (Government Code 54950-54963) generally prohibits any action or discussion of items not on the posted agenda. However, Government Code 54954.2 provides for three specific and narrow situations in which the Board can act on an item not on the agenda, as specified below. Board members may also briefly respond to questions raised by members of the public concerning items not on the agenda; see BB 9323 - Meeting Conduct.

After publicly identifying the item, the Board may take action on a subject not appearing on the posted meeting agenda under any of the following conditions: (Government Code 54954.2)

- 1. When a majority of the Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5
- 2. When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the district's attention after the agenda was posted
- 3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier

(cf. 9320 - Meetings and Notices) (cf. 9322 - Agenda/Meeting Materials)

Challenging Board Actions

Note: Government Code 54960 grants authority to the district attorney or any interested person to file a civil action asking the court to order the Board to stop or prevent Brown Act violations specified below. The Board should be careful to respond to legal challenges to its actions and consult legal counsel when necessary. Pursuant to Government Code 54960.5, a court may award court costs and reasonable attorney's fees to a plaintiff who successfully invalidates a Board action in violation of the Brown Act or successfully enforces one of the Brown Act's civil remedies provided in Government Code 54960-54960.2.

The district attorney's office or any interested person may file an action in court to stop or prevent the Board's violation or threats of violations of the Brown Act, to determine the applicability of the Brown Act to ongoing or future threatened Board actions, to determine the validity, under California or federal law, of any Board rule or action to penalize any of its members or otherwise discourage the member's expression, or to compel the Board to audio record its closed sessions because of its violation of any applicable Government Code provision. (Government Code 54960)

Note: Pursuant to Government Code 54960.1, the district attorney's office or any interested person may file a lawsuit to invalidate (i.e., declare null and void) actions that violate specific provisions of the Brown Act listed in Government Code 54960.1 and specified below. However, even when the action may normally be subject to invalidation, Government Code 54960.1 provides that in certain circumstances (e.g., when there has been substantial compliance with the Brown Act or the Board created a contractual obligation), the action may not be invalidated.

Before seeking court action, the person who believes a violation occurred must send a written demand to the Board to "cure or correct" the action as specified below. Because the laws regarding these provisions are complex, it is recommended that the district consult with legal counsel upon receipt of a "cure and correct" demand.

The district attorney or any interested person may present a demand that the Board cure and correct a Board action which he/she alleges is in violation of law regarding any of the following: (Government Code 54960.1)

- 1. Open meeting and teleconferencing (Government Code 54953)
- 2. Agenda posting (Government Code 54954.2)
- 3. Closed session item descriptions (Government Code 54954.5)
- 4. New or increased tax assessments (Government Code 54954.6)
- 5. Special meetings (Government Code 54956)
- 6. Emergency meetings (Government Code 54956.5)

Any demand to "cure and correct" an alleged violation shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

Within 30 days of receiving the demand, the Board shall do one of the following: (Government Code 54960.1)

- 1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.
- 2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.
- 3. Take no action. If the Board takes no action within the 30-day review period, its inaction shall be considered a decision not to cure or correct the action.

Note: Pursuant to Government Code 54960, as amended by SB 1003 (Ch. 732, Statutes of 2012), past Board actions that occur on or after January 1, 2013 but which are not specified in Government Code 54960.1 may also be challenged. However, prior to commencing such an action, the district attorney or other interested person must comply with the requirements specified in Government Code 54960.2, as added by SB 1003, including sending a cease and desist letter to the Board within nine months of the alleged violation.

In addition, the district attorney's office or any interested party may file an action in court to determine the applicability of the Brown Act to any past Board action not specified in Government Code 54960.1, if the following conditions are met: (Government Code 54960.2)

1. Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.

Note: Pursuant to Government Code 54960.2, the Board may respond within 30 days of receiving the cease and desist letter. If the Board decides to respond to the letter with an unconditional commitment to desist from repeating the past action, the unconditional commitment is required to be substantially in the same form provided in Government Code 54960.2 and to be approved in an open session of the Board's regular or special meeting. For a sample unconditional commitment letter, see E(2) 9323.2.

2. The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.

Legal Reference:

EDUCATION CODE

15266 School construction bonds

17466 Declaration of intent to sell or lease real property

17481 Lease of property with residence for nondistrict purposes

17510-17511 Resolution requiring unanimous vote of all members constituting board

17546 Private sale of personal property

17556-17561 Dedication of real property

17582-17583 District deferred maintenance fund

35140-35149 Meetings

35160-35178.4 Powers and duties

48660-48661 Community day schools, establishment and restrictions

CODE OF CIVIL PROCEDURE

425.16 Special motion to strike in connection with a public issue

1245.240 Eminent domain vote requirements

1245.245 Eminent domain, resolution adopting different use

Legal Reference continued: (see next page)

Legal Reference: (continued)

GOVERNMENT CODE

53090-53097.5 Regulation of local agencies by counties and cities

53724 Parcel tax resolution requirements

53790-53792 Exceeding the budget

53820-53833 Temporary borrowing

53850-53858 Temporary borrowing

54950-54963 The Ralph M. Brown Act, especially:

54952.6 Action taken, definition

54953 Meetings to be open and public; attendance; secret ballots

54960-54960.5 Actions to prevent violations

65352.2 Coordination with planning agency

PUBLIC CONTRACT CODE

3400 Bid specifications

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20113 Emergencies, award of contracts without bids

COURT DECISIONS

Los Angeles Times Communications LLC v. Los Angeles County Board of Supervisors (2003) 112

Cal.App.4th 1313

McKee v. Orange Unified School District (2003) 110 Cal. App. 4th 1310

Bell v. Vista Unified School District (2002) 82 Cal. App. 4th 672

Boyle v. City of Redondo Beach (1999) 70 Cal. App. 4th 1109

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 2009

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Local Legislative Bodies, 2003

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, 2007

WEB SITES

CSBA: http://www.csba.org

California Attorney General's Office: http://www.oag.ca.gov

Institute of Local Government: http://www.ca-ilg.org

Center USD

Board Bylaw

Actions By The Board

BB 9323.2 Board Bylaws

The Governing Board shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

An "action" by the Board means: (Government Code 54952.6)

- 1. A collective decision by a majority of the Board members
- 2. A collective commitment or promise by a majority of the members to make a positive or negative decision
- 3. A vote by a majority of the members when sitting as the Board upon a motion, proposal, resolution, order, or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

(cf. 9324 - Minutes and Recordings)

Action on Non-Agenda Items

After publicly identifying the item, the Board may take action on a subject not appearing on the posted meeting agenda under any of the following conditions: (Government Code 54954.2)

- 1. When a majority of the Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5
- 2. When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the district's attention after the agenda was posted
- 3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier

(cf. 9320 - Meetings and Notices) (cf. 9322 - Agenda/Meeting Materials)

Challenging Board Actions

Any interested person or the district attorney's office may present a demand that the Board cure and correct a Board action which he/she alleges is in violation of Government Code

54954.2 (agenda posting), Government Code 54953 (open meeting and teleconferencing), Government Code 54954.5 (closed session item descriptions), Government Code 54954.6 (new or increased tax assessments), Government Code 54956 (special meetings), or Government Code 54956.5 (emergency meetings). (Government Code 54960.1)

Any demand to "cure and correct" an alleged violation shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

Within 30 days of receiving the demand, the Board shall do one of the following: (Government Code 54960.1)

- 1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.
- 2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.
- 3. Take no action. If the Board takes no action within the 30-day review period, its inaction shall be considered a decision not to cure or correct the action.

Legal Reference:

EDUCATION CODE

15266 School construction bonds

17466 Declaration of intent to sell or lease real property

17481 Lease of property with residence for nondistrict purposes

17510-17511 Resolution requiring unanimous vote of all members constituting board

17546 Private sale of personal property

17556-17561 Dedication of real property

17582-17583 District deferred maintenance fund

35140-35149 Meetings

35160-35178.4 Powers and duties

48660-48661 Community day schools establishment and restrictions

CODE OF CIVIL PROCEDURE

425.16 Special motion to strike in connection with a public issue

1245.240 Eminent domain vote requirements

1245.245 Eminent domain, resolution adopting different use

GOVERNMENT CODE

53090-53097.5 Regulation of local agencies by counties and cities

53724 Parcel tax resolution requirements

53790-53792 Exceeding the budget

53820-53833 Temporary borrowing

53850-53858 Temporary borrowing

54950-54963 The Ralph M. Brown Act, especially:

54952.6 Action taken, definition

54953 Meetings to be open and public; attendance; secret ballots

54960 Action to prevent violations

65352.2 Coordination with planning agency

PUBLIC CONTRACT CODE

3400 Bid specifications

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20113 Emergencies, award of contracts without bids

COURT DECISIONS

Los Angeles Times Communications LLC v. Los Angeles County Board of Supervisors, (2003) 112 Cal.App.4th 1313

McKee v. Orange Unified School District, (2003) 110 Cal. App. 4th 1310

Bell v. Vista Unified School District, (2002) 82 Cal.App.4th 672

Boyle v. City of Redondo Beach, (1999) 70 Cal.App.4th 1109

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 2009

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Local Legislative Bodies, 2003

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, 2007

WEB SITES

CSBA: http://www.csba.org

California Attorney General's Office: http://www.caag.state.ca.us

Institute of Local Government: http://www.ca-ilg.org

Bylaw

adopted: June 15, 2011



Board Bylaws E(2) 9323.2

ACTIONS BY THE BOARD

UNCONDITIONAL COMMITMENT LETTER

Note: Government Code 54960, as amended by SB 1003 (Ch. 732, Statutes of 2012), authorizes the district attorney or other interested person to file an action in court to determine the applicability of the Ralph M. Brown Act to any past Governing Board action which is not specified in Government Code 54960.1 and which occurs on or after January 1, 2013; see the accompanying administrative regulation. Prior to commencing such an action, the district attorney or other interested person must send a cease and desist letter to the Board within nine months of the alleged violation. Within 30 days of receiving the cease and desist letter, the Board may respond by sending an unconditional commitment, substantially in the same form provided in Government Code 54960.2, to desist from repeating the past action. If the Board so responds, the district attorney or other interested person may not file an action in court. The following exhibit presents a sample unconditional commitment letter.

To: (Name of district attorney or any interested person)

The Governing Board of (<u>name of school district</u>) has received your cease and desist letter dated (<u>date</u>) alleging that the following described past action taken by the Board violates the Ralph M. Brown Act: (Describe alleged past action as set forth in the cease and desist letter.)

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the Board hereby unconditionally commits that it will cease, desist from, and not repeat the challenged past action described above. The Board may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as "Rescission of Brown Act Commitment." You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address(es) you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, a notice will be delivered to you by the same means as this commitment, or by mail to an address that you have designated in writing, and you will have the right to commence legal action pursuant to Government Code 54960(a).

Sincerely,

(Name)

(Title of Board President or other designee)