

# CENTER JOINT UNIFIED SCHOOL DISTRICT

www.centerusd.org

## Local Control Accountability Plan Goals:

1. CJUSD Students will be challenged and supported to achieve academic success in a clean, safe environment through Multi-Tiered Systems of Support (MTSS)
2. CJUSD students will be College and Career ready through Multi-Tiered Systems of Support (MTSS)
3. CJUSD students and families will be engaged and informed regarding the educational process and opportunities through Multi-Tiered Systems of Support (MTSS)

## **BOARD OF TRUSTEES REGULAR MEETING**

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

**Wednesday, January 15, 2020 - 6:00 p.m.**

## **STATUS**

- |   |             |
|---|-------------|
| <b>I. CALL TO ORDER &amp; ROLL CALL - 5:45 p.m.</b>                           |             |
| <b>II. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION</b>            |             |
| 1. Public Employee Appointment (G.C. §54957) IS / ISPH                        |             |
| <b>III. PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION</b> |             |
| <b>IV. CLOSED SESSION - 5:45 p.m.</b>   |             |
| <b>V. OPEN SESSION - CALL TO ORDER - 6:00 p.m.</b>                            |             |
| <hr/>   |             |
| <b>VI. FLAG SALUTE</b>  |             |
| <b>VII. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION</b>                    | Info/Action |
| <b>VIII. ADOPTION OF AGENDA</b>   | Action      |
| <b>IX. STUDENT BOARD REPRESENTATIVE REPORTS (3 minutes each)</b>              | Info        |
| 1. Center High School - Jazmine Saheed  |             |
| 2. McClellan High School - Alyssa Divens                                      |             |
| <b>X. ORGANIZATION REPORTS (3 minutes each)</b>                               | Info        |
| 1. CUTA - Venessa Mason, President  |             |
| 2. CSEA - Marie Huggins, President  |             |

*Note: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Superintendent's Office at (916) 338-6409 at least 48 hours before the scheduled Board meeting. [Government Code §54954.2] [Americans with Disabilities Act of 1990, §202.]*

**NOTICE:** The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the scheduled meeting, can be viewed at Center Joint Unified School District, Superintendent's Office, located at 8408 Watt Avenue, Antelope, CA. For more information please call 916-338-6409.

<b>XI. COMMITTEE UPDATES</b> (8 minutes each)		Info
Facilities & Op.	1. <b>Facilities Update</b> - Craig Deason	
<b>XII. REPORTS/PRESENTATIONS</b> (8 minutes each)		Info
Curr & Instr	1. <b>Williams Uniform Complaint Quarterly Reporting</b> - Mike Jordan	
Facilities & Op.	2. <b>Bond Oversight Committee Annual Report</b> - Craig Deason	
Business	3. <b>Salaries and Benefits</b> - Lisa Coronado	
↓	4. <b>Audit Report for Fiscal Year 2018-2019</b> - Lisa Coronado	
<b>XIII. COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA</b>		Public Comments Invited
<i>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 54954.2. A speaker shall be limited to 3 minutes (Board Policy 9323). All public comments on items listed on this agenda will be heard at the time the Board is discussing that item.</i>		
<b>XIV. BOARD / SUPERINTENDENT REPORTS</b> (10 minutes)		Info
<b>XV. CONSENT AGENDA</b> (5 minutes)		Action
<i>NOTE: The Board will be asked to approve all of the following items by a single vote, unless any member of the Board asks that an item be removed from the consent agenda and considered and discussed separately.</i>		
Governance	1. Approve Adoption of Minutes from December 18, 2019 Regular Meeting	
Personnel	2. Approve Classified Personnel Transactions	
↓	3. Approve Certificated Personnel Transactions	
Special Ed	4. Ratify 2019/20 Individual Service Agreements:	
	ISA #41 Northern CA Prep School	
Curr & Instr	5. Approve VAPA Grant - Any Given Child Program	
Facilities & Op.	6. Approve Notice of Completion - Rua & Son Mechanical - Roof Replacement - Spinelli 10, Center High 300, and District Office Annex 41	
↓	7. Approve Notice of Completion - Placer Complete Restoration - North Country Elementary Siding Project	
↓	8. Approve Agreement for Annual Continuing Disclosure and Debt Reporting Services By and Between Center Joint Unified School District and CFW Advisory Services, LLC	
Business	9. Approve Analytics Software Agreement with Forecast5	
↓	10. Approve Payroll Orders: July through December 2019	
↓	11. Approve Supplemental Agenda (Vendor Warrants): December 2019	
<b>XVI. BUSINESS ITEMS</b>		
Governance	<b>A. <u>First Reading: Board Policies/Regulations/Exhibits</u></b>	Action
<b>BP/AR 0460 - Local Control and Accountability Plan</b> (BP/AR revised)		
Policy updated to delete the section on "Technical Assistance/Intervention," as that material is now addressed in BP 0520 - Intervention for Underperforming Schools. Paragraph added to generally address actions that may be taken whenever a school or a numerically significant student subgroup is not making sufficient progress toward the goals in the local control and accountability plan (LCAP). Regulation updated to reflect <b>NEW LAW (AB 1240)</b> which adds, as a measure of student achievement, the percentage of students who have successfully completed both college entrance courses and career technical education courses.		



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

### **BP 0520 - Intervention for Underperforming Schools**

(BP added)

New policy contains material formerly in BP 0460 - Local Control and Accountability Plan regarding interventions to support the continuous improvement of student performance within the priorities identified in the district's LCAP. Paragraph added to reference interventions that will be provided to schools identified by the California Department of Education (CDE) for comprehensive support and improvement (CSI), targeted support and improvement (TSI), and additional targeted support and improvement (ATSI).

### **BP 0520.1 - Comprehensive and Targeted Support and Improvement**

(BP added)

New policy addresses the state's accountability system, developed in response to federal Title I requirements, to provide interventions to schools identified by CDE for CSI, TSI, or ATSI. Policy includes criteria for the identification of schools, requirements for a school improvement plan, and actions to be taken if implementation of the school plan is unsuccessful after a specified period of years.

### **BP 1431 - Waivers**

(BP revised)

Policy updated to add the requirement, when submitting a general waiver request to the State Board of Education, to include a written summary of any objections to the request by school site councils or advisory committees, as applicable. Policy adds the requirement that a request pertaining to a regional occupational center or program operated by a joint powers agency be submitted as a joint waiver request with other participating districts. Policy reflects guidance in CDE's General Waiver Instructions regarding proper notice for a public hearing on a waiver request proposal.

### **BP/AR 3515 - Campus Security**

(BP/AR revised)

Policy updated to clarify that audio capability of surveillance equipment should be disabled in accordance with state law prohibiting the recording of conversations unless the parties to the conversation may reasonably expect that the communication may be overheard or recorded, and to reflect a National Institute of Justice recommendation that signage state that the district's surveillance system may or may not be actively monitored. Regulation adds section on "Locks" reflecting requirement for state-funded new construction projects, as well as certain modernization projects, to include locks that allow classroom doors to be locked from the inside. Regulation also adds strategies to increase adult presence and supervision on campus and to provide staff training in emergency response.

### **BP 4119.22/4219.22/4319.22 - Dress and Grooming**

(BP revised)

Policy updated to reflect **NEW LAW (SB 188)** which prohibits discrimination against traits historically associated with race, including hair texture and "protective hairstyles" such as braids, locks, and twists.

### **BP 4119.24/4219.24/4319.24 - Maintaining Appropriate Adult-Student Interactions**

(BP added)

New policy addresses the avoidance of unlawful and inappropriate interactions between staff and students, an employee's responsibility to report another employee's violation of this policy, disciplinary consequences for staff, referral to law enforcement when appropriate, the requirement to post the code of conduct on school and/or district websites, and examples of conduct that are inappropriate or can create the appearance of impropriety.

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

### **BP 4216 - Probationary/Permanent Status** (BP revised)

Policy updated to reflect **NEW LAW (AB 1353)** which shortens the length of the probationary period in non-merit system districts from one year to either six months or 130 days of paid service, whichever is longer, for consistency with districts incorporating the merit system. Policy also revised to clarify that employees may be dismissed during the probationary period without cause.

### **BP 5131 - Conduct** (BP revised)

Policy updated to reflect **NEW LAW (AB 272)** which authorizes boards to limit or prohibit, except under specified circumstances, student use of smartphones while at school or while under the supervision and control of a district employee. Details regarding student use of mobile communication devices moved to BP 5131.8 - Mobile Communication Devices.

### **BP 5131.8 - Mobile Communication Devices** (BP added)

New policy reflects **NEW LAW (AB 272)** which authorizes boards to limit or prohibit student use of smartphones while at school or while under the supervision and control of a district employee, except under specified circumstances (i.e., in an emergency, with permission of teacher or administrator, when directed by student's health care provider, when required by student's individualized education program). Policy also addresses reasonable search of students' mobile communication devices, employees' authority to confiscate a device, and discipline for off-campus use of a mobile communication device which poses a threat of danger to the safety of students, staff, or district property or substantially disrupts school activities.

### **BP 5132 - Dress and Grooming** (BP revised)

Policy updated to reflect **NEW LAW (SB 188)** which prohibits discrimination against traits historically associated with race, including hair texture and "protective hairstyles" such as braids, locks, and twists.

### **AR 5141.26 - Tuberculosis Testing** (AR revised)

Regulation updated to reflect guidance from the California Department of Public Health and the Child Health and Disability Prevention office of the California Department of Health Care Services ~~clarifying that the health screening for school entry includes testing for tuberculosis only when~~ required by the local health department. Regulation also reflects law authorizing parents/guardians to submit a signed waiver indicating that they do not want or are unable to obtain the health screening for their child.

### **BP/AR 5142 - Safety** (BP/AR revised)

Policy updated to add the district's responsibility to provide for the proper supervision of students during before- and after-school programs, morning drop-off at school, and afternoon pick-up and to provide for appropriate student instruction in emergency procedures. Policy adds section reflecting the requirement to print safety hotline numbers on student identification cards for students in grades 7-12, including the National Suicide Prevention Lifeline and, pursuant to **NEW LAW (SB 316)**, the National Domestic Violence Hotline. Regulation updated to add communication of school rules to students, the responsibility of individuals supervising students to remain alert for unauthorized persons, and the requirement for inspection of new playgrounds by a certified safety inspector. Regulation also updates the list of activities with safety risks in accordance with the legal definition of "hazardous recreational activity" and prohibits any such activity unless it is properly supervised, students wear protective gear as appropriate, and participants have insurance coverage. Section on "Laboratory Safety" expanded to include student instruction in safety procedures, proper handling of hazardous materials and bloodborne pathogens, and accessibility of emergency information and first aid supplies.

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

### **BP/AR 7140 - Architectural and Engineering Services**

(BP/AR revised)

Policy updated to clarify the district's responsibility to select a licensed architect and/or structural engineer as required by law when professional design services are used for construction or modernization of school facilities and to address the need to comply with state safety and design standards. Policy adds the general duties of the architect and/or structural engineer and the circumstances under which design specifications must be submitted to CDE and the Division of the State Architect. Regulation updates the components of the selection process to more directly reflect law and adds the district's authority, if negotiations with the most qualified firm are unsuccessful, to negotiate a contract with the second most qualified firm and then the third most qualified firm. Regulation also includes the option to award a contract to a single entity for both the design and construction of a school facility in excess of \$1 million ("design build" contract).

### **BB 9323 - Meeting Conduct**

(BB revised)

Bylaw updated to clarify circumstances under which the board may exercise flexibility in allocating time for public input to ensure full opportunity for public input and presentation of the diversity of viewpoints.

#### Change in policy Numbers:

Student Activity Trips - change from BP 5131.8 to BP 6153.1

Academic Freedom - change from BP 4119.24 to BP 4119.29

Curr & Instr

- B. MOU with American River College for Dual Enrollment Courses** Action
- The CJUSD would like to enter into an agreement with American River College for independent study dual enrollment courses. There is no cost to the student and the credits are transferable.

## **XVII. ADVANCE PLANNING**

Info

- a. *Future Meeting Dates:*
- i. *Regular Meeting: Wednesday, February 19, 2020 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747*
- b. *Suggested Agenda Items:*

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

Action

## **XIX. ADJOURNMENT**

Action

#### **CJUSD Mission:**

*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.*

## *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

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

**Date:** January 7, 2020

**Action Item**

**To:** Board of Trustees

**Information Item XX**

**From:** Michael Jordan

**Director of Curriculum, Instruction and Special Education**

**Initials:** MAJ

**# Attached Pages:** 1

**SUBJECT:** Williams Complaint Process Quarter 2 Report

Mr. Jordan will provide the Williams Complaint Quarter 2 Report to the Board. There were no complaints filed during the quarter.

**RECOMMENDATION:**

# Quarterly District Report: *Williams* Uniform Complaint Process (UCP)

Properly submitting this form to SCOE serves as your district's *Williams* UCP Quarterly Complaint Report per *Education Code* § 35186(d). **All fields are required.**

## SUBMITTER INFORMATION

Michael Jordan	Director of C&I and SpEd	916-339-4697
<b>Name</b> Person submitting form Mikejordan@centerusd.org	<b>Job Title</b>	<b>Phone Number</b> Include area code
<b>E-mail Address</b>		

## DISTRICT INFORMATION

Center Joint U.S.D.	2019-2020	Quarter 2 (Oct.–Dec.)
<b>School District</b>	<b>Year Covered by This Report</b>	<b>Quarter Covered by This Report</b>

## COMPLAINTS

### Sufficiency of Textbooks

<b>Total Number of Textbook Complaints</b> Enter 0 if none.	0
<b>Number of Textbook Complaints <u>Resolved</u></b> Enter 0 if none.	0
<b>Number of Textbook Complaints <u>Unresolved</u></b> Enter 0 if none.	0

### Emergency School Facilities Issues

<b>Total Number of Emergency Facilities Complaints</b> Enter 0 if none.	0
<b>Number of Emergency Facilities Complaints <u>Resolved</u></b> Enter 0 if none.	0
<b>Number of Emergency Facilities Complaints <u>Unresolved</u></b> Enter 0 if none.	0

### Vacancy or Misassignment of Teachers

<b>Total Number of Vacancy/Misassignment Complaints</b> Enter 0 if none.	0
<b>Number of Vacancy/Misassignment Complaints <u>Resolved</u></b> Enter 0 if none.	0
<b>Number of Vacancy/Misassignment Complaints <u>Unresolved</u></b> Enter 0 if none.	0

## RESOLUTION OF COMPLAINTS

**Briefly summarize the nature of complaints and how they were resolved.**

Enter "N/A" if no complaints were received. If you need more space, enter "sent by e-mail" and send your summary to Shannon Hansen with your report.

N/A

## REPORT INCLUDES ALL COMPLAINTS FOR THIS QUARTER

The number of UCP complaints (textbooks, facilities, and teachers categories) filed for the quarter being reported *MUST* be entered in this report. Please check the box below confirming this:



### **Includes All UCP Complaints**

All UCP complaints for the indicated quarter are being reported—from my district office and all school sites in my district.

By submitting this form, you certify that the information is complete and accurate, and that you have verified the accuracy of the report information by contacting each school in your district. The report includes *ALL* UCP complaints in the above categories received at school sites in the district, plus the district office.

## RETURN INSTRUCTIONS

After completing the form in its entirety, save the file and e-mail it to Shannon Hansen at the Sacramento County Office of Education (SCOE): [shannonh@scoe.net](mailto:shannonh@scoe.net).



# *Center Joint Unified School District*

<b>AGENDA REQUEST FOR:</b>	
<b>Dept./Site:</b> Maintenance & Operations	<b>Action Item</b> _____
<b>To:</b> Board of Trustees	<b>Information Item</b> <u>  X  </u>
<b>Date:</b> January 15, 2020	<b># Attached Pages</b> <u>  1  </u>
<b>From:</b> Craig Deason, Asst. Superintendent	
<b>Principal/Administrator Initials:</b> <u>CD</u>	

<b>SUBJECT:</b> Bond Oversight Committee Annual Report
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The Center Joint Unified School District Bond Oversight Committee, established January of 2009, will present their annual report at the January Board meeting.

The attached memo from the Bond Oversight Committee provides an overview of the committee, as well as its responsibilities, actions, and membership during the past year.

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## **Bond Oversight Committee**

# **Memorandum**

**Date:** January 15, 2020

**To:** CJUSD Board of Trustees

**From:** CJUSD Bond Oversight Committee

**RE:** Annual Report

The Center Joint Unified School District Bond Oversight Committee has been compliant with Article 3.2A of our Bylaws, and during the 2019 reporting period no bonds were sold and no expenditures incurred, and as such the Center Joint Unified School District Bond Oversight Committee has no activities to report to the Board.

## *Center Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Business Department

**Date:** January 15, 2020

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

**To:** CJUSD Board of Trustees

**Information Item** X

**From:** Lisa Coronado *LC*  
Director of Fiscal Services

**# Attached Pages** 6

**SUBJECT: Salaries and Benefits**

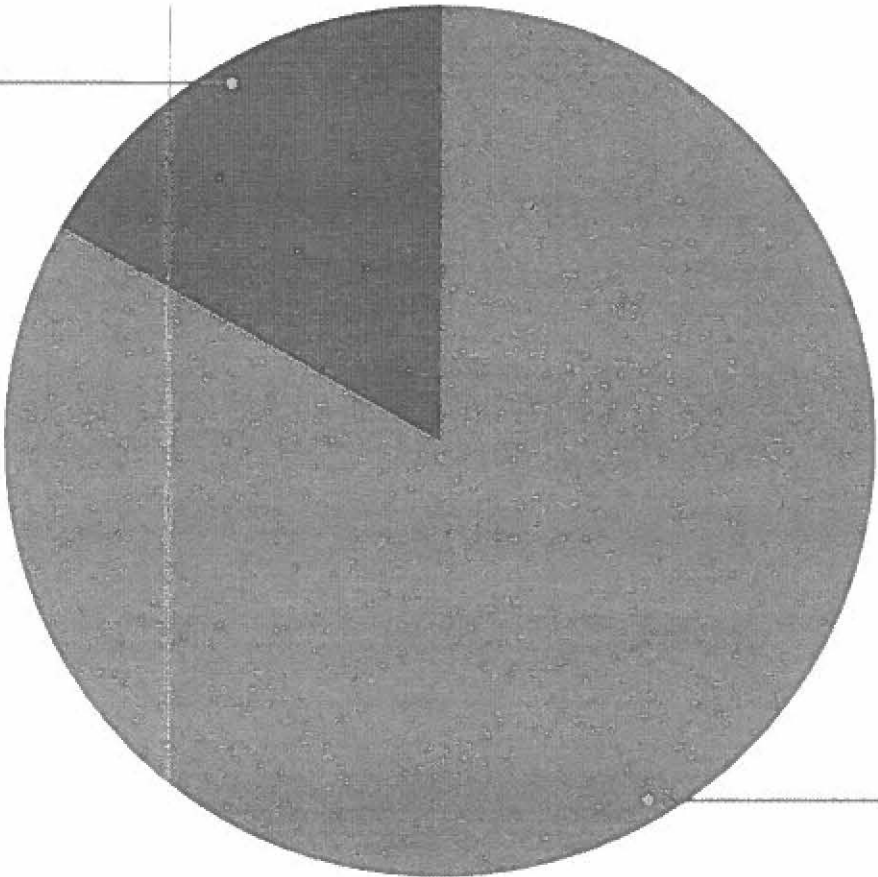
Lisa Coronado, Director of Fiscal Services, will present to the CJUSD Board current salary and benefit figures.



Salaries & Benefits  
as of 1/2/2020

Salary & Benefits, FD 01 Unrestricted

All Other Expenditures  
16.8%



Salary & Benefits  
83.2%

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## 1% General Fund

### \*Filled Positions

Certificated Salary: \$185,465

Certificated Taxes: \$37,683

Cert Stipends/Extra Duty + Taxes: \$3,598

**Certificated 1%: \$226,746**

Classified Salary: \$69,714

Classified Taxes: \$20,314

Class Extra Duty + Taxes: \$2,603

**Classified 1%: \$92,631**

Mgmt/Conf Salary: \$24,806

Mgmt/Conf Taxes: \$5,676

**Mgmt/Conf 1%: \$30,482**

**ALL 1%: \$349,859**



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## 1% Fund 13: Cafeteria

FD 13 Salary: \$5,322

FD 13 Taxes: \$1,551

FD 13 Extra Duty + Taxes: \$517

**FD 13 1%: \$7,390**

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## **CSEA Negotiated Increases**

2017-18 & 2018-19: ~ 5%

2016-17: 1.5% on salary schedule, 1% off

2015-16: 4%

2014-15: 2%

2013-14: 1%

Total for most recent 5 years: 12.5% on schedule, 1% off

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## **CUTA Negotiated Increases**

2017-18 & 2018-19: ~ 5%

2016-17: 1% on salary schedule, 1% off

2015-16: 4%

2014-15: 2%

2013-14: 1.5%

Total for most recent 5 years: 12% on schedule, 1% off

## *Center Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Business Department

**Date:** January 15, 2020

**Action Item**

**To:** CJUSD Board of Trustees

**Information Item** X

**From:** Lisa Coronado *LC*  
Director of Fiscal Services

**# Attached Pages**

**SUBJECT:**

**Audit Report for Fiscal Year 2018-2019**

Education Code Section 41020 requires school districts to conduct an annual audit of all funds under the jurisdiction of the Governing Board. The District's annual audit has been prepared by Crowe LLP. State law requires that the Board of Education review the annual audit report.

**RECOMMENDATION:** Receive the Independent Audit Report for the Fiscal Year Ended June 30, 2019, submitted by Crowe LLP.

**CENTER JOINT UNIFIED SCHOOL DISTRICT**

**FINANCIAL STATEMENTS**

June 30, 2019

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CENTER JOINT UNIFIED SCHOOL DISTRICT

FINANCIAL STATEMENTS  
WITH SUPPLEMENTARY INFORMATION  
For the Year Ended June 30, 2019  
(Continued)

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CENTER JOINT UNIFIED SCHOOL DISTRICT

FINANCIAL STATEMENTS  
WITH SUPPLEMENTARY INFORMATION  
For the Year Ended June 30, 2019

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## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Center Joint Unified School District  
Antelope, California

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Center Joint Unified School District, as of and for the year ended June 30, 2019 and the related notes to the financial statements, which collectively comprise Center Joint Unified School District's basic financial statements as listed in the table of contents.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Center Joint Unified School District, as of June 30, 2019, and the respective changes in financial position and for the year then ended in accordance with accounting principles generally accepted in the United States of America.

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(Continued)

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the *Management's Discussion and Analysis* on pages 4 to 12 and the General Fund Budgetary Comparison Schedule, Schedule of Changes in the District's Net OPEB Liability, Schedule of the District's Proportionate Share of the Net Pension Liability, and Schedule of the District's Contributions on pages 46 to 51 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Center Joint Unified School District's basic financial statements. The accompanying Schedule of Expenditure of Federal Awards as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and the other supplementary information listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Schedule of Expenditure of Federal Awards and other supplementary information as listed in the table of contents are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information, except for the Schedule of Financial Trends and Analysis, has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Expenditure of Federal Awards and other supplementary information as listed in the table of contents, except for the Schedule of Financial Trends and Analysis, are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The Schedule of Financial Trends and Analysis has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 13, 2019 on our consideration of Center Joint Unified School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Center Joint Unified School District's internal control over financial reporting and compliance.

**Crowe LLP**

Crowe LLP

Sacramento, California  
December 13, 2019

CENTER JOINT UNIFIED SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

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The discussion and analysis of Center Joint Unified School District's financial performance provides an overall review of the District's financial activities for the fiscal year ended June 30, 2019. The intent of this discussion and analysis is to look at the District's financial performance as a whole. To provide a complete understanding of the District's financial performance, please read it in conjunction with the Independent Auditor's Report on page 1, notes to the basic financial statements and the District's financial statements, as listed in the table of contents.

The Management's Discussion and Analysis (MD&A) is an element of the reporting model adopted by the Governmental Accounting Standards Board (GASB) in their Statement No. 34 Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments issued June 1999.

### **FINANCIAL HIGHLIGHTS**

- The assets and deferred outflow of resources total \$96,704,529. The liabilities and deferred inflow of resources total \$135,212,898. The assets and deferred outflow of resources are less than the liabilities and deferred inflow of resources of the District at June 30, 2019 by \$38.5 million (net position). Net position increased approximately \$2 million from June 30, 2018.
- The Local Control Funding Formula Sources account for 79.3% of the District's General Fund revenues.
- In 2018-19, the District expended 80.7% of its General Fund expenditures and other uses on certificated salaries, classified salaries, and related benefits.
- General Fund governmental fund revenue exceeded expenditures and other uses by \$1.19 million increasing the ending fund balance to \$11.68 million. The ending fund balance consisted of \$292,321 of nonspendable funds, \$2.01 million for restricted programs, \$3.94 million for assigned designations, \$4.02 for economic uncertainties, and \$1.4 million that is unassigned.
- In complying with GASB 34, capital fixed assets were valued at historical cost. The total of the District's capital assets, land, site, buildings, and equipment, valued on an acquisition cost basis, was \$126.5 million. After depreciation, the June 30, 2019 book value for capital assets totaled \$60.1 million. See Table 3 later in this discussion.

### **OVERVIEW OF THE BASIC FINANCIAL STATEMENTS**

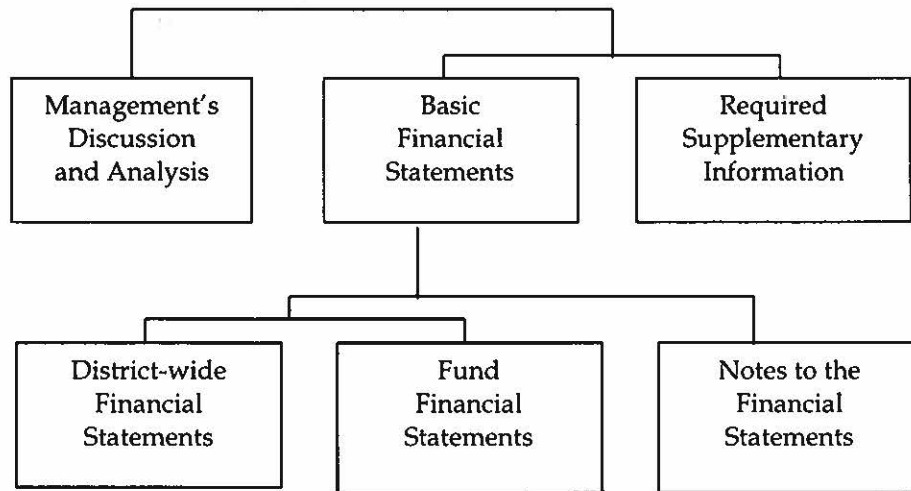
This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The District's basic financial statements comprise three components: (1) government-wide financial statements; (2) fund financial statements; and (3) notes to basic financial statements. The statements are followed by a section of required supplementary information that further explains and supports the financial statements. These statements are organized so the

CENTER JOINT UNIFIED SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

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reader can understand the Center Joint Unified School District as a financial whole, an entire operating entity. The statements then proceed to provide an increasingly detailed look at specific financial activities.

**Components of the Financial Section**



**Government-wide Financial Statements**

The government-wide financial statements are designed to provide the reader of the District's Annual Financial Report a broad overview of the financial activities in a manner similar to a private sector business. The government-wide financial statements include the *Statement of Net Position* and the *Statement of Activities*.

- The *Statement of Net Position* presents information about all of the District's assets and liabilities. The difference between assets plus deferred outflows of resources and liabilities plus deferred inflows of resources is reported as net position. Over time, changes in net position may serve as a useful indicator whether the financial position of the District is improving or deteriorating.
- The *Statement of Activities* presents information showing how the net position of the District changed during the current fiscal year. Changes in net position are recorded in the statement of activities when the underlying event occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement even though the resulting cash flow may be recorded in a future period.

The relationship between revenues and expenses indicates the District's operating results. However, the District's goal is to provide services to our students, not to generate profits as commercial entities. One must consider many other non-financial factors, such as the quality of education provided and the safety of the schools to assess the overall health of the District.



CENTER JOINT UNIFIED SCHOOL DISTRICT  
MANAGEMENT 'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

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**Fund Financial Statements**

The fund financial statements provide more detailed information about the District's most significant funds – not the District as a whole. Funds are accounting devices the District uses to keep track of specific sources of funding and spending on particular programs. Some funds are required to be established by State law. However, the District establishes other funds to control and manage money for specific purposes.

◆ **Governmental Funds**

Most of the District's activities are reported in governmental funds. The major governmental funds of the District are the General Fund and the Bond Interest and Redemption Fund. Governmental funds focus on how money flows into and out of the funds and the balances that remain at the end of the year. They are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the District's operations and services that help determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs.

◆ **Fiduciary Funds**

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. The District is the trustee, or fiduciary, for its student activity funds. All of the District's fiduciary activities are reported in separate Statements of Fiduciary Net Position. We exclude these activities from the District's other financial statements because these funds are not available to support the District's own programs. The District is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

**Notes to Basic Financial Statements**

The notes to the basic financial statements provide additional information that is essential to a full understanding of the data provided in the basic financial statements.

**Other Information**

In addition to the basic financial statements and accompanying notes, this report also contains other supplemental information concerning the District's non-major governmental funds.

CENTER JOINT UNIFIED SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

**FINANCIAL ANALYSIS OF THE GOVERNMENT-WIDE STATEMENTS**

*The School District as a Whole*

The District's net position was a deficit \$38.5 million at June 30, 2019. The unrestricted deficit is \$58.8 million. Net investment in capital assets accounts for \$10.2 million of the total net position. A comparative analysis of government-wide data is presented in Table 1.

**Table 1  
Comparative Statement of Net Position**

	2018	2019
<b>ASSETS</b>		
Cash (Note 2)	\$ 19,802,970	\$ 19,738,592
Receivables	1,462,781	1,975,829
Stores inventory	73,423	47,035
Prepaid expenses	-	258,285
Capital assets, net of accumulated depreciation	48,830,433	47,003,900
<b>Total assets</b>	<b>82,002,804</b>	<b>82,100,600</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Deferred outflows of resources – pension (Notes 8 and 9)	13,639,275	14,141,585
Deferred outflows of resources – OPEB (Note 7)	220,386	462,344
<b>Total deferred outflows of resources</b>	<b>13,859,661</b>	<b>14,603,929</b>
<b>LIABILITIES</b>		
Accounts payable	3,268,732	3,657,982
Unearned revenue	401,284	97,885
Long-term liabilities:		
Due within one year (Note 5)	5,576,674	6,369,004
Due after one year (Note 5)	114,975,289	113,620,832
<b>Total liabilities</b>	<b>124,221,979</b>	<b>123,759,050</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred inflows of resources – pensions (Notes 8 and 9)	3,055,000	2,948,000
Deferred inflows of resources – OPEB (Note 7)		121,125
Deferred gain on refunding of debt		8,384,723
	<b>9,083,450</b>	<b>11,453,848</b>
<b>NET POSITION</b>		
Net investment in capital assets	10,514,423	10,163,415
Restricted:		
Legally restricted programs	2,887,834	2,352,028
Capital projects	4,107	731,147
Debt service	5,932,857	7,007,749
Unrestricted	(59,837,285)	(58,762,708)
<b>Total net position</b>	<b>\$(40,497,964)</b>	<b>\$(30,508,369)</b>

CENTER JOINT UNIFIED SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

The results of this year's operations for the District as a whole are reported in the *Statement of Activities*. Table 2 below is a condensed version of the statement and shows revenues and expenses for the year. The District's net position increased \$1.99 million this fiscal year.

**Table 2**  
**Comparative Statement of Activities**

	2018	2019
<b>REVENUES</b>		
Program revenues	\$ 10,778,589	\$ 13,415,299
General revenues		
Taxes levied for general purposes	7,843,850	8,255,635
Taxes levied for debt service	5,599,293	6,456,959
Taxes levied for other specific	73	76
Federal and State Aid not restricted to specific purposes	33,152,413	35,296,939
Interest and investment earnings	242,969	386,381
Interagency revenues	47,484	36,388
Miscellaneous	1,065,257	1,285,073
Total revenues	<u>58,729,928</u>	<u>51,717,451</u>
<b>EXPENSES</b>		
Instruction	34,128,675	35,231,441
Instruction related services	5,138,632	5,389,695
Pupil support services	5,503,369	5,878,551
General administration	2,954,704	3,762,350
Plant services	5,973,374	5,851,788
Ancillary Services	497,890	562,626
Interest on long-term liabilities	1,768,214	1,639,771
Other Outgo	<u>1,377,213</u>	<u>919,454</u>
Depreciation (unallocated)	3,629,126	3,907,479
Total expenses	<u>60,971,197</u>	<u>63,143,155</u>
Increase (Decrease) in Net Position	<u>\$ (2,241,269)</u>	<u>\$ 1,989,595</u>

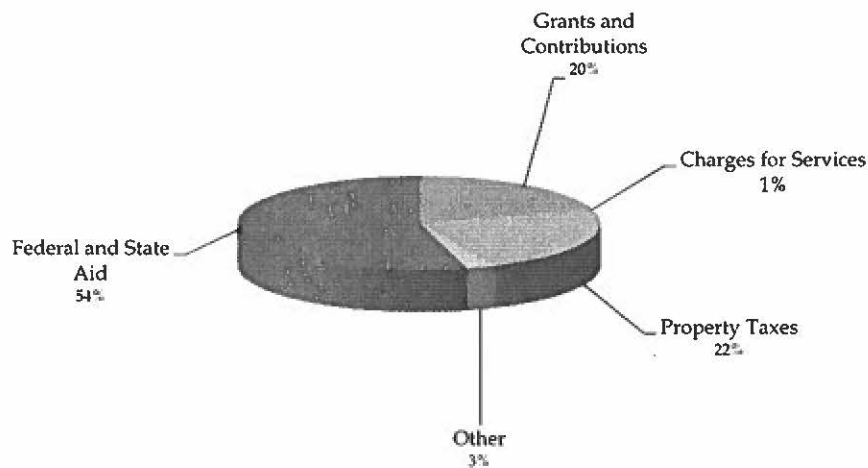
CENTER JOINT UNIFIED SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

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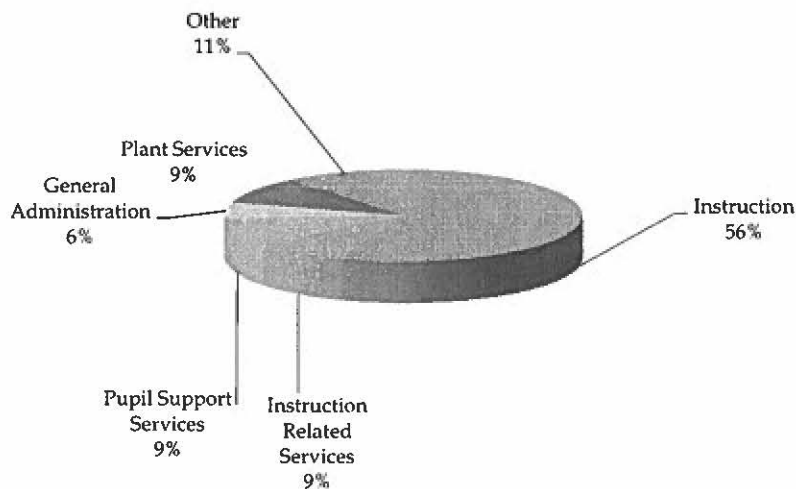
**Governmental Activities**

As reported in the Statement of Activities, the cost of all of the District's governmental activities this year was \$63.1 million. The amount that our local taxpayers financed for these activities through property taxes was \$14.7 million. Federal and State aid not restricted to specific purposes totaled \$35.3 million. State and Federal Categorical revenue totaled over \$13.4 million, or 25.9% of the revenue of the entire District (See Figure 1).

**Figure 1**  
**Sources of Revenue for the 2018-2019 Fiscal Year**



**Figure 2**  
**Expenses for the 2018-2019 Fiscal Year**



CENTER JOINT UNIFIED SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

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**FINANCIAL ANALYSIS OF THE FUND STATEMENTS**

The Statement of Revenues, Expenditures and Changes in Fund Balances is a report of the financial information by major funds. The District's governmental funds reported a combined fund balance of \$19.8 million, an increase of \$807,218 from the previous fiscal year's combined ending balance of \$19.0 million. The General Fund balance increased \$1.2 million.

**General Fund Budgetary Highlights**

Over the course of the year, the District revised the annual operating budget. The significant budget adjustments fell into the following categories:

- Budget revisions to the adopted budget required after approval of the State budget.
- Budget revisions to update revenues to actual enrollment information and to update expenditures for staffing adjustments related to actual enrollments.
- Other budget revisions are routine in nature, including adjustments to categorical revenues and expenditures based on final awards, and adjustments between expenditure categories for school and department budgets.

The final revised budget for the General Fund projected a net increase to the ending balance of \$1.87 million. The District ended the year with an actual increase of \$1.19 million to the General Fund ending balance.

The District's General Fund ending balance totaled \$11.7 million, of which \$5.44 million is unassigned. The remaining balance is made up of nonspendable, restricted, and assigned fund balances. The State recommends an ending reserve for economic uncertainties of 3% of total General Fund expenditures and other financing uses. The District's requirement for 2018-19, was \$1.61 million. The District was able to meet this requirement.

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CENTER JOINT UNIFIED SCHOOL DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

**CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital Assets**

By the end of the 2018-2019 fiscal year, the District had invested \$126 million in a broad range of capital assets, including school buildings, athletic facilities, administrative buildings, site improvements, vehicles, and equipment. The capital assets net of depreciation were \$60.1 million at June 30, 2019, which is a decrease of \$583,771 from the previous year.

**Table 3  
Comparative Schedule of Capital Assets  
(net of depreciation)**

	2018	2019	Difference
Land	\$ 10,712,901	\$ 10,712,901	\$ -
Site improvements	4,363,694	5,056,036	692,342
Buildings	42,610,248	40,123,589	(2,486,659)
Machinery and equipment	1,856,491	1,824,275	(32,216)
Work in process	1,120,296	2,364,058	1,243,762
Totals	<u>\$ 60,663,630</u>	<u>\$ 60,080,859</u>	<u>\$ (583,771)</u>

**Long-Term Debt**

At June 30, 2019, the District had \$120.0 million in long-term debt outstanding.

**Table 4  
Comparative Schedule of Outstanding Debt**

	2018	2019
General obligation bonds	\$ (37,705,956)	\$ (36,086,889)
Accreted interest on bonds	(20,041,266)	(18,609,052)
Unamortized bond premiums	(5,756,902)	(5,445,832)
Compensated absences	(101,674)	(104,004)
Other postemployment benefits (Note 7)	(8,531,165)	(8,657,059)
Net pension liability (Notes 8 and 9)	<u>(48,415,000)</u>	<u>(51,087,000)</u>
Totals	<u>\$ (120,551,963)</u>	<u>\$ (119,989,836)</u>

The General Obligation Bonds will be paid from the Bond Interest and Redemption Fund and other employee benefit related liabilities will be primarily paid from the General Fund.

CENTER JOINT UNIFIED SCHOOL DISTRICT  
MANAGEMENT 'S DISCUSSION AND ANALYSIS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

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**FACTORS BEARING ON THE DISTRICT'S FUTURE**

The District has been in declining enrollment; however, three new housing developments are being built over the next three years. The District anticipates an enrollment increase beginning in 2019-20. This enrollment growth will bring in additional funding. It will also require the District to effectively plan for the new growth.

The District's contribution to CalPERS and CalSTRS will continue to increase each year. In 2022-23, employer rates will reach an estimated 25.40% and 18.10% respectively.

The minimum wage requirements which will reach \$15.00/hour on January 1, 2023 will require the District and its bargaining unites to work collaboratively to restructure some salaries.

The District is showing increases in Special Education costs. There has been an increased need for additional staffing, specifically instructional specialists. At the same time, Special Education revenue is expected to decrease by an estimated \$800,000.

**CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT**

This financial report is designed to provide our citizens, taxpayers, parents, investors, and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need additional financial information, please contact Fiscal Services, Center Joint Unified School District, 8408 Watt Avenue, Antelope, CA 95843, (916) 338-6400.

## BASIC FINANCIAL STATEMENTS

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CENTER JOINT UNIFIED SCHOOL DISTRICT  
STATEMENT OF NET POSITION  
June 30, 2019

	Governmental Activities
<b>ASSETS</b>	
Cash and investments (Note 2)	\$ 19,738,592
Receivables	1,975,829
Prepaid expenditures	258,285
Stores inventory	47,035
Non-depreciable capital assets (Note 4)	13,076,959
Depreciable capital assets, net of accumulated depreciation (Note 4)	<u>47,003,900</u>
Total assets	<u>82,100,600</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred outflows of resources - pensions (Notes 8 and 9)	14,141,585
Deferred outflows of resources - OPEB (Note 7)	<u>462,344</u>
Total deferred outflows of resources	<u>14,603,929</u>
<b>LIABILITIES</b>	
Accounts payable	3,657,982
Unearned revenue	97,885
Due to grantor government	13,347
Long-term liabilities (Note 5):	
Due within one year	6,369,004
Due after one year	<u>113,620,832</u>
Total liabilities	<u>123,759,050</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred inflows of resources - pensions (Notes 8 and 9)	2,948,000
Deferred inflows of resources - OPEB (Note 7)	121,125
Deferred gain on refunding of debt	<u>8,384,723</u>
Total deferred outflows of resources	<u>11,453,848</u>
<b>NET POSITION</b>	
Net investment in capital assets	10,163,415
Restricted:	
Legally restricted programs	2,352,028
Capital projects	731,147
Debt service	7,007,749
Unrestricted	<u>(58,762,708)</u>
Total net position	<u>\$ (38,508,369)</u>

See accompanying notes to financial statements.

CENTER JOINT UNIFIED SCHOOL DISTRICT  
STATEMENT OF ACTIVITIES  
For the Year Ended June 30, 2019

		Program Revenues			Net (Expense) Revenues and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental activities:					
Instruction	\$ 35,231,441	\$ 155,174	\$ 8,957,331	\$ 93	\$ (26,118,843)
Instruction-related services:					
Supervision of instruction and administration	1,306,183	310	537,502	-	(768,371)
Instructional library, media and technology	695,958	-	30,664	-	(665,294)
School site administration	3,387,554	40	426,869	-	(2,960,645)
Pupil services:					
Home-to-school transportation	1,557,781	78	56,053	-	(1,501,650)
Food services	1,879,527	321,947	1,242,501	-	(315,079)
All other pupil services	2,441,243	950	963,881	-	(1,476,412)
General administration:					
Data processing	879,379	-	15,424	-	(863,955)
All other general administration	2,882,971	17,552	393,378	-	(2,472,041)
Plant services	5,851,788	-	134,487	-	(5,717,301)
Ancillary services	562,626	-	43,696	-	(518,930)
Interest on long-term liabilities	1,639,771	-	-	-	(1,639,771)
Other outgo	919,454	505	116,864	-	(802,085)
Depreciation (unallocated)	3,907,479	-	-	-	(3,907,479)
Total governmental activities	<u>\$ 63,143,155</u>	<u>\$ 496,556</u>	<u>\$ 12,918,650</u>	<u>\$ 93</u>	<u>(49,727,856)</u>
General revenues:					
Taxes and subventions:					
Taxes levied for general purposes					8,255,635
Taxes levied for debt service					6,456,959
Taxes levied for other specific					76
Federal and state aid not restricted to specific purposes					35,296,939
Interest and investment earnings					386,381
Interagency revenues					36,388
Miscellaneous					<u>1,285,073</u>
Total general revenues					<u>51,717,451</u>
Change in net position					<u>1,989,595</u>
Net position, July 1, 2018					<u>(40,497,964)</u>
Net position, June 30, 2019					<u>\$ (38,508,369)</u>

See accompanying notes to financial statements.

CENTER JOINT UNIFIED SCHOOL DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
June 30, 2019

	General Fund	Bond Interest and Redemption Fund	All Non-Major Funds	Total Governmental Funds
<b>ASSETS</b>				
Cash and investments:				
Cash in County Treasury	\$ 11,727,119	\$ 6,961,061	\$ 1,039,412	\$ 19,727,592
Cash in revolving fund	10,000	-	1,000	11,000
Receivables	1,729,326	50,091	196,412	1,975,829
Prepaid expenditures	258,007	-	278	258,285
Due from other funds	35,890	-	1,353	37,243
Stores inventory	<u>24,314</u>	<u>-</u>	<u>22,721</u>	<u>47,035</u>
Total assets	<u>\$ 13,784,656</u>	<u>\$ 7,011,152</u>	<u>\$ 1,261,176</u>	<u>\$ 22,056,984</u>
<b>LIABILITIES AND FUND BALANCES</b>				
Liabilities:				
Accounts payable	\$ 1,999,221	\$ -	\$ 147,601	\$ 2,146,822
Unearned revenue	86,889	3,403	7,593	97,885
Due to other funds	1,353	-	35,890	37,243
Due to grantor government	<u>13,347</u>	<u>-</u>	<u>-</u>	<u>13,347</u>
Total liabilities	<u>2,100,810</u>	<u>3,403</u>	<u>191,084</u>	<u>2,295,297</u>
Fund balances:				
Nonspendable	292,321	-	23,999	316,320
Restricted	2,013,083	7,007,749	1,046,093	10,066,925
Assigned	3,942,050	-	-	3,942,050
Unassigned	<u>5,436,392</u>	<u>-</u>	<u>-</u>	<u>5,436,392</u>
Total fund balances	<u>11,683,846</u>	<u>7,007,749</u>	<u>1,070,092</u>	<u>19,761,687</u>
Total liabilities and fund balances	<u>\$ 13,784,656</u>	<u>\$ 7,011,152</u>	<u>\$ 1,261,176</u>	<u>\$ 22,056,984</u>

See accompanying notes to financial statements.

CENTER JOINT UNIFIED SCHOOL DISTRICT  
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET  
TO THE STATEMENT OF NET POSITION  
June 30, 2019

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Total fund balances - Governmental Funds	\$ 19,761,687
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Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used for governmental activities are not financial resources and, therefore, are not reported as assets in governmental funds. The cost of the assets is \$126,452,796 and the accumulated depreciation is \$66,371,937 (Note 4).

	60,080,859
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Long-term liabilities are not due and payable in the current period and, therefore, are not reported as liabilities in the funds. Long-term liabilities consisted of (Note 5):

General Obligation Bonds	\$ (36,086,889)	
Accreted interest on bonds	(18,609,052)	
Unamortized bond premiums	(5,445,832)	
Compensated absences	(104,004)	
Net OPEB liability (Note 7)	(8,657,059)	
Net pension liability (Notes 8 and 9)	<u>(51,087,000)</u>	
		(119,989,836)

Gains on the refunding of debt are recognized as expenditures in the period they are incurred. In the government-wide statements, they are categorized as deferred inflows and are amortized over the shorter life of the refunded or refunding debt.

	(8,384,723)
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Unmatured interest on long-term liabilities is recognized in the period incurred.

	(1,511,160)
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In government funds, deferred outflows and inflows of resources relating to pensions and OPEB are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows of resources relating to pensions and OPEB are reported (Notes 7, 8 and 9).

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Deferred outflows of resources relating to pensions	\$ 14,141,585	
Deferred outflows of resources relating to OPEB	462,344	
Deferred inflows of resources relating to OPEB	(121,125)	
Deferred inflows of resources relating to pensions	<u>(2,948,000)</u>	<u>11,534,804</u>

Total net position - governmental activities	<u>\$ (38,508,369)</u>
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See accompanying notes to financial statements.

CENTER JOINT UNIFIED SCHOOL DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGE IN FUND BALANCES  
GOVERNMENTAL FUNDS  
For the Year Ended June 30, 2019

	General Fund	Bond Interest and Redemption Fund	All Non-Major Funds	Total Governmental Funds
Revenues:				
Local Control Funding Formula:				
State apportionment	\$ 33,775,744	\$ -	\$ -	\$33,775,744
Local sources	<u>8,256,857</u>	<u>-</u>	<u>-</u>	<u>8,256,857</u>
Total local control funding funding formula	<u>42,032,601</u>	<u>-</u>	<u>-</u>	<u>42,032,601</u>
Federal sources	2,915,964	-	1,524,452	4,440,416
Other state sources	6,671,251	67,041	910,951	7,649,243
Other local sources	<u>2,701,173</u>	<u>6,482,751</u>	<u>1,375,564</u>	<u>10,559,488</u>
Total revenues	<u>54,320,989</u>	<u>6,549,792</u>	<u>3,810,967</u>	<u>64,681,748</u>
Expenditures:				
Current:				
Certificated salaries	21,422,089	-	165,522	21,587,611
Classified salaries	8,039,268	-	688,145	8,727,413
Employee benefits	13,698,716	-	383,167	14,081,883
Books and supplies	2,814,902	-	821,705	3,636,607
Contract services and operating expenditures	4,983,432	-	1,294,041	6,277,473
Other outgo	919,454	-	-	919,454
Capital outlay	1,123,749	-	2,045,340	3,169,089
Debt service:				
Principal retirement	-	1,619,067	-	1,619,067
Interest	<u>-</u>	<u>3,855,933</u>	<u>-</u>	<u>3,855,933</u>
Total expenditures	<u>53,001,610</u>	<u>5,475,000</u>	<u>5,397,920</u>	<u>63,874,530</u>
Excess (deficiency) of revenues over (under) expenditures	<u>1,319,379</u>	<u>1,074,792</u>	<u>(1,586,953)</u>	<u>807,218</u>
Other financing sources (uses):				
Transfers in	371,199	-	500,490	871,689
Transfers out	<u>(500,490)</u>	<u>-</u>	<u>(371,199)</u>	<u>(871,689)</u>
Total other financing sources (uses)	<u>(129,291)</u>	<u>-</u>	<u>129,291</u>	<u>-</u>
Net change in fund balances	1,190,088	1,074,792	(1,457,662)	807,218
Fund balances, July 1, 2018	<u>10,493,758</u>	<u>5,932,957</u>	<u>2,527,754</u>	<u>18,954,469</u>
Fund balances, June 30, 2019	<u>\$ 11,683,846</u>	<u>\$ 7,007,749</u>	<u>\$ 1,070,092</u>	<u>\$ 19,761,687</u>

See accompanying notes to financial statements.

CENTER JOINT UNIFIED SCHOOL DISTRICT  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGE IN FUND BALANCES - GOVERNMENTAL FUNDS -  
TO THE STATEMENT OF ACTIVITIES  
For the Year Ended June 30, 2019

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Net change in fund balances - Total Governmental Funds	\$	807,218
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Amounts reported for governmental activities in the statement of activities are different because:

Acquisition of capital assets is an expenditure in the governmental funds, but increases capital assets in the statement of net position (Note 4).	\$	3,331,140
Depreciation of capital assets is an expense that is not recorded in the governmental funds (Note 4).		(3,907,479)
Proceeds from disposal of capital assets are reported as revenue in the governmental funds and as gain or loss in the statement of activities (Note 4).		(6,432)
In government funds, pension costs are recognized when employer contributions are made. In the statement of activities, pension costs are recognized on the accrual basis. This year, the difference between accrual-basis pension costs and actual employer contributions was:		(2,062,690)
In governmental funds, OPEB expenses are recognized when employer OPEB contributions are made. In the statement of activities, OPEB expenses are recognized on accrual basis.		(5,061)
Repayment of principal on long-term liabilities is an expenditure in the governmental funds, but decreases the long-term liabilities in the statement of net position (Note 5).		1,619,067
Accretion of interest is not recorded in the governmental funds. It increases the long-term liabilities in the statement of net position (Note 5).		1,432,214
Interest on long-term liabilities is recognized in the period incurred, in governmental funds it is recognized when due.		(225,849)
Gains on the refunding of debt are recognized as expenditures in the period they are incurred. In the government-wide statements, they are categorized as deferred inflows and are amortized over the shorter life of the refunded or refunding debt.		698,727
In the statement of activities, expenses related to compensated absences are measured by the amounts earned during the year. In the governmental funds, expenditures are measured by the amount of financial resources used (Note 5).		(2,330)

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(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGE IN FUND BALANCES - GOVERNMENTAL FUNDS -  
TO THE STATEMENT OF ACTIVITIES  
For the Year Ended June 30, 2019

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Debt issue premiums are recognized as revenues in the period they are incurred. In government-wide statements, issue premiums are amortized over the life of the debt (Note 5).

\$ 311,070

1,182,377

Change in net position of governmental activities

\$ 1,989,595

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See accompanying notes to financial statements.

CENTER JOINT UNIFIED SCHOOL DISTRICT  
STATEMENT OF FIDUCIARY NET POSITION  
June 30, 2019

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Agency  
Funds  
Student  
Body Funds

**ASSETS**

Cash and investments (Note 2):  
Cash on hand and in banks

\$ 259,632

**LIABILITIES**

Due to students/student groups

\$ 259,632

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See accompanying notes to financial statements.



CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Center Joint Unified School District (the "District") accounts for its financial transactions in accordance with the policies and procedures of the Department of Education's *California School Accounting Manual*. The accounting policies of the District conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board. The following is a summary of the more significant policies:

Reporting Entity: A reporting entity is comprised of the primary government, component units and other organizations that are included to ensure the financial statements are not misleading. The primary government of the District consists of all funds, departments, boards and agencies that are not legally separate from the District. For Center Joint Unified School District, this includes general operations, food service and student related activities of the District. The District has considered all potential component units in determining how to define the reporting entity, using criteria set forth in accounting principles generally accepted in the United States of America. The District determined that there are no potential component units that meet the criteria for inclusion within the reporting entity.

Basis of Presentation - Financial Statements: The basic financial statements include a Management's Discussion and Analysis (MD & A) section providing an analysis of the District's overall financial position and results of operations, financial statements prepared using full accrual accounting for all of the District's activities, including infrastructure, and a focus on the major funds.

Basis of Presentation - Government-Wide Financial Statements: The Statement of Net Position and the Statement of Activities display information about the reporting government as a whole. Fiduciary funds are not included in the government-wide financial statements. Fiduciary funds are reported only in the Statement of Fiduciary Net Position.

The Statement of Net Position and the Statement of Activities are prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of Governmental Accounting Standards Board Codification Section (GASB Cod. Sec.) N50.118-.121.

Program revenues: Program revenues included in the Statement of Activities derive directly from the program itself or from parties outside the District's taxpayers or citizenry, as a whole; program revenues reduce the cost of the function to be financed from the District's general revenues.

Allocation of indirect expenses: The District reports all direct expenses by function in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function. Depreciation and interest on general long-term liabilities are considered an indirect expense and are reported separately on the Statement of Activities.

Basis of Presentation - Fund Accounting: The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund balances, revenues and expenditures. District resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

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(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**A - Major Funds**

**General Fund:**

The General Fund is the general operating fund of the District and accounts for all revenues and expenditures of the District not encompassed within other funds. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. General operating expenditures and the capital improvement costs that are not paid through other funds are paid from the General Fund.

The Bond Interest and Redemption Fund is a debt service fund used to account for the payment of principal, interest, and related costs on general long-term debt.

**B - Other Funds**

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. This includes the Charter Schools, Adult Education, Child Development, Cafeteria and Deferred Maintenance Funds.

Capital Projects Funds are used to account for resources used for the acquisition of capital facilities by the District. This includes the Building, Capital Facilities and County School Facilities Funds.

The Student Body Account is an agency fund for which the District acts as an agent for all the cash activity of the various student body organizations. Individual totals by school and club are maintained within the District's accounting system.

**Basis of Accounting:** Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement made, regardless of the measurement focus applied.

**Accrual:** Governmental activities in the government-wide financial statements and the fiduciary fund financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

**Modified Accrual:** The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term liabilities, if any, is recognized when due.

**Budgets and Budgetary Accounting:** By state law, the Board of Trustees must adopt a final budget by July 1. A public hearing is conducted to receive comments prior to adoption. The Board of Trustees satisfied these requirements.

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(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Receivables: Receivables are made up principally of amounts due from the State of California and Categorical programs. The District has determined that no allowance for doubtful accounts was needed as of June 30, 2019.

Stores Inventory: Inventories are valued at cost. Inventory recorded in the General Fund and the Cafeteria Fund consists of mainly of consumable supplies. Inventories are recorded as an expenditure at the time individual inventory items are consumed.

Capital Assets: Capital assets purchased or acquired, with an original cost of \$5,000 or more, are recorded at acquisition value for the contributed asset. Additions, improvements and other capital outlay that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Capital assets are depreciated using the straight-line method over 4 - 30 years depending on asset types.

Deferred Outflows/Inflows of Resources: In addition to assets, the Statement of Net Position includes a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s), and as such will not be recognized as an outflow of resources (expense/expenditures) until then. The District has recognized a deferred outflow of resources related to the recognition of the net pension liability and net OPEB liability reported in the Statement of Net Position.

In addition to liabilities, the Statement of Net Position includes a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and as such, will not be recognized as an inflow of resources (revenue) until that time. The District has recognized a deferred gain on refunding resulting from the difference in the carrying value of refunded debt and its reacquisition price. This amount is deferred and amortized over the shorter life of the refunded or refunding debt. Additionally, the District has recognized a deferred inflow of resources related to the recognition of the net pension liability and net OPEB liability reported in the Statement of Net Position.

Pensions: For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the State Teachers' Retirement Plan (STRP) and Public Employers Retirement Fund B (PERF B) and additions to/deductions from STRP's and PERF B's fiduciary net position have been determined on the same basis as they are reported by STRP and PERF B. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value. The following is a summary of pension amounts in aggregate:

	<u>STRP</u>	<u>PERF B</u>	<u>Total</u>
Deferred outflows of resources	<u>\$ 10,137,949</u>	<u>\$ 4,003,636</u>	<u>\$ 14,141,585</u>
Deferred inflows of resources	<u>\$ 2,788,000</u>	<u>\$ 160,000</u>	<u>\$ 2,948,000</u>
Net pension liability	<u>\$ 36,334,000</u>	<u>\$ 14,753,000</u>	<u>\$ 51,087,000</u>
Pension expense	<u>\$ 7,953,547</u>	<u>\$ 3,207,541</u>	<u>\$ 11,161,088</u>

Compensated Absences: Compensated absences in the amount of \$104,004 are recorded as a liability of the District. The liability is for the earned but unused benefits.

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(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Interfund Activity: Interfund activity is reported as either loans, services provided, reimbursements or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements are when one fund incurs a cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers. Transfers between governmental or proprietary funds are netted as part of the reconciliation to the government-wide financial statements.

Accumulated Sick Leave: Accumulated sick leave benefits are not recognized as liabilities of the District. The District's policy is to record sick leave as an operating expenditure in the period taken since such benefits do not vest nor is payment probable; however, unused sick leave is added to the creditable service period for calculation of retirement benefits for certain STRP and PERF B employees when the employee retires.

Unearned Revenues: Revenues from federal, state and local special projects and programs are recognized when qualified expenditures have been incurred. Funds received but not earned are recorded as unearned revenue until earned.

Net Position:

1 - Net Investment in Capital Assets - Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances (excluding unspent bond proceeds) of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

2- Restricted Net Position - Restrictions of the ending net position indicate the portions of net position not appropriate for expenditure or amounts legally segregated for a specific future use. The restriction for legally restricted programs represents the portion of net position restricted to specific program expenditures. The restriction for debt service represents the portion of net position available for the retirement of debt. The restriction for capital projects represents the portion of net position restricted for capital projects. It is the District's policy to use restricted net position first when allowable expenditures are incurred.

3 - Unrestricted Net Position - All other net position that does not meet the definitions of "restricted" or "net investment in capital assets".

Fund Balance Classifications: Governmental Accounting Standards Board Codification Sections 1300 and 1800, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB Cod. Sec. 1300 and 1800) implements a five-tier fund balance classification hierarchy that depicts the extent to which a government is bound by spending constraints imposed on the use of its resources. The five classifications, discussed in more detail below, are nonspendable, restricted, committed, assigned and unassigned.

**A - Nonspendable Fund Balance:**

The nonspendable fund balance classification reflects amounts that are not in spendable form, such as revolving fund cash and stores inventory.

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(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**B - Restricted Fund Balance:**

The restricted fund balance classification reflects amounts subject to externally imposed and legally enforceable constraints. Such constraints may be imposed by creditors, grantors, contributors, or laws or regulations of other governments, or may be imposed by law through constitutional provisions or enabling legislation. These are the same restrictions used to determine restricted net position as reported in the government-wide statements.

**C - Committed Fund Balance:**

The committed fund balance classification reflects amounts subject to internal constraints self-imposed by formal action of the Board of Trustees. The constraints giving rise to committed fund balance must be imposed no later than the end of the reporting period. The actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements. Formal action by the Board of Trustees is required to remove any commitment from any fund balance. At June 30, 2019, the District had no committed fund balances.

**D - Assigned Fund Balance:**

The assigned fund balance classification reflects amounts that the District's Board of Trustees has approved to be used for specific purposes, based on the District's intent related to those specific purposes. The Board of Trustees can designate personnel with the authority to assign fund balances, however, as of June 30, 2019, no such designation has occurred.

**E - Unassigned Fund Balance:**

In the General Fund only, the unassigned fund balance classification reflects the residual balance that has not been assigned to other funds and that is not restricted, committed, or assigned to specific purposes.

In any fund other than the General Fund, a positive unassigned fund balance is never reported because amounts in any other fund are assumed to have been assigned, at least, to the purpose of that fund. However, deficits in any fund, including the General Fund that cannot be eliminated by reducing or eliminating amounts assigned to other purposes are reported as negative unassigned fund balance.

**Fund Balance Policy:** The District has an expenditure policy relating to fund balances. For purposes of fund balance classifications, expenditures are to be spent from restricted fund balances first, followed in order by committed fund balances (if any), assigned fund balances and lastly unassigned fund balances.

While GASB Cod. Sec. 1300 and 1800 do not require Districts to establish a minimum fund balance policy or a stabilization arrangement, GASB Cod. Sec. 1300 and 1800 do require the disclosure of a minimum fund balance policy and stabilization arrangements, if they have been adopted by the Board of Trustees. At June 30, 2019, the District has not established a minimum fund balance policy nor has it established a stabilization arrangement.

**Property Taxes:** Secured property taxes are attached as an enforceable lien on property as of January 1. Taxes are due in two installments on or before December 10 and April 10. Unsecured property taxes are due in one installment on or before August 31. The Counties of Sacramento and Placer bills and collects taxes for the District. Tax revenues are recognized by the District when received.

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(Continued)



CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Eliminations and Reclassifications: In the process of aggregating data for the Statement of Net Position and the Statement of Activities, some amounts reported as interfund activity and balances in the funds were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the "grossing up" effect on assets and liabilities within the governmental activities column.

Estimates: The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Accordingly, actual results may differ from those estimates.

**NOTE 2 - CASH AND INVESTMENTS**

Cash at June 30, 2019 consisted of the following:

	<u>Governmental Activities</u>	<u>Fiduciary Activities</u>
Pooled Funds:		
Cash in County Treasury	\$ 19,727,592	\$ -
Deposits:		
Cash on hand and in banks	-	259,632
Revolving cash fund	<u>11,000</u>	<u>-</u>
Total	<u>\$ 19,738,592</u>	<u>\$ 259,632</u>

Pooled Funds: In accordance with Education Code Section 41001, the District maintains substantially all of its cash in the interest bearing Sacramento County Treasurer's Pooled Investment Fund. The District is considered to be an involuntary participant in an external investment pool. The fair value of the District's investment in the pool is reported in the financial statements at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

Deposits - Custodial Credit Risk: The District limits custodial credit risk by ensuring uninsured balances are collateralized by the respective financial institution. Cash balances held in banks are insured up to \$250,000 by the Federal Deposit Insurance Corporation (FDIC) and are collateralized by the respective financial institution. At June 30, 2019, the carrying amount of the District's accounts were \$270,632 and the bank balances were \$310,165. The total uninsured bank balances at June 30, 2019 was \$60,165.

Interest Rate Risk: The District does not have a formal investment policy that limits cash and investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. At June 30, 2019, the District had no significant interest rate risk related to cash and investments held.

Credit Risk: The District does not have a formal investment policy that limits its investment choices other than the limitations of state law.

Concentration of Credit Risk: The District does not place limits on the amount it may invest in any one issuer. At June 30, 2019, the District had no concentration of credit risk.

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(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

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**NOTE 3 - INTERFUND TRANSACTIONS**

Interfund Activity: Transactions between funds of the District are recorded as interfund transfers. The unpaid balances at year end, as a result of such transactions, are shown as due to and due from other funds.

Interfund Receivables/Payables: Interfund receivable and payable balances at June 30, 2019 were as follows:

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
Major fund:		
General Fund	\$ 35,890	\$ 1,353
Non-major funds:		
Adult Education Fund	1,353	1,629
Cafeteria Fund	-	4,722
Capital Facilities Fund	-	29,539
	<hr/>	<hr/>
Total	<u>\$ 37,243</u>	<u>\$ 37,243</u>

Interfund Transfers:

Transfers for the 2018-2019 fiscal year were as follows:

Transfer from the General Fund to the Cafeteria Fund for unpaid meal charges and snack billing.	\$ 490
Transfer from the General Fund to the Deferred Maintenance Fund for deferred maintenance.	500,000
Transfer from the Charter Schools Fund to the General Fund for charter school closeout.	116,160
Transfer from the Adult Education Fund to the General Fund for indirect costs.	12,250
Transfer from the Child Development Fund to the General Fund for indirect costs.	45,889
Transfer from the Cafeteria Fund to the General Fund for indirect costs.	95,328
Transfer from Deferred Maintenance Fund to the General Fund for contribution payment.	72,033
Transfer from the Capital Facilities Fund to the General Fund for administrative costs.	<hr/> 29,539
Total Transfers	<u>\$ 871,689</u>

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(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

**NOTE 4 - CAPITAL ASSETS**

A schedule of changes in capital assets for the year ended June 30, 2019 is shown below:

	Balance July 1, 2018	Transfers and Additions	Transfers and Deductions	Balance June 30, 2019
Non-depreciable:				
Land	\$ 10,712,901	\$ -	\$ -	\$ 10,712,901
Work-in-process	<u>1,120,296</u>	<u>2,936,032</u>	<u>1,692,270</u>	<u>2,364,058</u>
Totals, at cost	<u>11,833,197</u>	<u>2,936,032</u>	<u>1,692,270</u>	<u>13,076,959</u>
Depreciable:				
Buildings	92,567,900	621,342	-	93,189,242
Improvement of sites	14,572,114	1,070,928	-	15,643,042
Equipment	<u>4,248,794</u>	<u>395,108</u>	<u>100,349</u>	<u>4,543,553</u>
Totals, at cost	<u>123,222,005</u>	<u>5,023,410</u>	<u>1,792,619</u>	<u>126,452,796</u>
Less accumulated depreciation:				
Buildings	(49,957,652)	(3,108,001)	-	(53,065,653)
Improvement of sites	(10,208,420)	(378,586)	-	(10,587,006)
Equipment	<u>(2,392,303)</u>	<u>(420,892)</u>	<u>93,917</u>	<u>(2,719,278)</u>
Total accumulated depreciation	<u>(62,558,375)</u>	<u>(3,907,479)</u>	<u>93,917</u>	<u>(66,371,937)</u>
Capital assets, net	<u>\$ 60,663,630</u>	<u>\$ 1,115,931</u>	<u>\$ 1,698,702</u>	<u>\$ 60,080,859</u>

Depreciation expense was charged to governmental activities as follows:

Depreciation (unallocated)	<u>\$ 3,907,479</u>
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**NOTE 5 - LONG-TERM LIABILITIES**

On March 4, 1997, the District issued 1992 General Obligation Bonds, Series "C" totaling \$15,974,099. Bond proceeds were used to acquire land for future schools, construction of new facilities, and rehabilitation of existing facilities. Repayment of the bonds is made from the special parcel tax revenues levied in connection with this bond issue. The bonds bear interest rates from 3.80% to 5.80% and are scheduled to mature through 2022.

On May 17, 2007, the District issued 1992 General Obligation Bonds, Series "D" totaling \$24,998,234. Bond proceeds of \$5,421,608 were used to repay the District's remaining 2003 Refunding Certificates of participation balance and accrued interest. The remaining proceeds were used to acquire, expand and construct school facilities. Repayment of the bonds is made from the special parcel tax revenues levied in connection with this bond issue. The bonds bear interest rates from 4.5% to 4.9% and are scheduled to mature through 2032.

(Continued)



CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

**NOTE 5 - LONG-TERM LIABILITIES** (Continued)

On August 4, 2016, the District issued Election of 1991, Series 2016E General Obligation Bonds totaling \$4,996,601. The proceeds of the 2016E Bonds are being used to finance the construction, acquisition, furnishing and equipping of District facilities. Repayment of the bonds is made from the special parcel tax revenues levied in connection with this bond issue. The bonds were issued as capital appreciation bonds and accrete interest from their date of delivery, compounded semiannually on February 1 and August 1 of each year, commencing February 1, 2017. The bonds bear interest rates from 2.62% to 3.17% and are scheduled to mature through 2032.

On August 4, 2016, the District issued Series 2016 General Obligation Refunding Bonds totaling \$23,196,020. The refunding bonds were issued to refund a portion of the District's outstanding General Obligation Bonds (Election of 1991), Series 2007 and pay cost of issuing the Refunding Bonds. The bonds were issued as capital appreciation bonds and accrete interest from their date of delivery, compounded semiannually on February 1 and August 1 of each year, commencing February 1, 2017. The bonds bear interest rates from 1.86% to 3.17% and are scheduled to mature through 2032. Refunding of the bonds resulted in a deferred inflow of resources with a balance of \$8,384,723 as of June 30, 2019.

The outstanding general obligation bonded debt at June 30, 2019 is:

*General Obligation Bonds*

<u>Date of Issue</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Amount of Original Issue</u>	<u>Outstanding July 1, 2018</u>	<u>Issued Current Year</u>	<u>Redeemed Current Year</u>	<u>Outstanding June 30, 2019</u>
1997	3.80%-5.80%	2022	\$ 15,974,099	\$ 7,237,257	\$ -	\$ 1,619,067	\$ 5,618,190
2007	4.50%-4.90%	2032	24,998,234	2,276,078	-	-	2,276,078
2016	2.62%-3.17%	2032	4,996,601	4,996,601	-	-	4,996,601
2016	1.86%-3.17%	2032	23,196,020	23,196,020	-	-	23,196,020
Total			<u>\$ 64,168,353</u>	<u>\$ 37,705,956</u>	<u>\$ -</u>	<u>\$ 1,619,067</u>	<u>\$ 36,086,889</u>

*Accreted Interest on Bonds*

<u>Date of Issue</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Outstanding July 1, 2018</u>	<u>Accretion Current Year</u>	<u>Payments Current Year</u>	<u>Outstanding June 30, 2019</u>
1997	3.80%-5.80%	2022	\$ 16,741,571	\$ 1,250,839	\$ 3,855,933	\$ 14,136,477
2007	4.50%-4.90%	2032	2,014,045	262,594	-	2,276,639
2016	2.62%-3.17%	2032	214,511	152,425	-	366,936
2016	1.86%-3.17%	2032	1,071,139	757,861	-	1,829,000
Total			<u>\$ 20,041,266</u>	<u>\$ 2,423,719</u>	<u>\$ 3,855,933</u>	<u>\$ 18,609,052</u>

(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

**NOTE 5 - LONG-TERM LIABILITIES (Continued)**

The annual requirements to amortize the General Obligation Bonds payable are as follows.

<u>Year Ended June 30,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$ 1,731,521	\$ 4,533,479	\$ 6,265,000
2021	1,868,903	5,291,097	7,160,000
2022	2,017,766	6,167,234	8,185,000
2023	2,276,078	3,328,922	5,605,000
2024	2,598,430	1,886,570	4,485,000
2025-2029	14,704,451	10,005,549	24,710,000
2030-2032	<u>10,889,740</u>	<u>5,750,260</u>	<u>16,640,000</u>
	<u>\$ 36,086,889</u>	<u>\$ 36,963,111</u>	<u>\$ 73,050,000</u>

A schedule of changes in long-term liabilities for the year ended June 30, 2019 is as follows:

	<u>Balance July 1, 2018</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance June 30, 2019</u>	<u>Amounts Due Within One Year</u>
Debt:					
General Obligation Bonds	\$ 37,705,956	\$ -	\$ 1,619,067	\$ 36,086,889	\$ 1,731,521
Accreted Interest on Bonds	20,041,266	2,423,719	3,855,933	18,609,052	4,533,479
Unamortized bond premiums	5,756,902	-	311,070	5,445,832	-
Other Long-Term Liabilities:					
Compensated absences	101,674	2,330	-	104,004	104,004
Net OPEB liability (Note 7)	8,531,165	125,894	-	8,657,059	-
Net pension liability (Notes 8 and 9)	<u>48,415,000</u>	<u>2,672,000</u>	<u>-</u>	<u>51,087,000</u>	<u>-</u>
	<u>\$ 120,551,963</u>	<u>\$ 5,223,943</u>	<u>\$ 5,786,070</u>	<u>\$ 119,989,836</u>	<u>\$ 6,369,004</u>

Payments on the general obligation bonds are made from the Bond Interest and Redemption Fund. Payments on the compensated absences, OPEB and net pension liability will be paid from the fund where the respective employees are paid.

(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

**NOTE 6 - FUND BALANCES**

Fund balances, by category, at June 30, 2019 consisted of the following:

	General Fund	Bond Interest and Redemption Fund	All Non-Major Funds	Total
Nonspendable:				
Revolving fund	\$ 10,000	\$ -	\$ 1,000	\$ 11,000
Prepaid expenditures	258,007	-	278	258,285
Stores inventory	<u>24,314</u>	<u>-</u>	<u>22,721</u>	<u>47,035</u>
Subtotal nonspendable	<u>292,321</u>	<u>-</u>	<u>23,999</u>	<u>316,320</u>
Restricted:				
Legally restricted programs	2,013,083	-	314,946	2,328,029
Capital Projects	-	-	731,147	731,147
Debt service	<u>-</u>	<u>7,007,749</u>	<u>-</u>	<u>7,007,749</u>
Subtotal restricted	<u>2,013,083</u>	<u>7,007,749</u>	<u>1,046,093</u>	<u>10,066,925</u>
Assigned:				
Science curriculum adoption	898,285	-	-	898,285
Program restructuring	220,086	-	-	220,086
Additional 1.5% reserve	792,722	-	-	792,722
Site carryover	549,176	-	-	549,176
Other assignments	268,370	-	-	268,370
Supplemental/Concentration funds	<u>1,213,411</u>	<u>-</u>	<u>-</u>	<u>1,213,411</u>
Subtotal assigned	<u>3,942,050</u>	<u>-</u>	<u>-</u>	<u>3,942,050</u>
Unassigned:				
Designated for economic uncertainty	4,023,635	-	-	4,023,635
Undesignated	<u>1,412,757</u>	<u>-</u>	<u>-</u>	<u>1,412,757</u>
Subtotal unassigned	<u>5,436,392</u>	<u>-</u>	<u>-</u>	<u>5,436,392</u>
Total fund balances	<u>\$ 11,683,846</u>	<u>\$ 7,007,749</u>	<u>\$ 1,070,092</u>	<u>\$ 19,761,687</u>

(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

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**NOTE 7 - OTHER POSTEMPLOYMENT BENEFITS (OPEB)**

*General Information Other Postemployment Benefits Plan (OPEB)*

Plan Description: In addition to the pension benefits described in Notes 8 and 9, the District provides post-employment health care benefits under a single employer defined benefit OPEB plan to eligible retirees. The plan does not issue separate financial statements.

The Plan, which is administered by the District, allows employees who retire and meet retirement eligibility requirements to continue medical, dental and vision coverage as a participant in the District's plan. The District's Governing Board has the authority to establish or amend the benefit terms offered by the Plan. The District's Governing Board also retains the authority to establish the requirements for paying the Plan benefits as they come due.

The District established an irrevocable trust under the California Employer's Retiree Benefit Trust Program (CERBT) to prefund the costs of other postemployment benefits. The funds in the CERBT are held in trust and will be administered by the California Public Employees' Retirement System (CalPERS) as an agent multiple-employer plan. Benefit provisions are established and may be amended by District labor agreements which are approved by the Board of Trustees. The District's contributions to the irrevocable trust is included in the CERBT, which is included in the CalPERS CAFR. Copies of the CalPERS' CAFR may be obtained from the CalPERS Executive Office – 400 P Street – Sacramento, CA 95814.

The CERBT fund, which is an Internal Revenue Code (IRC) Section 115 Trust, is set up for the purpose of (i) receiving employer contributions to prefund health and other post-employment benefits for retirees and their beneficiaries, (ii) invest contributed amounts and income therein, and (iii) disburse contributed amounts and income therein, if any, to pay for costs of administration of the fund and to pay for health care costs or other post-employment benefits in accordance with the terms of the District's OPEB plan.

Employees Covered by Benefit Terms: The following is a table of plan participants at June 30, 2019;

	<u>Number of Participants</u>
Inactive Plan members currently receiving benefits	25
Active employees	<u>473</u>
	<u><u>498</u></u>

Benefits Provided: The benefits provided are the same as those provided for active employees.

Contributions: California Government Code specifies that the District's contribution requirements for covered employees are established and may be amended by the Governing Board. Retirees participating in the group insurance plans offered by the District are required to contribute 100% of the active premiums. In future years, contributions are assumed to increase at the same rate as premiums. The District's premium rates being charged to these retirees are lower than the expected cost for a retiree population under age 65. Thus, an implicit subsidy exists as a result of this difference between the actual cost and the true retiree cost.

Contributions to the Plan from the District were \$578,048 for the year ended June 30, 2019. Employees are not required to contribute to the OPEB plan.

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(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

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**NOTE 7 - OTHER POSTEMPLOYMENT BENEFITS (OPEB) (Continued)**

*Net OPEB Liability*

The District's Net OPEB liability was measured as of June 30, 2018 and was determined by an actuarial valuation as of June 30, 2017.

Actuarial Assumptions: The net OPEB liability in the June 30, 2017 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

<u>Valuation Date</u>	June 30, 2017
<u>Fiscal Year End</u>	June 30
<u>Actuarial Value of Assets</u>	Market Value
<u>Mortality Rate</u>	Based on the most recent rates used by CalPERS and CalSTRS for the pension valuations.
<u>Discount Rate</u>	3.90%. Based on the Bond Buyer 20-Bond GO Index.
<u>Retirement Rate</u>	The most recent experience studies for California PERS (2014) and California STRS (2010).
<u>Inflation Rate</u>	2.75% per year
<u>Salary Increases</u>	3.00% per year
<u>Investment Rate of Return</u>	6.50%
<u>Dependent Coverage</u>	Approximately 25% are assumed to elect coverage for their spouse. Male spouses are assumed to be 3 years older than female spouses.
<u>Health Care Inflation</u>	Initial rate of 6.5% in fiscal 2019, grading down to the ultimate trend rate of 5.0% in fiscal 2022.
<u>Termination Rate</u>	Most recent experience studies for California PERS (2014) and California STRS (2010).
<u>Funding Method</u>	Entry Age Cost Method (Level Percentage of Pay).

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(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

**NOTE 7 - OTHER POSTEMPLOYMENT BENEFITS (OPEB) (Continued)**

*Changes in Net OPEB Liability*

	Total OPEB Liability (a)	Fiduciary Net Net Position (b)	Net OPEB Liability (a) - (b)
Balance at July 1, 2018	<u>\$ 8,531,165</u>	<u>\$ -</u>	<u>\$ 8,531,165</u>
Changes for the year:			
Service Cost	552,864	-	552,864
Interest	321,120	-	321,120
Contributions	-	578,048	(578,048)
Changes of benefit terms	-	-	-
Differences between actual and expected experience	-	-	-
Changes in assumptions	(159,378)	-	(159,378)
Net investment income	-	10,774	(10,774)
Benefit payments	(328,048)	(328,048)	-
Administrative expenses	-	(110)	110
Net changes	<u>386,558</u>	<u>260,664</u>	<u>125,894</u>
Balance at June 30, 2019	<u>\$ 8,917,723</u>	<u>\$ 260,664</u>	<u>\$ 8,657,059</u>

There were no changes between the measurement date and the year ended June 30, 2019, which had a significant effect on the District's Net OPEB Liability.

Sensitivity of the Net OPEB Liability to changes in the Discount Rate: The following presents the Net OPEB Liability of the District, as well as what the District's Net OPEB Liability would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current discount rate:

	1% Decrease (2.9%)	Current Discount Rate (3.9%)	1% Increase (4.9%)
Net OPEB liability	<u>\$ 9,196,052</u>	<u>\$ 8,657,059</u>	<u>\$ 8,141,522</u>

Sensitivity of the Net OPEB Liability to changes in the Healthcare Cost Trend Rates: The following presents the Net OPEB Liability of the District, as well as what the District's Net OPEB Liability would be if it were calculated using healthcare cost trend rates that are one percentage-point lower or one percentage-point higher than the current healthcare cost trend rates:

	1% Decrease (5.5%-4.0%)	Healthcare Cost Trend Rates Rate (6.5%-5.0%)	1% Increase (7.5%-6.0%)
Net OPEB liability	<u>\$ 7,829,832</u>	<u>\$ 8,657,059</u>	<u>\$ 9,604,398</u>

(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

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**NOTE 7 - OTHER POSTEMPLOYMENT BENEFITS (OPEB) (Continued)**

*OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB*

For the year ended June 30, 2019, the District recognized OPEB expense of \$125,894. At June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Changes of assumptions	\$ -	\$ 119,534
Differences between projected and actual earnings on OPEB plan investments for the period ending	-	1,591
Benefits paid subsequent to measurement date	<u>462,344</u>	<u>-</u>
Total	<u>\$ 462,344</u>	<u>\$ 121,125</u>

\$462,344 reported as deferred outflows of resources related to benefits paid subsequent to the measurement date will be recognized as a reduction of the net OPEB liability in the year ended June 30, 2020. Other amounts reported as deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Years Ended <u>June 30,</u>	
2020	\$ (20,453)
2021	\$ (20,453)
2022	\$ (20,451)
2023	\$ (20,451)
2024	\$ (19,922)
2025	<u>\$ (19,395)</u>

Differences in change in assumptions are amortized over a closed period equal to the average remaining service life of plan members, which is 8 years as of the June 30, 2018 measurement date. Deferred inflows related to differences between projected and actual earnings on plan investments are netted and amortized over a closed 5-year period.

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(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

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**NOTE 8 - NET PENSION LIABILITY – STATE TEACHERS' RETIREMENT PLAN**

*General Information about the State Teachers' Retirement Plan*

Plan Description: Teaching-certified employees of the District are provided with pensions through the State Teachers' Retirement Plan (STRP) – a cost-sharing multiple-employer defined benefit pension plan administered by the California State Teachers' Retirement System (CalSTRS). The Teachers' Retirement Law (California Education Code Section 22000 et seq.), as enacted and amended by the California Legislature, established this plan and CalSTRS as the administrator. The benefit terms of the plans may be amended through legislation. CalSTRS issues a publicly available financial report that can be obtained at <http://www.calstrs.com/comprehensive-annual-financial-report>.

Benefits Provided: The STRP Defined Benefit Program has two benefit formulas:

- CalSTRS 2% at 60: Members first hired on or before December 31, 2012, to perform service that could be creditable to CalSTRS.
- CalSTRS 2% at 62: Members first hired on or after January 1, 2013, to perform service that could be creditable to CalSTRS.

The Defined Benefit (DB) Program provides retirement benefits based on members' final compensation, age and years of service credit. In addition, the retirement program provides benefits to members upon disability and to survivors/beneficiaries upon the death of eligible members. There are several differences between the two benefit formulas which are noted below.

*CalSTRS 2% at 60*

CalSTRS 2% at 60 members are eligible for normal retirement at age 60, with a minimum of five years of credited service. The normal retirement benefit is equal to 2.0 percent of final compensation for each year of credited service. Early retirement options are available at age 55 with five years of credited service or as early as age 50 with 30 years of credited service. The age factor for retirements after age 60 increases with each quarter year of age to 2.4 percent at age 63 or older. Members who have 30 years or more of credited service receive an additional increase of up to 0.2 percent to the age factor, known as the career factor. The maximum benefit with the career factor is 2.4 percent of final compensation.

CalSTRS calculates retirement benefits based on a one-year final compensation for members who retired on or after January 1, 2001, with 25 or more years of credited service, or for classroom teachers with less than 25 years of credited service if the employer elected to pay the additional benefit cost prior to January 1, 2014. One-year final compensation means a member's highest average annual compensation earnable for 12 consecutive months calculated by taking the creditable compensation that a member could earn in a school year while employed on a fulltime basis, for a position in which the person worked. For members with less than 25 years of credited service, final compensation is the highest average annual compensation earnable for any three consecutive years of credited service.

*CalSTRS 2% at 62*

CalSTRS 2% at 62 members are eligible for normal retirement at age 62, with a minimum of five years of credited service. The normal retirement benefit is equal to 2.0 percent of final compensation for each year of credited service. An early retirement option is available at age 55. The age factor for retirement after age 62 increases with each quarter year of age to 2.4 percent at age 65 or older.

All CalSTRS 2% at 62 members have their final compensation based on their highest average annual compensation earnable for three consecutive years of credited service.

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(Continued)



CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

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**NOTE 8 - NET PENSION LIABILITY – STATE TEACHERS' RETIREMENT PLAN (Continued)**

Contributions: Required member, employer and state contribution rates are set by the California Legislature and Governor and detailed in Teachers' Retirement Law. Contribution rates are expressed as a level percentage of payroll using the entry age normal actuarial cost method.

A summary of statutory contribution rates and other sources of contributions to the Defined Benefit Program are as follows:

*Members* - Under CalSTRS 2% at 60, the member contribution rate was 10.25 percent of applicable member earnings for fiscal year 2018-19. Under CalSTRS 2% at 62, members contribute 50 percent of the normal cost of their retirement plan, which resulted in a contribution rate of 10.205 percent of applicable member earnings for fiscal year 2018-19.

In general, member contributions cannot increase unless members are provided with some type of "comparable advantage" in exchange for such increases. Under previous law, the Legislature could reduce or eliminate the 2 percent annual increase to retirement benefits. As a result of AB 1469, effective July 1, 2014, the Legislature cannot reduce the 2 percent annual benefit adjustment for members who retire on or after January 1, 2014, and in exchange for this "comparable advantage," the member contribution rates have been increased by an amount that covers a portion of the cost of the 2 percent annual benefit adjustment.

*Employers* – 16.28 percent of applicable member earnings.

In June 2019, California Senate Bill 90 (SB 90) was signed into law and appropriated approximately \$2.2 billion in fiscal year 2018–19 from the state's General Fund as contributions to CalSTRS on behalf of employers. The bill requires portions of the contribution to supplant the amounts remitted by employers such that the amounts remitted will be 1.03 and 0.70 percentage points less than the statutorily required amounts due for fiscal years 2019–20 and 2020–21, respectively. The remaining portion of the contribution is allocated to reduce the employers' share of the unfunded actuarial obligation of the Defined Benefit Program.

The employer contribution rates set in statute by the CalSTRS Funding Plan were not changed by the passage of SB 90. A summary of statutory contribution rates and other sources of contributions to the Defined Benefit Program are as follows:

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<u>Effective Date</u>	<u>Prior Rate</u>	<u>Increase</u>	<u>Total</u>
July 01, 2018	8.25%	8.03%	16.28%
July 01, 2019	8.25%	9.88%	18.13%
July 01, 2020	8.25%	10.85%	19.10%
July 01, 2021 to			
June 30, 2046	8.25%	*%	*
July 01, 2046	8.25%	Increase from prior rate ceases in 2046-47	

\* The Teachers' Retirement Board (the "board") cannot adjust the employer rate by more than 1 percent in a fiscal year, and the increase to the contribution rate above the 8.25 percent base contribution rate cannot exceed 12 percent for a maximum of 20.25 percent.

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(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

**NOTE 8 - NET PENSION LIABILITY – STATE TEACHERS' RETIREMENT PLAN (Continued)**

The District contributed \$3,454,949 to the plan for the fiscal year ended June 30, 2019.

State - 9.828 percent of the members' creditable earnings from the fiscal year ending in the prior calendar year.

The state's base contribution to the Defined Benefit Program is calculated based on creditable compensation from two fiscal years prior. The state rate will increase to 5.811% on July 1, 2019, to continue paying down the unfunded liabilities associated with the benefits structure that was in place in 1990 prior to certain enhancements in benefits and reductions in contributions. Additionally, the enactment of SB 90 will result in future supplemental contributions to be made by the state to pay down its portion of the unfunded actuarial obligation of the Defined Benefit Program in fiscal years 2019–20 through 2022–23. The CalSTRS state contribution rates effective for fiscal year 2018-19 and beyond are summarized in the table below.

<u>Effective Date</u>	<u>Base Rate</u>	<u>AB 1469 Increase For 1990 Benefit Structure</u>	<u>SBMA Funding(1)</u>	<u>Total State Appropriation to DB Program</u>
July 01, 2018	2.017%	5.311%	2.50%	9.828%
July 01, 2019	2.017%	5.811%(2)	2.50%	10.328%(3)
July 01, 2020 to June 30, 2046	2.017%	(4)	2.50%	(4)
July 01, 2046 and thereafter	2.017%	(5)	2.50%	4.517%(5)

- (1) This rate does not include the \$72 million reduction in accordance with Education Code Section 22954.
- (2) In May 2019, the board of CalSTRS exercised its limited authority to increase the state contribution rate by 0.5 percent of the payroll effective July 1, 2019.
- (3) This rate does not include the \$2.2 billion supplemental state contribution on behalf of employers pursuant to SB 90.
- (4) The CalSTRS board has limited authority to adjust state contribution rates annually through June 30, 2046 in order to eliminate the remaining unfunded actuarial obligation associated with the 1990 benefit structure. The board cannot increase the rate by more than 0.50 percent in a fiscal year, and if there is no unfunded actuarial obligation, the contribution rate imposed to pay for the 1990 benefit structure would be reduced to 0 percent. Rates in effect prior to July 1, 2014, are reinstated if necessary to address any remaining 1990 unfunded actuarial obligation from July 1, 2046, and thereafter.
- (5) From July 1, 2046, and thereafter, the rates in effect prior to July 1, 2014, are reinstated, if necessary, to address any remaining 1990 unfunded actuarial obligation.

*Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions*

At June 30, 2019, the District reported a liability for its proportionate share of the net pension liability that reflected a reduction for State pension support provided to the District. The amount recognized by the District as its proportionate share of the net pension liability, the related State support, and the total portion of the net pension liability that was associated with the District were as follows:

District's proportionate share of the net pension liability	\$ 36,334,000
State's proportionate share of the net pension liability associated with the District	<u>20,803,000</u>
<b>Total</b>	<b><u>\$ 57,137,000</u></b>

(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

**NOTE 8 - NET PENSION LIABILITY – STATE TEACHERS' RETIREMENT PLAN (Continued)**

The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2017. The District's proportion of the net pension liability was based on the District's share of contributions to the pension plan relative to the contributions of all participating school Districts and the State. At June 30, 2018, the District's proportion was 0.040 percent, which was an increase of .002 from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the District recognized pension expense of \$7,953,547 and revenue of \$3,758,613 for support provided by the State. June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 113,000	\$ 528,000
Changes of assumptions	5,645,000	-
Net differences between projected and actual earnings on investments	-	1,399,000
Changes in proportion and differences between District contributions and proportionate share of contributions	925,000	861,000
Contributions made subsequent to measurement date	<u>3,454,949</u>	<u>-</u>
Total	<u>\$ 10,137,949</u>	<u>\$ 2,788,000</u>

\$3,454,949 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Years Ended <u>June 30,</u>	
2020	\$ 1,267,250
2021	\$ 742,250
2022	\$ (211,749)
2023	\$ 745,583
2024	\$ 1,202,833
2025	\$ 148,833

Differences between expected and actual experience, change in proportion and changes in assumptions are amortized over a closed period equal to the average remaining service life of plan members, which is 7 years as of the June 30, 2018 measurement date. Deferred outflows and inflows related to differences between projected and actual earnings on plan investments are netted and amortized over a closed 5-year period.

(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

**NOTE 8 - NET PENSION LIABILITY – STATE TEACHERS' RETIREMENT PLAN (Continued)**

Actuarial Methods and Assumptions: The total pension liability for the STRP was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2017, and rolling forward the total pension liability to June 30, 2018. The financial reporting actuarial valuation as of June 30, 2017, used the following actuarial methods and assumptions, applied to all prior periods included in the measurement:

Valuation Date	June 30, 2017
Experience Study	July 1, 2010 through June 30, 2015
Actuarial Cost Method	Entry age normal
Investment Rate of Return	7.10%
Consumer Price Inflation	2.75%
Wage Growth	3.50%
Post-retirement Benefit Increases	2.00% simple for DB Not applicable for DBS/CBB

CalSTRS uses a generational mortality assumption, which involves the use of a base mortality table and projection scales to reflect expected annual reductions in mortality rates at each age, resulting in increases in life expectancies each year into the future. The base mortality tables are CalSTRS custom tables derived to best fit the patterns of mortality among its members. The projection scale was set equal to 110 percent of the ultimate improvement factor from the Mortality Improvement Scale (MP-2016) table, issued by the Society of Actuaries.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. The best estimate ranges were developed using capital market assumptions from CalSTRS general investment consultant as an input to the process. The actuarial investment rate of return assumption was adopted by the CalSTRS board in February 2017 in conjunction with the most recent experience study. For each future valuation, CalSTRS consulting actuary reviews the return assumption for reasonableness based on the most current capital market assumptions. Best estimates of 20-year geometric real rates of return and the assumed asset allocation for each major asset class used as input to develop the actuarial investment rate of return are summarized in the following table:

<u>Asset Class</u>	<u>Assumed Asset Allocation</u>	<u>Long-Term* Expected Real Rate of Return</u>
Global Equity	47%	6.30%
Fixed Income	12	0.30
Real Estate	13	5.20
Private Equity	13	9.30
Absolute Return/ Risk Mitigating Strategies	9	2.90
Inflation Sensitive	4	3.80
Cash / Liquidity	2	(1.00)

\* 20-year geometric average

(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

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**NOTE 8 - NET PENSION LIABILITY – STATE TEACHERS' RETIREMENT PLAN (Continued)**

Discount Rate: The discount rate used to measure the total pension liability was 7.10 percent. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at statutory contribution rates in accordance with the rate increase per AB 1469. Projected inflows from investment earnings were calculated using the long-term assumed investment rate of return (7.10 percent) and assuming that contributions, benefit payments, and administrative expense occur midyear. Based on those assumptions, the STRP's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate: The following presents the District's proportionate share of the net pension liability calculated using the discount rate of 7.10 percent, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.10 percent) or 1-percentage-point higher (8.10 percent) than the current rate:

	1% Decrease (6.10%)	Current Discount Rate (7.10%)	1% Increase (8.10%)
District's proportionate share of the net pension liability	<u>\$ 53,226,000</u>	<u>\$ 36,334,000</u>	<u>\$ 22,330,000</u>

Pension Plan Fiduciary Net Position: Detailed information about the pension plan's fiduciary net position is available in the separately issued CalSTRS financial report.

**NOTE 9 - NET PENSION LIABILITY – PUBLIC EMPLOYER'S RETIREMENT FUND B**

*General Information about the Public Employer's Retirement Fund B*

Plan Description: The schools cost-sharing multiple-employer defined benefit pension plan Public Employer's Retirement Fund B (PERF B) is administered by the California Public Employees' Retirement System (CalPERS). Plan membership consists of non-teaching and non-certified employees of public schools (K-12), community college districts, offices of education, charter and private schools (elective) in the State of California.

The Plan was established to provide retirement, death and disability benefits to non-teaching and noncertified employees in schools. The benefit provisions for Plan employees are established by statute. CalPERS issues a publicly available financial report that can be obtained at <https://www.calpers.ca.gov/docs/forms-publications/cafr-2018.pdf>.

Benefits Provided: The benefits for the defined benefit plans are based on members' years of service, age, final compensation, and benefit formula. Benefits are provided for disability, death, and survivors of eligible members or beneficiaries. Members become fully vested in their retirement benefits earned to date after five years (10 years for State Second Tier members) of credited service.

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(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

**NOTE 9 - NET PENSION LIABILITY – PUBLIC EMPLOYER'S RETIREMENT FUND B (Continued)**

Contributions: The benefits for the defined benefit pension plans are funded by contributions from members and employers, and earnings from investments. Member and employer contributions are a percentage of applicable member compensation. Member contribution rates are defined by law and depend on the respective employer's benefit formulas. Employer contribution rates are determined by periodic actuarial valuations or by state statute. Actuarial valuations are based on the benefit formulas and employee groups of each employer. Employer contributions, including lump sum contributions made when district's first join the PERF B, are credited with a market value adjustment in determining contribution rates.

The required contribution rates of most active plan members are based on a percentage of salary in excess of a base compensation amount ranging from zero dollars to \$863 monthly.

Required contribution rates for active plan members and employers as a percentage of payroll for the year ended June 30, 2019 were as follows:

*Members* - The member contribution rate was 6.50 or 7.50 percent of applicable member earnings for fiscal year 2018-19.

*Employers* - The employer contribution rate was 18.062 percent of applicable member earnings.

The District contributed \$1,387,636 to the plan for the fiscal year ended June 30, 2019.

*Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions*

At June 30, 2019, the District reported a liability of \$14,753,000 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2017. The District's proportion of the net pension liability was based on the District's share of contributions to the pension plan relative to the contributions of all participating school districts. At June 30, 2018, the District's proportion was 0.055 percent, which was no change from its proportion measured as of June 30, 2017.

For the year ended June 30, 2019, the District recognized pension expense of \$3,207,541 and revenue of \$497,200 for support provided by the State. At June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$ 967,000	\$ -
Changes of assumptions	1,473,000	-
Net differences between projected and actual earnings on investments	121,000	-
Changes in proportion and differences between District contributions and proportionate share of contributions	55,000	160,000
Contributions made subsequent to measurement date	<u>1,387,636</u>	<u>-</u>
Total	<u>\$ 4,003,636</u>	<u>\$ 160,000</u>

(Continued)



CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

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**NOTE 9 - NET PENSION LIABILITY – PUBLIC EMPLOYER'S RETIREMENT FUND B (Continued)**

\$1,387,636 reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Years Ended June 30,	
2020	\$ 1,455,500
2021	\$ 1,088,500
2022	\$ (1,000)
2023	\$ (87,000)

Differences between expected and actual experience and changes in assumptions are amortized over a closed period equal to the average remaining service life of plan members, which is 4 years as of June 30, 2018 measurement date. Deferred outflows and inflows related to differences between projected and actual earnings on plan investments are netted and amortized over a closed 5-year period.

Actuarial Methods and Assumptions: The total pension liability for the Plan was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2017, and rolling forward the total pension liability to June 30, 2018. The financial reporting actuarial valuation as of June 30, 2017, used the following actuarial methods and assumptions, applied to all prior periods included in the measurement:

Valuation Date	June 30, 2017
Experience Study	June 30, 1997 through June 30, 2015
Actuarial Cost Method	Entry age normal
Investment Rate of Return	7.15%
Consumer Price Inflation	2.75%
Wage Growth	Varies by entry age and service
Post-retirement Benefit Increases	2.00% until Purchasing Power Protection Allowance Floor on Purchasing Power applies 2.50% thereafter

The mortality table used was developed based on CalPERS specific data. The table includes 15 years of mortality improvements using Society of Actuaries 90% of Scale MP 2016. For more details on this table, please refer to the 2017 experience study report.

All other actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from 1997 to 2015, including updates to salary increase, mortality and retirement rates. Further details of the Experience Study can be found at CalPERS' website.

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(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

**NOTE 9 - NET PENSION LIABILITY – PUBLIC EMPLOYER'S RETIREMENT FUND B (Continued)**

The table below reflects long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation.

<u>Asset Class</u>	<u>Long-Term* Assumed Asset Allocation</u>	<u>Expected Real Rate of Return Years 1-10 (1)</u>	<u>Expected Real Rate of Return Years 11+ (2)</u>
Global Equity	50%	4.80%	5.98%
Fixed Income	28	1.00	2.62
Inflation Assets	6	0.77	1.81
Private Equity	8	6.30	7.23
Real Estate	13	3.75	4.93
Liquidity	1	(0.40)	(0.92)

\* 10-year geometric average

(1) An expected inflation rate of 2.00% used for this period

(2) An expected inflation rate of 2.92% used for this period

**Discount Rate:** The discount rate used to measure the total pension liability was 7.15 percent. A projection of the expected benefit payments and contributions was performed to determine if assets would run out. The test revealed the assets would not run out. Therefore the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability for the Plan. The results of the crossover testing for the Plan are presented in a detailed report that can be obtained at CalPERS' website.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected cash flows of the Plan. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the Plan's asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

(Continued)



CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2019

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**NOTE 9 - NET PENSION LIABILITY – PUBLIC EMPLOYER'S RETIREMENT FUND B (Continued)**

Sensitivity of the District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate: The following presents the District's proportionate share of the net pension liability calculated using the discount rate of 7.15 percent, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.15 percent) or 1-percentage-point higher (8.15 percent) than the current rate:

	1% Decrease (6.15%)	Current Discount Rate (7.15%)	1% Increase (8.15%)
District's proportionate share of the net pension liability	\$ 21,479,000	\$ 14,753,000	\$ 9,172,000

Pension Plan Fiduciary Net Position: Detailed information about the pension plan's fiduciary net position is available in the separately issued CalPERS financial report.

**NOTE 10 - JOINT POWERS AGREEMENTS**

The District is a member of a Joint Powers Authority, Schools Insurance Authority (SIA) a risk management program providing property and liability insurance coverage. Settled claims have not exceeded this commercial coverage in any of the past three years. There has not been a significant change in coverage from the prior year.

The following is a summary of financial information for SIA as of June 30, 2018 (the most recent information available):

Total assets	\$ 156,099,265
Deferred outflows	\$ 2,183,259
Total liabilities	\$ 78,395,474
Deferred inflows	\$ 438,183
Net position	\$ 79,448,867
Total revenues	\$ 64,932,531
Total expenses	\$ 59,366,494
Change in net position	\$ 5,566,037

**NOTE 11 - CONTINGENCIES**

The District is subject to legal proceedings and claims which arise in the ordinary course of business. In the opinion of management, the amount of ultimate liability with respect to these actions will not materially affect the financial position or results of operations of the District.

Also, the District has received federal and state funds for specific purposes that are subject to review or audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursements will not be material.

## REQUIRED SUPPLEMENTARY INFORMATION

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CENTER JOINT UNIFIED SCHOOL DISTRICT  
GENERAL FUND  
BUDGETARY COMPARISON SCHEDULE  
For the Year Ended June 30, 2019

	<u>Budget</u>			<u>Variance</u>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Favorable</u> <u>(Unfavorable)</u>
Revenues:				
Local Control Funding Formula:				
State apportionment	\$ 34,082,365	\$ 34,082,365	\$ 33,775,744	\$ (306,621)
Local sources	<u>7,783,504</u>	<u>7,783,504</u>	<u>8,256,857</u>	<u>473,353</u>
Total LCFF	<u>41,865,869</u>	<u>41,865,869</u>	<u>42,032,601</u>	<u>166,732</u>
Federal sources	2,693,184	2,693,184	2,915,964	222,780
Other state sources	3,045,870	3,045,870	6,671,251	3,625,381
Other local sources	<u>2,264,902</u>	<u>2,264,902</u>	<u>2,701,173</u>	<u>436,271</u>
Total revenues	<u>49,869,825</u>	<u>49,869,825</u>	<u>54,320,989</u>	<u>4,451,164</u>
Expenditures:				
Current:				
Certificated salaries	20,968,263	20,968,263	21,422,089	(453,826)
Classified salaries	7,994,880	7,994,880	8,039,268	(44,388)
Employee benefits	10,351,243	10,351,243	13,698,716	(3,347,473)
Books and supplies	2,238,286	2,238,286	2,814,902	(576,616)
Contract services and operating expenditures	5,422,654	5,422,654	4,983,432	439,222
Other outgo	948,793	948,793	919,454	29,339
Capital outlay	<u>76,000</u>	<u>76,000</u>	<u>1,123,749</u>	<u>(1,047,749)</u>
Total expenditures	<u>48,000,119</u>	<u>48,000,119</u>	<u>53,001,610</u>	<u>(5,001,491)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>1,869,706</u>	<u>1,869,706</u>	<u>1,319,379</u>	<u>(550,327)</u>
Other financing sources (uses):				
Transfers in	-	-	371,199	371,199
Transfers out	<u>(250,000)</u>	<u>(250,000)</u>	<u>(500,490)</u>	<u>(250,490)</u>
Total other financing sources (uses)	<u>(250,000)</u>	<u>(250,000)</u>	<u>(129,291)</u>	<u>120,709</u>
Net change in fund balance	1,619,706	1,619,706	1,190,088	(429,618)
Fund balance, July 1, 2018	<u>10,493,758</u>	<u>10,493,758</u>	<u>10,493,758</u>	<u>-</u>
Fund balance, June 30, 2019	<u>\$ 12,113,464</u>	<u>\$ 12,113,464</u>	<u>\$ 11,683,846</u>	<u>\$ (429,618)</u>

See accompanying note to required supplementary information.

CENTER JOINT UNIFIED SCHOOL DISTRICT  
SCHEDULE OF CHANGES IN THE DISTRICT'S NET OPEB LIABILITY  
For the Year Ended June 30, 2019

Last 10 Fiscal Years

	<u>2018</u>	<u>2019</u>
Total OPEB liability		
Service cost	\$ 533,653	\$ 552,864
Interest	302,296	321,120
Change in assumptions	-	(159,378)
Benefit payments	<u>(336,478)</u>	<u>(328,048)</u>
Net change in total OPEB liability	499,471	386,558
Total OPEB liability, beginning of year	<u>8,031,694</u>	<u>8,531,165</u>
Total OPEB liability, end of year (a)	<u><u>\$ 8,531,165</u></u>	<u><u>\$ 8,917,723</u></u>
Plan fiduciary net position		
Administrative expenses	-	(110)
Contributions	-	578,048
Benefit payments	-	(328,048)
Net investment income	<u>-</u>	<u>10,774</u>
Change in plan fiduciary net position	-	260,664
Fiduciary trust net position, beginning of year	<u>-</u>	<u>-</u>
Fiduciary trust net position, end of year (b)	<u><u>\$ -</u></u>	<u><u>\$ 260,664</u></u>
Net OPEB liability, ending (a) - (b)	<u><u>\$ 8,531,165</u></u>	<u><u>\$ 8,657,059</u></u>
Covered employee payroll	\$ 27,627,000	\$ 26,692,000
Net OPEB liability as a percentage of covered-employee payroll	31%	32%

This is a 10 year schedule, however the information in this schedule is not required to be presented retrospectively. The amounts presented for each fiscal year were determined as of the yearend that occurred one year prior. All years prior to 2018 are not available.

CENTER JOINT UNIFIED SCHOOL DISTRICT  
SCHEDULE OF THE DISTRICT'S PROPORTIONATE  
SHARE OF THE NET PENSION LIABILITY  
For the Year Ended June 30, 2019

	State Teachers' Retirement Plan Last 10 Fiscal Years				
	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
District's proportion of the net pension liability	0.040%	0.040%	0.039%	0.038%	0.040%
District's proportionate share of the net pension liability	\$ 23,374,800	\$ 26,804,537	\$ 31,618,000	\$ 35,299,000	\$ 36,334,000
State's proportionate share of the net pension liability associated with the District	<u>-</u>	<u>14,195,000</u>	<u>18,001,000</u>	<u>20,883,000</u>	<u>20,803,000</u>
Total net pension liability	<u>\$ 23,374,800</u>	<u>\$ 40,999,537</u>	<u>\$ 49,619,000</u>	<u>\$ 56,182,000</u>	<u>\$ 57,137,000</u>
District's covered payroll	\$ 17,338,061	\$ 18,504,032	\$ 19,482,000	\$ 20,230,000	\$ 20,755,000
District's proportionate share of the net pension liability as a percentage of its covered payroll	134.82%	144.86%	162.29%	174.49%	175.06%
Plan fiduciary net position as a percentage of the total pension liability	76.52%	74.02%	70.04%	69.46%	70.99%

The amounts presented for each fiscal year were determined as of the year-end that occurred one year prior.

All years prior to 2015 are not available.

(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
SCHEDULE OF THE DISTRICT'S PROPORTIONATE  
SHARE OF THE NET PENSION LIABILITY  
For the Year Ended June 30, 2019

Public Employer's Retirement Fund B  
Last 10 Fiscal Years

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
District's proportion of the net pension liability	0.058%	0.057%	0.057%	0.055%	0.055%
District's proportionate share of the net pension liability	\$ 6,607,117	\$ 8,426,048	\$ 11,162,000	\$ 13,116,000	\$ 14,753,000
District's covered payroll	\$ 6,107,779	\$ 6,321,145	\$ 6,780,000	\$ 7,005,000	\$ 7,304,000
District's proportionate share of the net pension liability as a percentage of its covered payroll	108.18%	133.30%	164.63%	187.24%	201.99%
Plan fiduciary net position as a percentage of the total pension liability	83.38%	79.43%	73.89%	71.87%	70.85%

The amounts presented for each fiscal year were determined as of the year-end that occurred one year prior.

All years prior to 2015 are not available.

See accompanying note to required supplementary information.

CENTER JOINT UNIFIED SCHOOL DISTRICT  
SCHEDULE OF THE DISTRICT'S CONTRIBUTIONS  
For the Year Ended June 30, 2019

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State Teachers' Retirement Plan  
Last 10 Fiscal Years

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Contractually required contribution	\$ 1,430,390	\$ 2,090,455	\$ 2,950,788	\$ 2,994,934	\$ 3,454,949
Contributions in relation to the contractually required contribution	<u>(1,430,390)</u>	<u>(2,090,455)</u>	<u>(2,950,788)</u>	<u>(2,994,934)</u>	<u>3,454,949</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered payroll	\$ 18,504,032	\$ 19,482,000	\$ 20,230,000	\$ 20,755,000	\$ 21,222,000
Contributions as a percentage of covered payroll	8.25%	10.73%	12.58%	14.43%	16.28%

All years prior to 2015 are not available.

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(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
SCHEDULE OF THE DISTRICT'S CONTRIBUTIONS  
For the Year Ended June 30, 2019

Public Employer's Retirement Fund B  
Last 10 Fiscal Years

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Contractually required contribution	\$ 698,852	\$ 803,253	\$ 965,632	\$ 1,134,341	\$ 1,387,636
Contributions in relation to the contractually required contribution	<u>(698,852)</u>	<u>(803,253)</u>	<u>(965,632)</u>	<u>(1,134,341)</u>	<u>(1,387,636)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered payroll	\$ 6,321,145	\$ 6,780,000	\$ 7,005,000	\$ 7,304,000	\$ 7,683,000
Contributions as a percentage of covered payroll	11.44%	11.85%	13.89%	15.53%	18.06%

All years prior to 2015 are not available.

See accompanying note to required supplementary information.



CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTE TO REQUIRED SUPPLEMENTARY INFORMATION  
June 30, 2019

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**NOTE 1 - PURPOSE OF SCHEDULES**

**A - Budgetary Comparison Schedule**

The District employs budget control by object codes and by individual appropriation accounts. Budgets are prepared on the modified accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board. The budgets are revised during the year by the Board of Education to provide for revised priorities. Expenditures cannot legally exceed appropriations by major object code. The originally adopted and final revised budgets for the General Fund are presented as Required Supplementary Information. The basis of budgeting is the same as GAAP.

**B - Schedule of Changes in Net Other Postemployment Benefits (OPEB) Liability**

The Schedule of Changes in Net OPEB Liability is presented to illustrate the elements of the District's Net OPEB Liability. There is a requirement to show information for 10 years. However, until a full 10 year trend is compiled, governments should present information for those years for which information is available.

**C - Schedule of the District's Proportionate Share of the Net Pension Liability**

The Schedule of the District's Proportionate Share of the Net Pension Liability is presented to illustrate the elements of the District's Net Pension Liability. There is a requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

**D - Schedule of the District's Contributions**

The Schedule of the District's Contributions is presented to illustrate the District's required contributions relating to the pensions. There is a requirement to show information for 10 years. However, until a full 10-year trend is compiled, governments should present information for those years for which information is available.

**E - Changes of Benefit Terms**

There are no changes in benefit terms reported in the Required Supplementary Information.

**F - Changes of Assumptions**

The discount rate used to calculate the District's OPEB liability was 3.60 and 3.90 percent in the June 30, 2018 and 2019 actuarial reports, respectively.

The discount rate for Public Employer's Retirement Fund B (PERF B) was 7.50, 7.65, 7.65, 7.15, and 7.15 percent in the June 30, 2013, 2014, 2015, 2016 and 2017 actuarial reports, respectively.

The following are the assumptions for State Teachers' Retirement Plan:

<u>Assumption</u>	<u>As of June 30, 2018</u>	<u>As of June 30, 2017</u>	<u>As of June 30, 2016</u>	<u>As of June 30, 2015</u>
Consumer price inflation	2.75%	2.75%	3.00%	3.00%
Investment rate of return	7.10%	7.10%	7.60%	7.60%
Wage growth	3.50%	3.50%	3.75%	3.75%

## **SUPPLEMENTARY INFORMATION**

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CENTER JOINT UNIFIED SCHOOL DISTRICT  
COMBINING BALANCE SHEET  
ALL NON-MAJOR FUNDS  
June 30, 2019

	Charter Schools Fund	Adult Education Fund	Child Development Fund	Cafeteria Fund	Deferred Maintenance Fund	Building Fund	Capital Facilities Fund	County School Facilities Fund	Total
<b>ASSETS</b>									
Cash in County Treasury	\$ 121,751	\$ 55,495	\$ 13,058	\$ 39,949	\$ 14,818	\$ 113,525	\$ 676,668	\$ 4,148	\$ 1,039,412
Cash in revolving fund	-	-	-	1,000	-	-	-	-	1,000
Receivables	2,165	76,635	91,304	14,161	885	9,977	1,233	52	196,412
Prepaid expenditures	-	-	-	278	-	-	-	-	278
Due from other funds	-	1,353	-	-	-	-	-	-	1,353
Stores inventory	-	-	-	22,721	-	-	-	-	22,721
Total assets	<u>\$ 123,916</u>	<u>\$ 133,483</u>	<u>\$ 104,362</u>	<u>\$ 78,109</u>	<u>\$ 15,703</u>	<u>\$ 123,502</u>	<u>\$ 677,901</u>	<u>\$ 4,200</u>	<u>\$ 1,261,176</u>
<b>LIABILITIES AND FUND BALANCES</b>									
Liabilities:									
Accounts payable	\$ -	\$ 12,170	\$ 57,690	\$ 32,824	\$ -	\$ 44,917	\$ -	\$ -	\$ 147,601
Unearned revenue	-	-	7,593	-	-	-	-	-	7,593
Due to other funds	-	1,629	-	4,722	-	-	29,539	-	35,890
Total liabilities	<u>-</u>	<u>13,799</u>	<u>65,283</u>	<u>37,546</u>	<u>-</u>	<u>44,917</u>	<u>29,539</u>	<u>-</u>	<u>191,084</u>
Fund balances:									
Nonspendable	-	-	-	23,999	-	-	-	-	23,999
Restricted	<u>123,916</u>	<u>119,684</u>	<u>39,079</u>	<u>16,564</u>	<u>15,703</u>	<u>78,585</u>	<u>648,362</u>	<u>4,200</u>	<u>1,046,093</u>
Total fund balances	<u>123,916</u>	<u>119,684</u>	<u>39,079</u>	<u>40,563</u>	<u>15,703</u>	<u>78,585</u>	<u>648,362</u>	<u>4,200</u>	<u>1,070,092</u>
Total liabilities and fund balances	<u>\$ 123,916</u>	<u>\$ 133,483</u>	<u>\$ 104,362</u>	<u>\$ 78,109</u>	<u>\$ 15,703</u>	<u>\$ 123,502</u>	<u>\$ 677,901</u>	<u>\$ 4,200</u>	<u>\$ 1,261,176</u>

CENTER JOINT UNIFIED SCHOOL DISTRICT  
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCES  
ALL NON-MAJOR FUNDS  
For the Year Ended June 30, 2019

	Charter Schools Fund	Adult Education Fund	Child Development Fund	Cafeteria Fund	Deferred Maintenance Fund	Building Fund	Capital Facilities Fund	County School Facilities Fund	Total
Federal sources	\$ -	\$ 52,108	\$ 288,149	\$ 1,184,195	\$ -	-	\$ -	\$ -	\$ 1,524,452
Other state sources	-	273,938	515,951	121,062	-	-	-	-	910,951
Other local sources	<u>4,310</u>	<u>14,597</u>	<u>1,666</u>	<u>342,091</u>	<u>1,895</u>	<u>26,019</u>	<u>984,893</u>	<u>93</u>	<u>1,375,564</u>
Total revenues	<u>4,310</u>	<u>340,643</u>	<u>805,766</u>	<u>1,647,348</u>	<u>1,895</u>	<u>26,019</u>	<u>984,893</u>	<u>93</u>	<u>3,810,967</u>
Expenditures:									
Current:									
Certificated salaries	-	165,522	-	-	-	-	-	-	165,522
Classified salaries	-	22,321	-	665,824	-	-	-	-	688,145
Employee benefits	-	69,316	-	313,851	-	-	-	-	383,167
Books and supplies	(933)	31,992	-	732,651	64,261	(6,266)	-	-	821,705
Contract services and operating expenditures	(466)	25,916	759,366	81,833	121,931	305,461	-	-	1,294,041
Other outgo	-	-	-	-	-	-	-	-	-
Capital outlay	-	-	-	-	-	<u>2,045,340</u>	-	-	<u>2,045,340</u>
Total expenditures	<u>(1,399)</u>	<u>315,067</u>	<u>759,366</u>	<u>1,794,159</u>	<u>186,192</u>	<u>2,344,535</u>	<u>-</u>	<u>-</u>	<u>5,397,920</u>
Excess (deficiency) of revenues over (under) expenditures	<u>5,709</u>	<u>25,576</u>	<u>46,400</u>	<u>(146,811)</u>	<u>(184,297)</u>	<u>(2,318,516)</u>	<u>984,893</u>	<u>93</u>	<u>(1,586,953)</u>
Other financing sources (uses):									
Transfers in	-	-	-	490	500,000	-	-	-	500,490
Transfers out	<u>(116,160)</u>	<u>(12,250)</u>	<u>(45,889)</u>	<u>(95,328)</u>	<u>(72,033)</u>	<u>-</u>	<u>(29,539)</u>	<u>-</u>	<u>(371,199)</u>
Total other financing sources (uses)	<u>(116,160)</u>	<u>(12,250)</u>	<u>(45,889)</u>	<u>(94,838)</u>	<u>427,967</u>	<u>-</u>	<u>(29,539)</u>	<u>-</u>	<u>129,291</u>
Net change in fund balances	<u>(110,451)</u>	<u>13,326</u>	<u>511</u>	<u>(241,649)</u>	<u>243,670</u>	<u>(2,318,516)</u>	<u>955,354</u>	<u>93</u>	<u>(1,457,662)</u>
Fund balances July 1, 2018	<u>234,367</u>	<u>106,358</u>	<u>38,568</u>	<u>282,212</u>	<u>(227,967)</u>	<u>2,397,101</u>	<u>(306,992)</u>	<u>4,107</u>	<u>2,527,754</u>
Fund balances June 30, 2019	<u>\$ 123,916</u>	<u>\$ 119,684</u>	<u>\$ 39,079</u>	<u>\$ 40,563</u>	<u>\$ 15,703</u>	<u>\$ 78,585</u>	<u>\$ 648,362</u>	<u>\$ 4,200</u>	<u>\$ 1,070,092</u>

CENTER JOINT UNIFIED SCHOOL DISTRICT  
COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES  
AGENCY FUNDS  
For the Year Ended June 30, 2019

	Balance July 1, 2018	Additions	Deductions	Balance June 30, 2019
<b>Student Body</b>				
<u>Spinelli Elementary</u>				
Assets:				
Cash on hand and in banks	\$ 19,400	\$ 21,472	\$ 24,388	\$ 16,484
Liabilities:				
Due to student groups	\$ 19,400	\$ 21,472	\$ 24,388	\$ 16,484
<u>Oak Hill Elementary</u>				
Assets:				
Cash on hand and in banks	\$ 10,877	\$ 68,254	\$ 70,616	\$ 8,515
Liabilities:				
Due to student groups	\$ 10,877	\$ 68,254	\$ 70,616	\$ 8,515
<u>North Country Elementary</u>				
Assets:				
Cash on hand and in banks	\$ 19,994	\$ 42,948	\$ 48,028	\$ 14,914
Liabilities:				
Due to student groups	\$ 19,994	\$ 42,948	\$ 48,028	\$ 14,914
<u>Dudley Elementary</u>				
Assets:				
Cash on hand and in banks	\$ 7,732	\$ 28,577	\$ 32,059	\$ 4,250
Liabilities:				
Due to student groups	\$ 7,732	\$ 28,577	\$ 32,059	\$ 4,250

(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES  
AGENCY FUNDS  
For the Year Ended June 30, 2019

	Balance July 1, 2018	Additions	Deductions	Balance June 30, 2019
<b>Student Body (Continued)</b>				
<u>Wilson C. Riles Middle School</u>				
Assets:				
Cash on hand and in banks	\$ 14,072	\$ 64,994	\$ 64,015	\$ 15,051
Liabilities:				
Due to student group	\$ 14,072	\$ 64,994	\$ 64,015	\$ 15,051
<u>Center High School</u>				
Assets:				
Cash on hand and in banks	\$ 168,149	\$ 461,419	\$ 432,242	\$ 197,326
Liabilities:				
Due to student groups	\$ 168,149	\$ 461,419	\$ 432,242	\$ 197,326
<u>McClellan High School</u>				
Assets:				
Cash on hand and in banks	\$ 2,113	\$ 2,335	\$ 2,076	\$ 2,372
Liabilities:				
Due to student groups	\$ 2,113	\$ 2,335	\$ 2,076	\$ 2,372
<u>Center Adult School</u>				
Assets:				
Cash on hand and in banks	\$ 481	\$ 5,603	\$ 5,364	\$ 720
Liabilities:				
Due to student groups	\$ 481	\$ 5,603	\$ 5,364	\$ 720

(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
COMBINING STATEMENT OF CHANGES IN ASSETS AND LIABILITIES  
AGENCY FUNDS  
For the Year Ended June 30, 2019

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	Balance July 1, <u>2018</u>	<u>Additions</u>	<u>Deductions</u>	Balance June 30, <u>2019</u>
<b>Student Body (Continued)</b>				
<b><u>Total Student Body Funds</u></b>				
Assets:				
Cash on hand and in banks	\$ <u>242,818</u>	\$ <u>695,602</u>	\$ <u>678,788</u>	\$ <u>259,632</u>
Liabilities:				
Due to student groups	\$ <u>242,818</u>	\$ <u>695,602</u>	\$ <u>678,788</u>	\$ <u>259,632</u>

CENTER JOINT UNIFIED SCHOOL DISTRICT  
ORGANIZATION  
June 30, 2019

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Center Joint Unified School District was established on July 1, 1858 and comprises an area located in Sacramento and Placer Counties. There were no changes in the boundaries of the District during the current year. The District currently operates four elementary schools, one middle school and one high school. The District also maintains a continuation high school and an adult education program.

GOVERNING BOARD

<u>Name</u>	<u>Office</u>	<u>Term Expires</u>
Jeremy Hunt	President	2022
Donald Wilson	Clerk	2022
Delrae Pope	Representative	2020
Nancy Anderson	Member	2020
Milad J'Beily	Member	2022

ADMINISTRATION

Scott Loehr  
Superintendent

Lisa Coronado  
Director of Fiscal Services



CENTER JOINT UNIFIED SCHOOL DISTRICT  
SCHEDULE OF AVERAGE DAILY ATTENDANCE  
For the Year Ended June 30, 2019

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	<u>Second Period Report</u>	<u>Annual Report</u>
<b>DISTRICT</b>		
Certificate Numbers	5A59F080	1FE9EA13
Elementary:		
Transitional Kindergarten through Third	1,238	1,247
Fourth through Sixth	894	894
Seventh and Eighth	<u>615</u>	<u>614</u>
Subtotal Elementary	2,747	2,755
Secondary:		
Ninth through Twelfth	<u>1,265</u>	<u>1,258</u>
Total District	<u><u>4,012</u></u>	<u><u>4,013</u></u>

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See accompanying notes to supplementary information.

CENTER JOINT UNIFIED SCHOOL DISTRICT  
SCHEDULE OF INSTRUCTIONAL TIME  
For the Year Ended June 30, 2019

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<u>Grade Level</u>	<u>Statutory Minutes Require- ment</u>	<u>2018-19 Actual Minutes</u>	<u>Number of Days Traditional Calendar</u>	<u>Status</u>
Kindergarten	36,000	36,210	180	In Compliance
Grade 1	50,400	54,510	180	In Compliance
Grade 2	50,400	54,510	180	In Compliance
Grade 3	50,400	54,510	180	In Compliance
Grade 4	54,000	54,510	180	In Compliance
Grade 5	54,000	54,510	180	In Compliance
Grade 6	54,000	54,510	180	In Compliance
Grade 7	54,000	54,510	180	In Compliance
Grade 8	54,000	54,510	180	In Compliance
Grade 9	64,800	65,055	180	In Compliance
Grade 10	64,800	65,055	180	In Compliance
Grade 11	64,800	65,055	180	In Compliance
Grade 12	64,800	65,055	180	In Compliance

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See accompanying notes to supplementary information.

CENTER JOINT UNIFIED SCHOOL DISTRICT  
SCHEDULE OF EXPENDITURE OF FEDERAL AWARDS  
For the Year Ended June 30, 2019

<u>Federal Catalog Number</u>	<u>Entity Federal Grantor/Pass-Through Grantor/Program or Cluster Title</u>	<u>Pass- Through Federal Identifying Number</u>	<u>Expend itures</u>
<u>United States Department of Agriculture - Passed through California Department of Education</u>			
10.555	Child Nutrition: School Programs - Child Nutrition Cluster	13523	\$ 1,184,195
	Total United States Department of Agriculture		<u>1,184,195</u>
<u>United States Department of Education - Passed through California Department of Rehabilitation</u>			
84.126	Department of Rehabilitation: Workability II, Transitions Partnership Program	10006	<u>115,593</u>
<u>United States Department of Education - Passed through California Department of Education</u>			
	Adult Education Programs:		
84.002	Adult Secondary Education (Section 231)	13978	12,650
84.002	English Literacy & Civics Education	14750	5,653
84.002A	Adult Basic Education & ELA (Section 231)	14508	<u>33,805</u>
	Subtotal Adult Education Programs		<u>52,108</u>
	Special Education (IDEA) Cluster:		
84.027	IDEA Basic Local Assistance Entitlement, Part B, Section 611	13379	907,568
84.027	Fed IDEA Private School Students	10115	1,615
84.027A	IDEA Mental Health Average Daily Attendance (ADA) Allocation, Part B, Sec 611	15197	48,079
84.173	IDEA Preschool Grants, Part B, Section 619	13430	<u>20,720</u>
	Subtotal Special Education (IDEA) Cluster		<u>977,982</u>
84.365	Title III, English Learner Student Program	14346	63,220
84.010	ESEA: Title I, Part A, Basic Grants Low-Income and Neglected	14329	1,357,015
84.367	ESEA: Title II, Part A, Improving Teacher Quality Local Grants	14341	247,059
84.196	ESEA: Education for Homeless Children and Youth	14332	<u>50,000</u>
	Total United States Department of Education		<u>2,862,977</u>

(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
SCHEDULE OF EXPENDITURE OF FEDERAL AWARDS  
For the Year Ended June 30, 2019

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<u>Federal Catalog Number</u>	<u>Entity Federal Grantor/Pass-Through Grantor/Program or Cluster Title</u>	<u>Pass- Through Federal Identifying Number</u>	<u>Expend itures</u>
<u>United States Department of Health and Human Services - Passed through California Department of Education</u>			
93.596	Child Dev: Federal General (CCTR) and State Preschool (CSPP): Family Child Care Home (CFCC) - CCDF Cluster	13609	\$ 288,149
93.778	Dept of Health Care Services (DHCS): Medi-Cal Billing Option - Medicaid Cluster	10013	<u>96,499</u>
	Total United States Department of Health and Human Services		<u>384,648</u>
	Total Federal Programs		<u>\$ 4,431,820</u>

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See accompanying notes to supplementary information.

CENTER JOINT UNIFIED SCHOOL DISTRICT  
RECONCILIATION OF UNAUDITED ACTUAL FINANCIAL REPORT  
WITH AUDITED FINANCIAL STATEMENTS  
For the Year Ended June 30, 2019

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There were no audit adjustments proposed to any funds of the District.

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See accompanying notes to supplementary information.

CENTER JOINT UNIFIED SCHOOL DISTRICT  
SCHEDULE OF FINANCIAL TRENDS AND ANALYSIS  
For the Year Ended June 30, 2019  
(UNAUDITED)

	(Budgeted) <u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>
<u>General Fund</u>				
Revenues and other financing sources	<u>\$ 49,850,825</u>	<u>\$ 54,692,188</u>	<u>\$ 49,012,222</u>	<u>\$ 47,671,163</u>
Expenditures	48,000,119	53,001,610	50,586,276	44,585,890
Other uses and transfers out	<u>250,000</u>	<u>500,490</u>	<u>97,995</u>	<u>397,556</u>
Total outgo	<u>48,250,119</u>	<u>53,502,100</u>	<u>50,684,271</u>	<u>44,983,446</u>
Change in fund balance	<u>\$ 1,600,706</u>	<u>\$ 1,190,088</u>	<u>\$ (1,672,049)</u>	<u>\$ 2,687,717</u>
Ending fund balance	<u>\$ 13,284,552</u>	<u>\$ 11,683,846</u>	<u>\$ 10,493,758</u>	<u>\$ 12,165,807</u>
Available reserves	<u>\$ 5,215,415</u>	<u>\$ 5,496,392</u>	<u>\$ 6,989,029</u>	<u>\$ 9,018,242</u>
Designated for economic uncertainties	<u>\$ 1,545,157</u>	<u>\$ 4,023,635</u>	<u>\$ 3,628,175</u>	<u>\$ 2,729,830</u>
Undesignated fund balance	<u>\$ 3,670,258</u>	<u>\$ 1,472,757</u>	<u>\$ 3,360,854</u>	<u>\$ 6,288,412</u>
Available reserves as a percentage of total outgo	<u>10.8%</u>	<u>10.2%</u>	<u>13.8%</u>	<u>20.0%</u>
Total long-term liabilities	<u>\$113,620,832</u>	<u>\$119,989,836</u>	<u>\$120,551,963</u>	<u>\$115,133,610</u>
Average daily attendance at P-2 (excluding Charter School)	<u>4,094</u>	<u>4,012</u>	<u>4,077</u>	<u>4,199</u>

The General Fund fund balance has increased by \$2,205,756 over the past three years. The District projects a increase of \$1,600,706 for the fiscal year ending 2019-2020. For a district this size, the State of California recommends available reserves of at least three percent of total General Fund expenditures, transfers out and other uses be maintained. The District has met this requirement.

The District has incurred operating surpluses in two of the past three years, and anticipates incurring an operating surplus during the 2019-2020 fiscal year.

Total long-term liabilities have increased by \$4,856,226 over the past two years.

Average daily attendance has decreased by 187 over the past two years. The District anticipates an increase of 82 ADA for the fiscal year ended 2019-2020.

See accompanying notes to supplementary information.

CENTER JOINT UNIFIED SCHOOL DISTRICT  
SCHEDULE OF CHARTER SCHOOLS  
For the Year Ended June 30, 2019

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Charter Schools Sponsored by District

Included in District  
Financial Statements, or  
Separate Report

There are currently no charter schools in the District.

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See accompanying notes to supplementary information.

CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO SUPPLEMENTARY INFORMATION  
June 30, 2019

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**NOTE 1 - PURPOSE OF SCHEDULES**

**A - Schedule of Average Daily Attendance**

Average daily attendance is a measurement of the number of pupils attending classes of the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to school districts. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

**B - Schedule of Instructional Time**

The District has received incentive funding for increasing instructional time as provided by the Incentives for Longer Instructional Day. The District neither met nor exceeded its target funding. This schedule presents information on the amount of instructional time offered by the District and whether the District complied with the provisions of Education Code Sections 46201 through 46206.

**C - Schedule of Expenditure of Federal Awards**

The Schedule of Expenditure of Federal Awards includes the federal award activity of the District, and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The District has elected not to use the 10-percent de minimis indirect cost rate allowed in the Uniform Guidance.

The following schedule provides a reconciliation between revenues reported on the Statement of Revenues, Expenditures and Change in Fund Balances and the related expenditures reported on the Schedule of Expenditure of Federal Awards. The reconciling amounts represent Federal funds that have been recorded as revenues that have not been expended by June 30, 2019.

<u>Description</u>	<u>CFDA Number</u>	<u>Amount</u>
Total Federal revenues, Statement of Revenues, Expenditures and Change in Fund Balances		\$ 4,440,416
Dept of Health Care Services (DHCS): Medi-Cal Billing	93.778	<u>(8,596)</u>
Total Schedule of Expenditure of Federal Awards		<u>\$ 4,431,820</u>

**D - Reconciliation of Unaudited Actual Financial Report with Audited Financial Statements**

This schedule provides the information necessary to reconcile the Unaudited Actual Financial Report to the audited financial statements.

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(Continued)



CENTER JOINT UNIFIED SCHOOL DISTRICT  
NOTES TO SUPPLEMENTARY INFORMATION  
June 30, 2019

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**NOTE 1 - PURPOSE OF SCHEDULES (Continued)**

**E - Schedule of Financial Trends and Analysis - Unaudited**

This schedule provides trend information on District's financial condition over the past three years and its anticipated condition for the 2019-2020 fiscal year.

**F - Schedule of Charter Schools**

This schedule provides information for the California Department of Education to monitor financial reporting by Charter Schools.

**NOTE 2 - EARLY RETIREMENT INCENTIVE PROGRAM**

Education Code Section 14503 requires certain disclosure in the financial statements of districts which adopt Early Retirement Incentive Programs pursuant to Education Code Sections 22714 and 44929. For the fiscal year ended June 30, 2019, the District did not adopt this program.

**INDEPENDENT AUDITOR'S REPORT  
ON COMPLIANCE WITH STATE LAWS AND REGULATIONS**

Board of Trustees  
 Center Joint Unified School District  
 Sacramento, California

**Report on Compliance with State Laws and Regulations**

We have audited Center Joint Unified School District's compliance with the types of compliance requirements described in the State of California's *2018-19 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting* (the "Audit Guide") applicable to the state laws and regulations listed below for the year ended June 30, 2019.

<u>Description</u>	<u>Procedures Performed</u>
Attendance	Yes
Teacher Certification and Misassignments	Yes
Kindergarten Continuance	Yes
Independent Study	No, see below
Continuation Education	Yes
Instructional Time	Yes
Instructional Materials	Yes
Ratio of Administrative Employees to Teachers	Yes
Classroom Teacher Salaries	Yes
Early Retirement Incentive	No, see below
Gann Limit Calculation	Yes
School Accountability Report Card	Yes
Juvenile Court Schools	No, see below
Middle or Early College High Schools	No, see below
K-3 Grade Span Adjustment	Yes
Transportation Maintenance of Effort	Yes
Apprenticeship: Related and Supplemental Instruction	No, see below
Comprehensive School Safety Plan	Yes
District of Choice	No, see below
California Clean Energy Jobs Act	Yes
After/Before School Education and Safety Program:	
General requirements	No, see below
After school	No, see below
Before school	No, see below
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study – Course Based	No, see below
Attendance, for charter schools	No, see below
Mode of Instruction, for charter schools	No, see below
Nonclassroom-Based Instruction/Independent Study, for charter schools	No, see below
Determination of Funding for Nonclassroom Based Instruction, for charter schools	No, see below
Annual Instructional Minutes Classroom Based, for charter schools	No, see below
Charter School Facility Grant Program	No, see below

(Continued)

The District's reported ADA for Independent Study was below the materiality level that requires testing; therefore, we did not perform any testing of Independent Study ADA.

The District does not offer an Early Retirement Incentive Program; therefore, we did not perform any procedures related to this program.

The District does not have any Juvenile Court Schools; therefore, we did not perform any procedures related to Juvenile Court Schools.

The District does not have Middle or Early College High School; therefore, we did not perform any procedures related to this program.

The District did not offer Apprenticeship: Related and Supplemental Instruction, therefore we did not perform any procedures related to Apprenticeship: Related and Supplemental Instruction.

The District did not elect to operate as a District of Choice, therefore, we did not perform any procedures related to District of Choice.

The District did not offer a After School Education and Safety Program during the current year; therefore, we did not perform any procedures related to this program.

The District did not offer an Independent Study – Course Based program; therefore, we did not perform any procedures related to this program.

The District does not operate a Charter School, therefore, we did not perform any procedures related to Charter Schools.

The District did not receive any Charter School Facility Grant funds in the current year; therefore, we did not perform any procedures related to Charter School Facility Grant.

### ***Management's Responsibility***

Management is responsible for compliance with the requirements of state laws and regulations, as listed above.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on Center Joint Unified School District's compliance with state laws and regulations as listed above based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the 2018-19 Guide for Annual Audits of K12 Local Education Agencies and State Compliance Reporting (Audit Guide). Those standards and the Audit Guide require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the compliance requirements referred to above that could have a material effect on Center Joint Unified School District's compliance with the state laws and regulations listed above occurred. An audit includes examining, on a test basis, evidence about Center Joint Unified School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance with state laws and regulations. However, our audit does not provide a legal determination of Center Joint Unified School District's compliance.

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(Continued)

### ***Opinion on Compliance with State Laws and Regulations***

In our opinion Center Joint Unified School District complied, in all material respects, with the with the compliance requirements referred to above that are applicable to the state laws and regulations referred to above for the year ended June 30, 2019.

### ***Purpose of this Report***

The purpose of this report on compliance is solely to describe the scope of our testing of compliance and the results of that testing based on the requirements of the State of California's *2018-19 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting*. Accordingly, this report is not suitable for any other purpose.

**Crowe LLP**

Crowe LLP

Sacramento, California  
December 13, 2019

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND  
ON COMPLIANCE AND OTHER MATTERS BASED ON AN  
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS

Board of Trustees  
Center Joint Unified School District  
Sacramento, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Center Joint Unified School District as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise Center Joint Unified School District's basic financial statements, and have issued our report thereon dated December 13, 2019.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Center Joint Unified School District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Center Joint Unified School District's internal control. Accordingly, we do not express an opinion on the effectiveness of Center Joint Unified School District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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(Continued)

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether Center Joint Unified School District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Crowe LLP*

Crowe LLP

Sacramento, California  
December 13, 2019

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM  
AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE

Board of Trustees  
Center Joint Unified School District  
Sacramento, California

**Report on Compliance for Each Major Federal Program**

We have audited Center Joint Unified School District's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of Center Joint Unified School District's major federal programs for the year ended June 30, 2019. Center Joint Unified School District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of Center Joint Unified School District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Center Joint Unified School District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Center Joint Unified School District's compliance.

***Opinion on Each Major Federal Program***

In our opinion, Center Joint Unified School District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

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(Continued)

## Report on Internal Control Over Compliance

Management of Center Joint Unified School District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Center Joint Unified School District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Center Joint Unified School District's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

*Crowe LLP*

Crowe LLP

Sacramento, California  
December 13, 2019



## FINDINGS AND RECOMMENDATIONS

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CENTER JOINT UNIFIED SCHOOL DISTRICT  
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS  
Year Ended June 30, 2019

---

SECTION I - SUMMARY OF AUDITOR'S RESULTS

**FINANCIAL STATEMENTS**

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

Material weakness(es) identified? ☐ Yes ☒ No

Significant deficiency(ies) identified not considered to be material weakness(es)? ☐ Yes ☒ None reported

Noncompliance material to financial statements noted? ☐ Yes ☒ No

**FEDERAL AWARDS**

Internal control over major programs:

Material weakness(es) identified? ☐ Yes ☒ No

Significant deficiency(ies) identified not considered to be material weakness(es)? ☐ Yes ☒ None reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? ☐ Yes ☒ No

Identification of major programs:

CFDA Number(s)

Name of Federal Program or Cluster

10.555

Child Nutrition: School Programs - Child Nutrition Cluster

84.027, 84.027A, 84.173

Special Education (IDEA) Cluster

Dollar threshold used to distinguish between Type A and Type B programs: \$ 750,000

Auditee qualified as low-risk auditee? ☐ Yes ☒ No

**STATE AWARDS**

Type of auditor's report issued on compliance for state programs: Unmodified

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(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS  
Year Ended June 30, 2019

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SECTION II - FINANCIAL STATEMENT FINDINGS

No matters were reported.

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(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS  
Year Ended June 30, 2019

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SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

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(Continued)

CENTER JOINT UNIFIED SCHOOL DISTRICT  
SCHEDULE OF AUDIT FINDINGS AND QUESTIONED COSTS  
Year Ended June 30, 2019

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SECTION IV - STATE AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

**STATUS OF PRIOR YEAR  
FINDINGS AND RECOMMENDATIONS**

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CENTER JOINT UNIFIED SCHOOL DISTRICT  
STATUS OF PRIOR YEAR FINDINGS AND RECOMMENDATIONS  
Year Ended June 30, 2019

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<u>Finding/Recommendation</u>	<u>Current Status</u>	<u>District Explanation If Not Implemented</u>
<b>2018-001</b>	Implemented.	
<u>Condition:</u> Services performed prior to June 30, 2018 are not properly accrued for.		
<u>Recommendation:</u> Invoices paid subsequent to June 30 be reviewed for proper inclusion in payables.		

## *Center Joint Unified School District*

<b>Dept./Site:</b> Superintendent's Office	<b>AGENDA REQUEST FOR:</b>
<b>To:</b> Board of Trustees	Action Item <u>  X  </u>
<b>Date:</b> January 15, 2020	Information Item <u>          </u>
<b>From:</b> Scott A. Loehr, Superintendent	# Attached Pages <u>          </u>
<b>Principal's Initials:</b> <u>          </u>	

**SUBJECT:** Adoption of Minutes

The minutes from the following meeting are being presented:

December 18, 2019 Regular Meeting

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

CONSENT AGENDA



# CENTER JOINT UNIFIED SCHOOL DISTRICT

## BOARD OF TRUSTEES REGULAR MEETING

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

Wednesday, December 18, 2019

### MINUTES

**OPEN SESSION - CALL TO ORDER** - Trustee Hunt called the meeting to order at 5:45 p.m.

**ROLL CALL** - Trustees Present: Mrs. Anderson (late), Mr. Hunt, Mr. J'Beily, Mrs. Pope, Mr. Wilson

Administrators Present: Scott Loehr, Superintendent  
Craig Deason, Assist. Supt., Operations & Facilities  
Lisa Coronado, Director of Fiscal Services  
David Grimes, Director of Personnel/Student Services  
Mike Jordan, Director of Curriculum/Instruction/Special Ed.

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

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

**PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION** - None

**CLOSED SESSION** - 5:45 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. The following action was taken during open session:

2. Student Expulsions/Readmissions (G.C. §54962)  
Student Readmission 18/19-6 – Recommendation approved.

**Motion:** Wilson  
**Second:** Pope

**Ayes:** Pope, J'Beily, Wilson, Hunt  
**Noes:** None  
**Absent:** Anderson

It was announced that Mrs. Anderson was on her way, but was just running a little late.

**ADOPTION OF AGENDA** - There was a motion to approve the adoption of the agenda as presented:

**Motion:** Wilson  
**Second:** Pope

**Ayes:** Pope, J'Beily, Wilson, Hunt  
**Noes:** None  
**Absent:** Anderson

### **STUDENT BOARD REPRESENTATIVE REPORTS**

1. Center High School – Jazmine Saheed was not available to report.

### **STUDENT BOARD REPRESENTATIVE REPORTS (continued)**

2. McClellan High School - Alyssa Divens was not available to report.

### **ORGANIZATION REPORTS**

1. CUTA - Venessa Mason, President, noted that they are half way through the school year. Items of concern that were brought up last month have been discussed with other staff on campuses and dealt with. They are happy to have resolution to some of those issues. She wished everyone a Merry Christmas and a Happy New Year.
2. CSEA - Marie Huggins, President, noted that they just finished up their elections for their chapter President, Secretary and 3 members of the negotiating team. Marie Huggins will remain as President for the next 2 years, Ron Baioni is Secretary for 2 years, and the 3 new members on the Negotiating Team are Niesha Knott, April Bishop and Joanna Misajon. She then wished everyone a Merry Christmas and a Happy New Year, and safe travels for everyone.

Trustee Anderson arrived at 6:04 p.m.

### **COMMITTEE UPDATES**

**Facilities Update** - Craig Deason, Assistant Superintendent of Operations & Facilities, noted that with the Full-Day Kindergarten grant applications we should be getting our planning dollars in the next week or two. That project has been approved for Oak Hill. The funding has been approved and once the district receives the planning money then an architect can be hired to design it. Then they will be able to build the Kindergarten classrooms. With the CTE application, nothing has really changed. The paperwork for the 4 grants is in and the district is waiting to hear back. Mr. Deason noted that they met with the John Moyer Developers and are trying to iron out some school site acquisition details and some deals with the purchase agreement and how we are going to hang on to our developer fees at the same time, and they made some good progress. He noted that with the CTE projects, the modernization and the new school, he is going to have Khushroo come here for a Board Workshop so they can talk about how we are going to finance all of that and what our priorities will or should be.

Mr. Loehr noted that one of the things they have been talking about with all of these projects is what would the funding model be and what are the priorities. We want to make sure that it is laid out and everyone understands. A meeting may be held on the first Wednesday, like in February.

### **COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA - None**

### **BOARD/SUPERINTENDENT REPORTS**

#### **Mrs. Pope**

- wished everyone a Merry Christmas and a Happy New Year, and to be safe.

#### **Mrs. Anderson**

- wished everyone a Merry Christmas and a Happy New Year, and to be safe.

#### **Mr. Wilson**

- wished everyone a Merry Christmas and a Happy New Year, and to be safe.

#### **Mr. J'Beily**

- wished everyone a Merry Christmas and a Happy New Year, and to be safe.

## **BOARD/SUPERINTENDENT REPORTS (continued)**

### **Mr. Hunt**

- wished everyone a Merry Christmas and a Happy New Year, and to be safe.

### **Mr. Loehr**

- noted that it has been a very busy time of year; there have been a lot of holiday performances, a lot of athletics going on. He noted that the CHS football team did very well this season. This brought a lot of notoriety for the district and the community. It is a real positive thing that we can continue to capitalize on: with the community car wash to football to volleyball. The other thing that surprised him was how packed the theater was for the Riles MS music performance. There are a lot of things that our students are participating in.

- attended the 29<sup>th</sup> Annual Santa's Breakfast at North Country; next year will be the 30<sup>th</sup> annual.

- commented on an email today to the board; no one in the district was made aware of this previously. We will get with that family to discuss.

- noted that with the release of the California Dashboard data, we gained in 4 of the 6 areas and remained the same in the others.

## **CONSENT AGENDA**

1. Approved Adoption of Minutes from November 20, 2019 Regular Meeting
2. Approved Classified Personnel Transactions
3. Approved Certificated Personnel Transactions
4. Approved Classified Salary Schedule - Bringing into Legal Compliance for 2020 Hourly Minimum Wage Law
5. Ratified 2019/20 Individual Service Agreements:  
ISA #38 Sierra School
6. Approved 2019/20 Individual Service Agreements:  
ISA #39, 40 Bright Start
7. Ratified MOU with Practi-Cal
8. Approved MOU with Twin Rivers Unified School District for Special Education Services
9. Approved 2019-2020 School Plan for Student Achievement - Dudley
10. Approved 2019-2020 School Plan for Student Achievement - Oak Hill
11. ~~Approved 2019-2020 School Plan for Student Achievement - Center HS~~
12. Approved Revised 2019-2020 School-wide Title One/School Plan for Student Achievement - McClellan
13. Approved Field Trip: Center HS Wrestling Team to 50th Annual Pat Lovell Holiday Wrestling Classic, Aptos, CA
14. Approved Field Trip: Center HS Dance Team to The "Dance Off" Competition, Anderson, CA
15. Approved Disposal of Surplus Equipment: Golf Cart Inventory Tag# 009092CNUUSD, Model # Melex 252, Serial # 194244
16. Approved Disposal of Surplus Equipment: 2003 Chevrolet G2500, VIN# 1GCGG25U431138494, License Plate # 1260569
17. Approved Amendment #5 - Capital Program Management Facility Needs Assessment and Implementation Planning Services for Modernization Projects
18. Approved First Amendment to Landowner's Development Agreement - Westpark S.V. 400, LLC (Westbrook Development); Sierra Vista - Property No. 10
19. Approved 2 Year Service Agreements Between Center Joint Unified School District and CatapultK12
20. Approved Agreement Between Center Joint Unified School District and TD Sports Group
21. Approved Agreement Between Center Joint Unified School District and SBA 2012 TC Assets, LLC
22. Approved Agreement Between Center Joint Unified School District and ServPro

**CONSENT AGENDA (continued)**

- 23. Approved 2019-2020 Safe School and Emergency Preparedness Plan - North Country
- 24. Approved 2019-2020 Safe School and Emergency Preparedness Plan - McClellan
- 25. Approved Payroll Orders: July through November 2019
- 26. Approved Supplemental Agenda (Vendor Warrants): November 2019

**Motion:** Wilson  
**Second:** J'Beily

**Vote:** General Consent

**BUSINESS ITEMS**

**A. APPROVED - Annual Organizational Meeting for Governing Board**

Trustee Hunt, Board President, opened the nominations for Officers of the Board for 2020.

- 1) **Office of the Board President:** Trustee Pope made a motion, seconded by Trustee Anderson, to nominate Trustee Wilson as President of the Board. There were no other nominations.  
**Ayes:** Anderson, Hunt, J'Beily, Pope, Wilson  
**Noes:** None
- 2) **Clerk of the Board:** Trustee Pope made a motion, seconded by Trustee Hunt, to nominate Trustee J'Beily as Clerk of the Board. There were no other nominations.  
**Ayes:** Anderson, Hunt, J'Beily, Pope, Wilson  
**Noes:** None
- 3) **Board Representative to SCOE:** Trustee Pope made a motion, seconded by Trustee Hunt, to nominate Trustee Anderson to serve as Board Representative to the Sacramento County Office of Education. There were no other nominations.  
**Ayes:** Anderson, Hunt, J'Beily, Pope, Wilson  
**Noes:** None
- 4) **Date, Time, Place of Board Meetings:** Trustee Hunt made a motion, seconded by Trustee Pope, to continue meeting at 6:00 p.m. (start of Open Session) on the third Wednesdays of the month, with special meetings to be held on the first Wednesdays whenever possible. Meetings will continue to be held in the District Board Room.  
**Vote:** General Consent

**RECESS:** At 6:11 p.m. Trustee Hunt, President of the Board, called a recess of the regular meeting of the CJUSD Board of Trustees to convene the Organizational Meeting of the Board of Directors of the CJUSD Financing Corporation. The meeting of the CJUSD Financing Corporation was adjourned at 6:12 p.m., at which time the regular meeting of the Center Joint Unified Board of Trustees was reconvened.

**B. APPROVED - First Interim Report for Fiscal Year 2019/20**

Lisa Coronado noted that there were no surprising budget changes. She shared slides that were included in the board packet that had charts covering the Unrestricted Revenue Adopted Budget vs First Interim, Unrestricted Expenditures/ Contributions Adopted Budget vs. First Interim, Unrestricted Revenue vs. Expenditures/Contributions, General Fund Unrestricted Ending Fund Balance, Monthly ADA, Attendance Rate, and Other Funds. Trustee Wilson asked if we know how much money is one-time money vs. honest money in our account. Lisa shared a slide that covered Discretionary Onetime Funds and the Mandate Block Grant. Trustee Hunt asked that when the time comes for looking ahead

**BUSINESS ITEMS (continued)**

for 2020/21, if the Board could see something that would be plain and simple showing for different employee compensations for 1%, 2% etc.

**Motion:** Wilson  
**Second:** Pope

**Vote:** General Consent

**ADVANCE PLANNING**

a. *Future Meeting Dates:*

i. *Regular Meeting: Wednesday, January 15, 2020 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747*

b. *Suggested Agenda Items: Facilities Workshop will be coming up*

**ADJOURNMENT – 6:22 p.m.**

**Motion:** Wilson  
**Second:** Hunt

**Vote:** General Consent

Respectfully submitted,

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

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Milad J'Beily, Clerk  
Board of Trustees

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Adoption Date

# *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Personnel Department

**Action Item** **X**

**Date:** January 15, 2020

**Information Item**   

**To:** Board of Trustees

**# Attached Pages**   1  

**From:**  David Grimes, Director of Personnel and Student Services

**Subject:** Classified Personnel Transactions

**New Hire**

Samantha Blackwell, Instructional Specialist  
Tiffany Daniel, Instructional Specialist/PH Autism  
Alexandra Musgrave, Instructional Specialist/PH Autism

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

**CONSENT AGENDA**

Samantha Blackwell has been hired as an Instructional Specialist at Dudley Elementary School effective December 11, 2019.

Tiffany Daniel has been hired as an Instructional Specialist/PH Autism at Center High School effective January 7, 2020.

Alexandra Musgrave has been hired as an Instructional Specialist/PH Autism at Spinelli Elementary School effective December 16, 2019.

# *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Personnel Department

**Action Item** X

**Date:** January 15, 2020

**Information Item**

**To:** Board of Trustees

**# Attached Pages** 1

**From:** David Grimes,  Director of Personnel and Student Services

**Subject: Certificated Personnel Transactions**

**New Hire**

Alissa Tereba, Dudley Elementary

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

**CONSENT AGENDA**



**New Hire**

Alissa Tereba has been hired as Kindergarten Teacher, Dudley Elementary, effective January 6, 2020.

# Center Joint Unified School District

<b>AGENDA REQUEST FOR:</b>	
<b>Dept./Site:</b> SPECIAL EDUCATION	<b>Action Item</b> <u>X</u>
<b>Date:</b> January 15, 2020	<b>Information Item</b> _____
<b>To:</b> Board of Trustees	<b># Attached Pages</b> <u>0</u>
<b>From:</b> Mike Jordan Director of Curriculum, Instruction and Special Education	

<b>Subject: Individual Service Agreements</b>	
Please ratify the following ISA for CJUSD special education students to receive services at a Non-Public School:	
ISA #41	Northern CA Prep School
<p><b>Recommendation:</b> The Center Joint Unified School District Board of Trustees ratify the above listed Individual Service Agreement.</p>	

CONSENT AGENDA

## *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

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

**Date:** January 7, 2020

**Action Item** XX

**To:** Board of Trustees

**Information Item**

**From:** Michael Jordan

**Director of Curriculum, Instruction and Special Education**

**Initials:** MJS

**# Attached Pages:** 19

**SUBJECT:** VAPA Grant - Any Given Child Program

The CJUSD would like to enter into an MOU with the City of Sacramento for a visual and performing arts grant through the Metro Arts' Art Education Program titled Any Given Child.

**RECOMMENDATION:** Approved the MOU as written

CONFIDENTIAL

**PROJECT NAME:** Any Given Child Program  
**AGREEMENT TERM:** Through June 30, 2020  
**AUTHORIZED RENEWALS:** None  
**DEPARTMENT:** Convention and Cultural Services  
**DIVISION:** Metro Arts

#### **ANY GIVEN CHILD SCHOOL DISTRICT AGREEMENT**

**THIS AGREEMENT** ("Agreement") is made and entered into on \_\_\_\_\_, 2020 ("Effective Date"), by and between the City of Sacramento, a municipal corporation ("City"), and Center Joint Unified School District ("District"). City and District may be referred to collectively as "Parties" or in the singular as "Party," as the context requires.

#### **Background**

- A. Metro Arts' Arts Education program envisions a community that values the arts and arts education through support that is engaged, collaborative, and equitable. The purpose of Arts Education is to foster and create community arts and educational opportunities that build the capacity of artists and arts organizations and serve the needs of all Sacramento County residents.
- B. Metro Arts' major Arts Education program is Any Given Child (the "Program"), a program developed by the John F. Kennedy Center for Performing Arts in Washington D.C. to bring access and equity to arts education during the school day for Kindergarten through 8th grade ("K-8") students. The John F. Kennedy Center for Performing Arts ("Kennedy Center") provides technical assistance, professional development and research, and access to resources to help the community realize its goals for arts education.
- C. Since the Program's inception in 2009 until the ~~2016-17 school year~~, the Any Given Child program was administered under the nonprofit Friends of the Arts Commission. It is now a collaborative initiative between Metro Arts, the arts community, and school districts throughout Sacramento County, united in a common goal to bring access and equity to arts education during the school day for K-8 students. The City's Metro Arts division staff administers all elements of the Program.
- D. District has agreed to provide funding to the City and City will coordinate services to achieve the following Program goals:
  - (1) Provide sequential standards-based lessons in visual and performing arts aligned with other content areas and learning objectives led by teaching artists ("Teaching Artists") in collaboration with classroom teachers for K-8 students.
  - (2) Provide excellent examples of visual and performing arts for students through in-

school assemblies ("Arts Exposure Experiences").

- (3) Facilitate professional development for visual and performing artists, District arts specialists, classroom teachers and administrators led by Kennedy Center presenters.
- (4) Develop a sustainable regional collaborative system to continue to enrich District schools with arts education programming.

***Based on the facts set forth in the foregoing background, the City and District agree as follows:***

1. **Purpose.** The purpose of this Agreement is for SMAC to develop and provide arts education through Teaching Artist residencies and Arts Exposure Experience assemblies in the K-8 classrooms of the District's choosing, and to offer professional development in arts-integration for the District's classroom teachers and administrators.
2. **Scope of Services.** The services provided by City shall be as set forth in Exhibit A, attached hereto and incorporated herein.
3. **Payment.** City shall be paid for the performance of services as set forth in Exhibit B, attached hereto and incorporated herein.
4. **Term of Agreement.** This Agreement shall be effective from the Effective Date stated above until June 30, 2020. Either Party may terminate this Agreement at any time for any reason upon at least thirty (30) days advance written notice to the other Party. Upon termination, City shall immediately cease rendering services under this Agreement and District shall pay City the reasonable value of services rendered by City prior to termination.
5. **Notices.** Any notices or communications given under this Agreement shall be served by first-class mail or in person to the following addresses, or to such other address as either Party may provide to the other in writing:

TO CITY:       Melissa Cirone  
                  Program Coordinator, Arts Education  
                  City of Sacramento  
                  915 I Street, 3<sup>rd</sup> Floor, Sacramento, CA 95814  
                  916.808.3986; mcirone@cityofsacramento.org

TO DISTRICT: Shirley McNichols  
                  Center Joint Union School District  
                  3111 Center Court Lane, Antelope, CA 95843  
                  (916) 338-6438; smcnichols@centerusd.org

6. **No Agency; Independent Contractor.** Except as specified in writing, neither Party shall have the authority, express or implied, to act on behalf of the other Party in any capacity whatsoever as an agent, or to bind the other Party to any obligation whatsoever. Additionally, no relationship of employer-employee shall exist between the Parties for any purpose whatsoever.
7. **No Joint Venture.** This Agreement shall not create between the Parties a joint venture, partnership, or any other relationship of association.
8. **Indemnity.** Each Party (hereafter the "Indemnifying Party") shall defend, hold harmless and indemnify the other Party, its officers and employees, and each and every one of them, from and against any and all actions, damages, costs, liabilities, claims, demands, losses, judgments, penalties, costs and expenses of every type and description, including, but not limited to, any fees and/or costs reasonably incurred by staff attorneys or outside attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities"), including but not limited to Liabilities arising from personal injury or death, damage to personal, real or intellectual property or the environment, contractual or other economic damages, or regulatory penalties, arising out of or in any way connected with performance of or failure to perform this Agreement by the Indemnifying Party, its subcontractors or agents, and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, in connection with performance of or failure to perform this Agreement, whether or not (i) such Liabilities are caused in part by a party indemnified hereunder or (ii) such Liabilities are litigated, settled or reduced to judgment; provided that the foregoing indemnity does not apply to liability for any damage or expense for death or bodily injury to persons or damage to property to the extent arising from the sole negligence or willful misconduct of the other Party, its agents, servants, or independent contractors who are directly responsible to the other Party, and provided that District shall defend, hold harmless, and indemnify the City for Liabilities arising from the actions of Teaching Artists and individuals conducting Arts Exposure Experiences. The provisions of this section shall survive any expiration or termination of this Agreement.
9. **Insurance.**
  - A. **City Insurance.** City agrees to maintain, at its sole cost and expense throughout the duration of this Agreement, the following insurance:
    - (1) **Minimum Scope & Limits of Insurance Coverage.**
      - (a) **Commercial General Liability Insurance** providing coverage at least as broad as ISO CGL Form 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, arising out of activities performed by or on behalf of City, its sub-consultants, and subcontractors, products and completed operations of City, its sub-consultants, and

subcontractors, and premises owned, leased, or used by City, its sub-consultants, and subcontractors, with limits of not less than two million dollars (\$2,000,000) per occurrence. The policy shall provide contractual liability and products and completed operations coverage for the term of the policy.

- (b) Automobile Liability Insurance providing coverage at least as broad as ISO Form CA 00 01 for bodily injury, including death, of one or more persons, property damage, and personal injury, with limits of not less than one million dollars (\$1,000,000) per accident. The policy shall provide coverage for owned, non-owned, and/or hired autos as appropriate to the operations of the City.
- (c) Workers' Compensation Insurance with statutory limits, and Employers' Liability Insurance with limits of not less than one million dollars (\$1,000,000).

- (2) Commercial General Liability Insurance Additional Insured. The District, its officials, employees, and volunteers shall be covered by policy terms or endorsement as additional insureds as respects general liability arising out of: activities performed by or on behalf of the City, its sub-consultants, and subcontractors; products and completed operations of City and its sub-consultants, and subcontractors; and premises owned, leased, or used by City, its sub-consultants, and subcontractors.
- (3) Policy Renewals. For all insurance policy renewals during the term of this Agreement, City shall send insurance certificates reflecting the policy renewals directly to:

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Schools Insurance Authority  
Attn: Shannon Pettinari  
P.O. Box 27610  
Sacramento, CA 95827-6710

- B. District Insurance. District agrees to maintain, at its sole cost and expense throughout the duration of this Agreement, the following insurance:

- (1) Minimum Scope & Limits of Insurance Coverage.
  - (a) Commercial General Liability Insurance providing coverage at least as broad as ISO CGL Form 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, arising out of activities performed by or on behalf of District, its sub-consultants, and subcontractors, products and completed operations of District, its sub-consultants, and

subcontractors, and premises owned, leased, or used by District, its sub-consultants, and subcontractors, with limits of not less than two million dollars (\$2,000,000) per occurrence. The policy shall provide contractual liability and products and completed operations coverage for the term of the policy.

(b) Automobile Liability Insurance providing coverage at least as broad as ISO Form CA 00 01 for bodily injury, including death, of one or more persons, property damage, and personal injury, with limits of not less than one million dollars (\$1,000,000) per accident. The policy shall provide coverage for owned, non-owned, and/or hired autos as appropriate to the operations of the District.

(c) Workers' Compensation Insurance with statutory limits, and Employers' Liability Insurance with limits of not less than one million dollars (\$1,000,000).

(2) Commercial General Liability Insurance Additional Insured. The City, its officials, employees, and volunteers shall be covered by policy terms or endorsement as additional insureds as respects general liability arising out of: activities performed by or on behalf of the District, its sub-consultants, and subcontractors; products and completed operations of District and its sub-consultants, and subcontractors; and premises owned, leased, or used by District, its sub-consultants, and subcontractors.

(3) Policy Renewals. For all insurance policy renewals during the term of this Agreement, District shall send insurance certificates reflecting the policy renewals directly to:

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City of Sacramento  
c/o EXIGIS LLC  
P.O. Box 4668 ECM- #35050  
New York, NY 10168-4668

Insurance certificates also may be faxed to (888) 355-3599, or e-mailed to: [certificates-sacramento@riskworks.com](mailto:certificates-sacramento@riskworks.com)

C. Self-Insurance. The Parties hereby affirm that they maintain programs of self-insurance sufficient to cover the insurance requirements in this Section 9. Upon execution of this Agreement, each Party will provide the other Party with a letter documenting that Party's self-insurance. Each Party will provide the other Party with 30 days' written notice of cancellation or material change in the coverages maintained pursuant to this Section 9. Either Party may terminate this Agreement if the insurance of the other Party is canceled or otherwise ceases to satisfy the



requirements in this Section 9.

10. **Waiver.** Waiver of any breach of, or default under, this Agreement shall not constitute a continuing waiver or a waiver of any subsequent breach either of the same or of another provision of this Agreement. No waiver will be effective unless in writing and signed by the waiving Party.
11. **Entire Agreement.** This Agreement, which includes all attachments and all documents that are incorporated by reference, contains the entire agreement between the Parties and supersedes whatever oral or written understanding they may have had prior to the execution of this Agreement. No alteration to the terms of this Agreement shall be valid unless approved in writing by District, and by City, in accordance with applicable provisions of the Sacramento City Code.
12. **Assignment Prohibited.** Neither Party shall assign any right or obligation under this Agreement without the written consent of the other Party. Any attempted or purported assignment without written consent of the other Party shall be void and of no effect.
13. **Binding Effect.** This Agreement shall be binding on the heirs, executors, administrators, successors and assigns of the Parties, subject to the provisions of Section 12 above.
14. **Enforcement of Agreement.** This Agreement shall be governed, construed and enforced in accordance with the laws of the State of California. Venue of any litigation arising out of or connected with this Agreement shall lie exclusively in the state trial court or Federal District Court located in Sacramento County in the State of California, and the Parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such courts, and consent to service of process issued by such courts.
15. **Dispute Resolution.** The Parties shall meet and attempt, in good faith and using their best and reasonable efforts, to resolve any breach or dispute arising under this Agreement. If such breach or dispute is not resolved by the Parties, then the Parties may submit the dispute to an independent mutually-agreed upon arbitrator. The decision of the arbitrator shall be advisory and not binding on the Parties. Nothing in this Agreement shall prohibit or limit the Parties from seeking remedies through judicial action.
16. **Attorney Fees.** Except as required by Section 8 above, the Parties shall bear their own costs and attorneys' fees incurred in connection with this Agreement.
17. **Captions.** The headings or captions contained in this Agreement are for identification purposes only and shall have no effect upon the construction or interpretation of this Agreement.
18. **Ambiguities.** The Parties have each carefully reviewed this Agreement and have agreed to each term of this Agreement. No ambiguity shall be presumed to be construed against

either Party.

19. **Authority.** Each Party represents that it has the authority to enter into this Agreement and that the undersigned is authorized to execute this Agreement.
20. **Counterparts.** This Agreement may be executed in counterparts such that the signatures of the Parties may appear on separate signature pages. Facsimile or photocopy signatures shall be deemed original signatures for all purposes.
21. **Severability.** If any portion of this Agreement or the application thereof to any person or circumstance shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall be enforced to the greatest extent permitted by law.
22. **Third Parties.** This Agreement shall not be construed as or deemed to be an agreement for the benefit of any third party including, but not limited to, Teaching Artists. No third party shall have a right of action hereunder for any cause whatsoever.

*[Signature Page Follows]*

Executed as of the day and year first above stated.

**CITY OF SACRAMENTO**  
A Municipal Corporation

By: \_\_\_\_\_  
Jody Ulich, Conv. & Cultural Services Director

For: Howard Chan, City Manager

APPROVED AS TO FORM:

\_\_\_\_\_  
Deputy City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk

**CENTER JOINT UNION SCHOOL DISTRICT**  
A Political Subdivision of the State of California

By: \_\_\_\_\_

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

Title: \_\_\_\_\_

APPROVED AS TO FORM:

NA  
\_\_\_\_\_  
School District Counsel

**Exhibits:**

Exhibit A – Scope of Services

Exhibit B – Fee Schedule / Manner of Payment

Exhibit C – Arts Exposure Experiences Review Criteria Summary

Exhibit D – Teaching Artist Residency Review Criteria Summary

## **EXHIBIT A**

### **SCOPE OF SERVICES**

**1. PROGRAM SERVICES.** For the 2019-20 school year, City shall provide the following services:

- A. Teaching Artists with experience in visual, performing, and literary arts who will work in District classrooms to provide standards-based instruction in visual and/or performing arts to the District's K-8 students. City and District shall jointly determine specifics regarding the Teaching Artist classes, including without limitation frequency of classes and length.**

Number of Teaching Artists: 0

Number of Classrooms:

- B. Opportunities for student Arts Exposure Experiences for District's schools serving K-8 students. City and District shall jointly determine specifics regarding the Arts Exposure Experiences, including without limitation frequency and length of the experiences.**

Number of Opportunities: 4

Number of Schools: 2

- C. Seats at professional development workshops using Kennedy Center and regional presenters will be made available to selected District classroom teachers, arts specialists, and administrators.**

Number of Workshops: 0

Number of Seats: 0

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**2. PROCEDURES.**

**A. Contracted Teaching Artists and Arts Organizations.**

- Teaching Artists and diverse, experienced providers of education-based arts assemblies ("Arts Organizations") for the Program have been chosen through an application and panel review process administered by SMAC. The review panel is comprised of experts in arts and education from the community and up to one representative from the District. The panel is guided by criteria developed and approved by City staff, the Any Given Child Community Advisory Committee, and the Kennedy Center (See Exhibits C and D).

#### **B. Teaching Artist Residencies.**

- City will hire Teaching Artists who will provide Arts-Integrated artist residencies and Theme-Based artist residences in visual, performing, and literary art forms for District's students in classrooms.
- City will contract with diverse, experienced Teaching Artists chosen through an Any Given Child Teaching Artist panel review process. Teaching Artists selected for residencies will have completed Arts Integration training in a Kennedy Center workshop.
- The District will choose from among the primary and secondary arts disciplines offered from the Any Given Child Teaching Artist roster for District's selected classrooms. District reserves the right to decline the use of any Teaching Artist. To continue building program sustainability and the capacity of all the Teaching Artists in the program, residencies in the Any Given Child program will be distributed as equitably as possible, given the District's preferences.
- City will conduct periodic site-visits to Teaching Artists' residencies during their instruction time for evaluation purposes.
- Teaching Artist residencies shall be provided in accordance with the criteria established in Exhibit D attached hereto.

#### **C. Teaching Artist Residency Lessons.**

- Arts lessons will be based on the California Visual and Performing Arts Standards for the appropriate grades within each arts discipline.
- Arts lessons will include curricular goals identified by the schools, with opportunities for reflection, presentation, and self-evaluation.
- Teaching Artists and classroom teachers from the schools will work collaboratively to develop the lessons through regular planning time scheduled between the teacher and their residency Teaching Artist.
- Teaching Artists will take primary responsibility for developing and teaching the arts activities, and classroom teachers will take primary responsibility for reinforcing the other curricular goals during arts activities.
- City will offer curricular support and technical assistance to the Teaching Artists in addition to professional development provided by the Kennedy Center and regional presenters.

#### **D. Teaching Artist Residency and Classroom Teacher Orientation.**

- Teaching Artists and classroom teachers are required to attend an Any Given Child residency orientation administered and presented by City.
- City and District will work together to find a time and space for the residency orientation to occur.
- The orientation will provide Teaching Artists and classroom teachers background information about the Program, expectations for roles and responsibilities for

Teaching Artists and classroom teachers, and procedures for final residency evaluations.

**E. Classroom Teacher Participation.**

- Classroom teachers will remain in the classroom as an active participant and co-teacher in the arts experiences during the residency classes, providing support and assistance to the Teaching Artists. Classroom teachers will welcome the Teaching Artists into the classroom.
- Classroom teachers will collaborate with the residency Teaching Artists on the non-arts components of the lessons, and will set aside time to meet with Teaching Artists and collaborate on the development and assessment of the lessons to the extent directed by the schools' principals.
- Classroom teachers will remain with their students as active participants in the Arts Exposure Experiences, providing support and assistance to the Teaching Artist or Arts Organization, as needed.

**F. Arts Exposure Experience Assemblies.**

- Arts Exposure Experiences will represent high-quality examples of work in the selected art form, presented in an interactive, engaging, multi-layered, and age-appropriate format.
- City will hire Arts Organizations chosen through an Any Given Child Teaching Artist panel review process.
- City will work with District and school staff to select the most appropriate Arts Exposure Experiences for District's students based on the school's identified learning objectives.
- City will schedule all Arts Exposure Experience programming in coordination with District and school staff.
- Districts will select participating schools. Schools will choose first, second, and third preferences for assemblies available from the Any Given Child Arts Exposure Experience roster. The school reserves the right to decline the use of any Arts Organization. To continue building program sustainability and the capacity of all the Arts Organizations in the program, assemblies in the Any Given Child program will be distributed as equitably as possible, given the District's preferences.
- Arts Exposure Experience Assemblies shall be provided in accordance with the criteria established in Exhibit C attached hereto.

**G. On-Site Coordinators.**

- Schools will provide an on-site coordinator or primary point of contact, charged with facilitating the on-site needs of the Arts Exposure Experience assemblies. This may include handling scheduling issues, readying the space for the Teaching Artists or Arts Organization, communicating with the Teaching Artists or Arts

Organizations about school issues affecting their educational experience, and being the Program contact person for the Teaching Artists and City.

- The on-site coordinator is charged with ensuring Teaching Artists or Arts Organizations are notified about any schedule changes that affect the arts education experience.
- The on-site coordinator is responsible for distributing evaluation forms to the school's teachers to be completed following the assembly. The on-site coordinator will return completed evaluation forms to City.

#### **H. Professional Development.**

- District will determine how many seats in arts-integration-related professional development workshops District would like, within the limits available.
- Approximately 30-35 seats are available per workshop for the Districts; the number of seats purchased between all participating districts will determine the number of workshops offered for the school year.
- City will take recommendations from the Arts Leads and other Any Given Child Committee members on the desired workshop topics and/or disciplines.
- District classroom teachers, arts specialists, and administrators from any District school are eligible to participate in the Program's professional development workshops led by teaching artist professionals.

#### **I. District's Role and Arts Leads.**

- District will identify a District "Arts Lead" to represent the District at Any Given Child Committee meetings and act as the liaison on behalf of classroom teachers for the Program.
- District will be responsible for the supervision of the Teaching Artists during Teaching Artists time in the classroom/school including notifying residency Teaching Artists about any schedule changes that affect the Teaching Artists' teaching schedules.
- City will distribute the Program rosters to all District Arts Leads. Arts Leads will distribute the Arts Exposure Experience roster to District schools serving K-8 students. Schools request primary and secondary assembly experiences for their school based on the guidelines developed by the Any Given Child Committee.
- District will provide feedback on the Teaching Artists' work. City will provide the District with copies of evaluation instruments and evaluation results including any reports shared with outside agencies.
- District will notify City or Teaching Artist directly prior to any site-visits performed on behalf of the District.
- District will select classrooms that will receive Teaching Artist Residencies. Arts Leads will inform City which classrooms will receive residencies, and provide contact information for those classroom teachers.

- District will select schools that will receive Arts Exposure Experience assemblies. Arts Leads will inform City which schools will receive assemblies, and provide appropriate contact information for that school.

**J. Student Safety.**

- District shall ensure that Teaching Artists or those presenting for Arts Exposure Experiences are never left alone with students without school staff present.
- District shall ensure that all Teaching Artists or those presenting for Arts Exposure Experiences are fingerprinted and clear both the DOJ and FBI background checks prior to commencement of services at any school.

**K. Any Given Child Committee.**

- The Any Given Child Committee is comprised of District representatives, artists, and arts education stakeholders in the Sacramento community.
- Arts Leads will serve as the District representatives on the Any Given Child Committee.
- The Any Given Child Committee meets monthly to provide suggestions and guidance about the Program's administration and processes.

**L. Space.**

- Schools will supply appropriate spaces for the Teaching Artists' arts residency lessons, providing to the extent possible: (1) regular spaces conducive to successful experiences in each arts discipline; and, (2) central storage space for arts supplies and equipment, if needed.
- Schools will supply appropriate spaces for the Arts Exposure Experiences sited at their school, providing to the extent possible: (1) clean, open space as described in the roster as required for that event; (2) audio/visual equipment, if needed, as described in the roster as necessary for that event; and (3) access to water fountains or bottled water.

**M. Assessment.**

- District and school staff will complete evaluation forms to assess the Program based on guidelines provided by the Any Given Child Committee.
- At least one (1) evaluation form per Art Exposure Experience assembly is required from each school.
- Each classroom teacher receiving a residency is required to complete a final evaluation form for their residency.
- City will evaluate residencies and Arts Exposure Experiences based on site-visits.
- Kennedy Center professional development workshops will be evaluated by each attendee, directly following the workshop.



**N. Teaching Artist and Arts Organization Payment and Cancellations.**

- City will administer all compensation for Teaching Artists and Arts Organizations providing residencies and Arts Exposure Experiences.
- Except if cancelled due to a school emergency beyond City's control, City will compensate Teaching Artists and Arts Organizations for their time if the Teaching Artist or Arts Organization have not been notified at least 24 hours in advance of a schedule change that necessitates cancelling a class or Arts Exposure Experience.
- Except in an emergency beyond the Arts Organization's control, Arts Organizations will notify City staff and the District on-site coordinator at least 24 hours in advance of an Arts Exposure Experience cancellation. In this event, City will work with other Arts Organizations on the roster to fill the assembly.
- Except in an emergency beyond Teaching Artist's control, Teaching Artists will notify City and the residency's classroom teacher at least 24 hours in advance of an instructional lesson cancellation. Teaching Artists will work with classroom teachers and City to reschedule the cancelled lesson.
- If a Teaching Artist cannot fulfill their residency for any reason, City will work with the District's Arts Lead to find another Teaching Artist to fill the residency.

**O. Tentative Schedule, 2019-20 School Year:**

Aug – September	Teaching Artist and Arts Exposure Experience Rosters compiled and distributed to the Districts by SMAC. District Arts Leads assign residencies and schools begin to select assemblies.
October	Residencies are assigned, and City begins to schedule assemblies. Residency orientation occurs.
October – May	Any Given Child programming occurs: residencies, assemblies, and professional development workshops.
July	All assessment/evaluation materials due.

## EXHIBIT B

### 2019-20 FEE SCHEDULE / MANNER OF PAYMENT

District will pay City a total of **\$1,080.00** to City by February 1, 2020 for Program expenses. Payment shall be made out to **"City of Sacramento"** and submitted to the following address: **Sacramento Metropolitan Arts Commission, 915 I Street, 3<sup>rd</sup> Floor, Sacramento, CA 95814, Attn: Melissa Clrone**. District funds comprise an estimated sixty percent (60%) of the total programming costs. The remaining forty percent (40%) of the programming costs, plus program administration, is covered by the City.

The District's contribution will be allocated in the following manner:

- 0 Theme-Based Teaching Artist residencies (\$0.00)
- 0 Arts-Integrated Teaching Artist residencies (\$0.00)
- 4 Arts Exposure Experiences (\$1,080.00)
- 0 seats for classroom teachers, arts specialists, and administrators for professional development workshops (\$0.00)

Program costs for the District's 2019-20 Any Given Child programming are based on the following rates:

#### Teaching Artist Residencies

Theme-Based	Hours	Rate	Total Cost
Prep	6	\$25.00	\$150.00
Collaboration	4	\$25.00	\$100.00
Teaching	6	\$45.00	\$270.00
Professional Development		\$180.00	\$180.00
Supplies		\$50.00	<u>\$50.00</u>
			<b>\$750.00</b>

Arts-Integrated	Hours	Rate	Total Cost
Prep	12	\$25.00	\$300.00
Collaboration	10	\$25.00	\$250.00
Teaching	10	\$55.00	\$550.00
Professional Development		\$200.00	\$200.00
Supplies		\$50.00	<u>\$50.00</u>
			<b>\$1,350.00</b>

Arts Exposure Experiences	Total Cost
Assembly	<b>\$550.00</b>

Additional Assembly (same school, same day)	<u>\$350.00</u>
	<b>\$900.00</b>
<b>Professional Development</b>	<b>Total Cost</b>
Kennedy Center presenter fee	\$1,500.00
Estimated travel costs	<u>\$500.00</u>
	<b>\$2,000.00</b>

## **EXHIBIT C**

### **ANY GIVEN CHILD ARTS EXPOSURE EXPERIENCES REVIEW CRITERIA SUMMARY**

Arts Exposure Experiences are arts education assemblies appropriate for a variety of school settings, including multi-purpose rooms with no stage, cafeterias, and gymnasiums.

Arts Exposure Experience assemblies should:

- Promote student understanding, interaction, and involvement around an art form
- Accommodate 100-600 students at a time
- Be approximately 45 minutes in duration
- Be available during school hours within the school year, September-June
- Cost at maximum \$550 per assembly

It is preferred (but not required) that assemblies align with the California Visual and Performing Arts Content Standards (<http://www.cde.ca.gov/be/st/ss/documents/vpastandards.pdf>).

#### **Criteria 1: Artistic Merit (Scale 1 – 4)**

- a) Depth of knowledge of a discipline
- b) Artistic achievement, training and/or experience
- c) Quality of work demonstrated through work samples

#### **Criteria 2: Educational/Instructional Merit (Scale 1 – 4)**

- a) Quality of the student experience (inspiring, engaging, relevant, interactive, challenging, empowering)
- b) Potential of the arts activity to effectively teach students about the art form itself
- c) Appropriate educational activities for the strengths and needs of the population to be served (age appropriate, etc.)

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#### **Criteria 3: Capacity Assessment (Scale 1 – 4)**

- a) Demonstrated capacity to provide educational assemblies to K-8 students in audiences ranging from 100-600 in size
- b) Demonstrated ability to fulfill contractual obligations

## **EXHIBIT D**

### **ANY GIVEN CHILD TEACHING ARTIST RESIDENCY REVIEW CRITERIA SUMMARY**

For the Any Given Child program, residencies should:

- Promote student understanding, interaction, and involvement around an art form
- Accommodate 30-40 students at a time
- Be approximately 45-75 minutes in duration per lesson; session lengths will be determined in collaboration with the classroom teacher
- Occur during school hours within the school year, September-June

The Any Given Child - Sacramento program includes two types of Teaching Artist residencies:

#### **Theme-Based Residency**

- Teaching learning objectives in the art discipline
- Six (6) hours of preparation
- Four (4) hours of collaborative planning with the classroom teacher
- Six (6) hours of in-class instruction
- Required professional development workshops
- Payment of \$700 upon completion of residency
- Up to a \$50 reimbursement for residency supplies, based on art form and approval

#### **Arts-Integration Residency**

- Teaching learning objectives in the art discipline **plus** another subject area using the Kennedy Center's definition of Arts Integration
- Twelve (12) hours of preparation
- Ten (10) hours of collaborative planning with the classroom teacher
- Ten (10) hours of in-class instruction
- Required professional development workshops
- Payment of \$1300 upon completion of residency
- Up to a \$50 reimbursement for residency supplies, based on art form and approval

#### **Criteria 1: Artistic Merit (Scale 1 – 4)**

- a) Depth of knowledge of a discipline
- b) Artistic achievement, training and/or experience
- c) Quality of work demonstrated through artistic work samples

#### **Criteria 2: Educational/Instructional Merit (Scale 1 – 4)**

- a) Quality of the student experience (inspiring, engaging, relevant, interactive, challenging, empowering)
- b) Potential of the arts instruction to effectively teach students about the art form itself (for Arts Integration residencies: and integrate other non-arts subjects into lessons)

- c) Appropriate educational activities for the strengths and needs of the population to be served (age appropriate, etc.)

**Criteria 3: Capacity Assessment (Scale 1 – 4)**

- a) Demonstrated capacity to prepare and execute 6 and/or 10-hour residencies to K-8 students in classroom settings
- b) Demonstrated ability to fulfill contractual obligations, including collaboration with classroom teachers

# Center Joint Unified School District

<b>AGENDA REQUEST FOR:</b>	
Dept./Site: Maintenance & Operations	Action Item <u>X</u>
To: Board of Trustees	Information Item <u>      </u>
Date: January 15, 2020	# Attached Pages <u>1</u>
From: Craig Deason, Asst. Superintendent	
Principal/Administrator Initials: <u>CD</u>	

<p><b>SUBJECT:</b> Notice of Completion – Rua &amp; Son Mechanical – Roof Replacement – Spinelli 10, Center High 300, and District Office Annex 41</p> <p>The roof replacement at Spinelli 10, Center High 300, and the District Office Annex 41 contract was awarded to Rua &amp; Son Mechanical at the October 23, 2019 board meeting.</p> <p>The contractor has met the requirements set forth in the construction documents and work has been completed to the satisfaction of the School District.</p> <p>Upon approval by the Board, the District will file the Notice of Completion with the Sacramento County Recorder's Office.</p> <p>Thirty-five (35) days following the filing of the Notice of Completion with the Sacramento County Recorder's Office, the District may release the 5% contractor's retention. The 5% retention is included within the contract price, so there is no net fiscal impact to the District.</p>
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<p><b>RECOMMENDATION:</b> The CJUSD Board of Trustees approve the Notice of Completion for Rua &amp; Son Mechanical, for roof replacement at Spinelli 10, Center High 300, and District Office Annex 41.</p>
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CONSENT AGENDA

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO:

CENTER JOINT UNIFIED SCHOOL DISTRICT  
8408 Watt Avenue  
Antelope, CA 95843

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**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN

That the work of Replace Roof – Spinelli 10, Center High 300, and District Office Annex 41 was completed on:  
November 29, 2019.

That the name and address of owner of said property is:

CENTER JOINT UNIFIED SCHOOL DISTRICT  
8408 Watt Avenue  
Antelope, CA 95843

The nature of its title to said property is a fee simple.

No fee, per Government Code 6103.

That the name of the original contractor for the work is Rua & Son Mechanical; a licensed contractor of California. That the property herein above referred to are located at 8408 Watt Avenue, Antelope, CA 95843.

Center Joint unified School District  
A Political Subdivision of the State of California

By: \_\_\_\_\_

Scott A. Loehr, Superintendent  
Center Joint Unified School District  
8408 Watt Avenue, Antelope, CA 95843

(STATE OF CALIFORNIA )  
(City of Antelope )  
(County of Sacramento )

**Scott A. Loehr**, being first duly sworn, deposes and says: That I am the Superintendent of the Center Joint Unified School District, which District is the owner of property described in the forgoing Notice of Completion and knows the contents thereof; that the facts therein stated are true of my own knowledge.

I declare under penalty of perjury under the laws of the State of California that the foregoing to true and correct.

Dated this 15th day of January, 2020.

\_\_\_\_\_  
Scott A. Loehr, Superintendent



# Center Joint Unified School District

<b>AGENDA REQUEST FOR:</b>	
Dept./Site: Maintenance & Operations	Action Item <u>X</u>
To: Board of Trustees	Information Item <u>      </u>
Date: January 15, 2020	# Attached Pages <u>1</u>
From: Craig Deason, Asst. Superintendent	
Principal/Administrator Initials: <u>CD</u>	

<p><b>SUBJECT: Notice of Completion – Placer Complete Restoration – North Country Elementary Siding Project</b></p> <p>The siding replacement project at North Country Elementary contract was awarded to Placer Complete Restoration at the December 18, 2019 board meeting.</p> <p>The contractor has met the requirements set forth in the construction documents and work has been completed to the satisfaction of the School District.</p> <p>Upon approval by the Board, the District will file the Notice of Completion with the Sacramento County Recorder's Office.</p> <p>Thirty-five (35) days following the filing of the Notice of Completion with the Sacramento County Recorder's Office, the District may release the 5% contractor's retention. The 5% retention is included within the contract price, so there is no net fiscal impact to the District.</p>
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<p><b>RECOMMENDATION: The CJUSD Board of Trustees approve the Notice of Completion for Placer Complete Restoration for the North Country Elementary siding project.</b></p>
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CONSENT AGENDA

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO:

CENTER JOINT UNIFIED SCHOOL DISTRICT  
8408 Watt Avenue  
Antelope, CA 95843

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**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN

That the work of Siding Replacement – North Country Elementary was completed on:

December 31, 2019.

That the name and address of owner of said property is:

CENTER JOINT UNIFIED SCHOOL DISTRICT  
8408 Watt Avenue  
Antelope, CA 95843

The nature of its title to said property is a fee simple.

No fee, per Government Code 6103.

That the name of the original contractor for the work is Placer Complete Restoration; a licensed contractor of California. That the property herein above referred to are located at 8408 Watt Avenue, Antelope, CA 95843.

Center Joint unified School District  
A Political Subdivision of the State of California

By: \_\_\_\_\_

Scott A. Loehr, Superintendent  
Center Joint Unified School District  
8408 Watt Avenue, Antelope, CA 95843

(STATE OF CALIFORNIA )  
(City of Antelope )  
(County of Sacramento )

**Scott A. Loehr**, being first duly sworn, deposes and says: That I am the Superintendent of the Center Joint Unified School District, which District is the owner of property described in the forgoing Notice of Completion and knows the contents thereof; that the facts therein stated are true of my own knowledge.

I declare under penalty of perjury under the laws of the State of California that the foregoing to true and correct.

Dated this 15th day of January, 2020.

\_\_\_\_\_  
Scott A. Loehr, Superintendent

# *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

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

**To:** Board of Trustees

**Action Item** X

**Date:** January 15, 2020

**Information Item** \_\_\_\_\_

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

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

**Principal/Administrator Initials:** \_\_\_\_\_

**SUBJECT:** Agreement for Annual Continuing Disclosure and Debt Reporting Services By and Between the Center Joint Unified School District and Caldwell Flores Winters, Inc.

**RECOMMENDATION:** CUSD Board of Trustees approve the Agreement for Annual Continuing Disclosure and Debt Reporting Services By and Between the Center Joint Unified School District and Caldwell Flores Winters, Inc.

CONSENT AGENDA



**AGREEMENT FOR  
ANNUAL CONTINUING DISCLOSURE AND DEBT REPORTING SERVICES  
BY AND BETWEEN**

**CENTER JOINT UNIFIED SCHOOL DISTRICT  
(HEREINAFTER REFERRED TO AS THE "DISTRICT")**

**AND  
CFW ADVISORY SERVICES, LLC  
(HEREINAFTER REFERRED TO AS "CFW")**

WHEREAS, in connection with the sale and delivery of certain bonds, notes, certificates, or other municipal obligations (the "Bonds"), the District has made certain undertakings to disclose to the investing public, on a periodic and continuing basis, certain information, as more fully set forth by the provisions of Securities and Exchange Commission Rule 15c2-12, as amended;

WHEREAS, compliance with Continuing Disclosure requirements typically occurs in the form of an Annual Report, which the District may complete itself, contract with a Dissemination Agent to complete, or designate a third-party agent such as CFW, to report on its behalf;

WHEREAS, per California Senate Bill 1029 and Government Code section 8855(k), effective January 1, 2017, state and local issuers are required to submit an annual debt transparency report (ADTR) to the California Debt and Investment Advisory Commission (CDIAC) for any issue of debt for which they have submitted a Report of Final Sale on or after January 21, 2017;

WHEREAS, the District has determined that it cannot provide through its own personnel the services to be performed by CFW under this Contract, the services provided by CFW are exempt from Public Contract Code section 20111, and the District has fully complied with its policies, bylaws, rules, and/or procedures for entering into this Agreement;

WHEREAS, CFW agrees to assist the District as a third-party agent to prepare and file the Continuing Disclosure Annual Report as well as any applicable ADTRs on behalf of the District, as provided in the Scope of Services outlined in Exhibit A;

WHEREAS, CFW and the District recognize that provision of these services is separate from any formal agreement between the District and CFW or its affiliated firm Caldwell Flores Winters, Inc. to provide municipal financial advisory services and may not be construed as such;

NOW THEREFORE, for good and valuable consideration of the covenants set forth herein and other good and valuable consideration, the receipt and adequacy of which is acknowledged by the District and CFW (hereinafter, "Parties"), the Parties agree as follows:

## **PROVISION OF INFORMATION**

- 1) The District will provide to CFW, and CFW shall be entitled to rely upon, all information regarding the issuance of the bonds, including the final official statement and the District's commitment or undertaking regarding Continuing Disclosure as contained in the resolution authorizing issuance of the Bonds or separate contract or agreement; annual financial information and operating data of the type provided in the final official statement; information concerning the occurrence of an Event or noncompliance with the Rule; and any other information necessary to prepare Continuing Disclosure and ADTR reports
- 2) The District will provide to CFW, and CFW shall be entitled to rely upon, annual written confirmation of all outstanding Bond issues for which the Issuer has a Continuing Disclosure or ADTR obligation
- 3) The District will provide to CFW all information required for preparation of the Continuing Disclosure Annual Report and ADTR, including financial information and operating data of the type provided in the final official statement and other information deemed necessary by the District, no later than 2 weeks prior to the date on which each Annual Report or ADTR is due

## **TERM**

While the District is required to comply with Continuing Disclosure and ADTR requirements through the life of the applicable debt, the term of this Agreement shall commence upon execution by an authorized District representative and shall continue through April 30, 2023.

The provisions of this Agreement will include additional municipal bonds and financings issued during the stated term of this Agreement, if such bonds are subject to the Continuing Disclosure and ADTR requirements. In this connection, the District agrees that the District will notify CFW of any municipal bonds and financing issued by the District during any fiscal year of the District during the term of this Agreement, and will provide CFW with such information as shall be necessary in order for CFW to perform the services agreed to herein.

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## **INDEMNIFICATION**

The District agrees to hold harmless and to indemnify CFW and its employees, affiliates, officers, directors, and agents from and against any and all claims, damages, losses, liabilities, reasonable costs and expenses whatsoever, including attorneys' fees and expenses ("Losses and Expenses") that CFW may incur by reason of or in connection with the distribution of information in the disclosure reports in accordance with this Agreement, except to the extent such Losses and Expenses result directly from CFW's willful misconduct or gross negligence in the distribution of such information.

In the event that such Losses and Expenses are attributable to the concurrent negligence or other fault of both the District and CFW, each party shall bear proportionate responsibility for the degree of negligence or other fault attributable to each. Notwithstanding the foregoing, CFW shall not be obligated to contribute any amount hereunder that exceeds the amount of fees previously received by CFW pursuant to this Agreement.

**TERMINATION**

The District may terminate the contract without cause by providing thirty (30) days written notice of termination. The Parties may also agree to mutually terminate this Contract by written notice.

**NOTICES**

All notices, demands, requests or approvals to be given under this Agreement shall be given in writing and sent to:

Center Joint Unified School District  
ATTN: Scott Loehr, Superintendent  
8408 Watt Avenue  
Antelope, CA 95843

CFW Advisory Services, LLC  
ATTN: Emilio A. Flores, Partner  
6425 Christie Avenue, Suite 270  
Emeryville, CA 94608

**FEE**

The fee for preparation and filing of the Continuing Disclosure Annual Report and applicable ADTRs on behalf of the District is \$2,500 for the Fiscal Year Ending June 30, 2019, plus any reimbursable expenses for third-party demographic data.

The fee for preparation and filing of the Continuing Disclosure Annual Report and applicable ADTRs on behalf of the District in future years is subject to change based on new and/or retired bond series, calculated using the following methodology: \$500 per series of bonds and \$250 per series of bonds for any applicable ADTRs, with a minimum fee of \$1,500 annually and a maximum fee not to exceed \$3,500 annually, plus any reimbursable expenses for third-party demographic data.

Fees are payable within 30 days of receipt of invoice from CFW.

**PREVAILING LAW**

This Agreement shall be interpreted and shall be governed by California law.

**APPROVAL:**

In executing this Agreement, persons signing on behalf of CFW or the District represent that each has the authority to do so.

**AGREED:**

This Agreement is hereby agreed to and executed on this \_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Emilio A. Flores, Partner  
CFW Advisory Services, LLC

\_\_\_\_\_  
Scott Loehr, Superintendent  
Center Joint Unified School District

**EXHIBIT A**  
**SCOPE OF SERVICES**

CFW agrees to act as the District's consultant, and the District agrees to appoint CFW as its consultant in connection with the District's Continuing Disclosure and ADTR obligations.

CFW agrees to provide the following scope of work:

1. Compile and review all Continuing Disclosure Certificates (CDCs) to identify requirements on annual basis
2. Request information from the District and third-party services as required for preparation of Continuing Disclosure Annual Report and ADTRs 3 weeks prior to the submission deadline
3. Provide a draft Continuing Disclosure Annual Report 1 week prior to the submission deadline for District review. CFW shall, whenever possible, attempt to consolidate information from separate CDCs into a single Annual Report.
4. Upon approval from the District as to the content and accuracy, post and file the Continuing Disclosure Annual Report on behalf of the District on or before the annual deadline (typically March 30) with the Municipal Securities Rulemaking Board (MSRB) through its Electronic Municipal Market Access (EMMA) portal
5. Post any Material Event Notice that may be required, as directed by the District and its legal counsel, including but not limited to:
  - a) Principal and interest payment delinquencies
  - b) Non-payment related defaults
  - c) Unscheduled draws on debt service reserves reflecting financial difficulties
  - d) Unscheduled draws on credit enhancements reflecting financial difficulties
  - e) Substitution of credit or liquidity providers, or their failure to perform
  - f) Adverse tax opinions or events affecting the tax-exempt status of the security
  - g) Modifications to rights of security holders
  - h) Bond calls
  - i) Defeasances
  - j) Release, substitution, or sale of property securing repayment of the securities
  - k) Rating changes

- l) The issuance by the IRS of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the securities of the Issuer
  - m) Tender offers
  - n) Bankruptcy, insolvency, receivership or similar proceeding
  - o) Mergers, consolidations, acquisitions, the sale of all or substantially all of the assets of the obligated person or their termination
  - p) Appointment of a successor or additional trustee or the change of the name of a trustee
  - q) Noncompliance with the Rule
6. Prepare and annually file ADTR for each applicable District bond or note issuance with CDIAC. The ADTR must include information about debt issued and outstanding and the use of proceeds from debt during the reporting period, including:
- a) Information about debt authorized, including amounts issued, lapsed, and not yet issued at the start and end of the reporting period
  - b) Information about debt outstanding, including amount paid during the reporting period and balances at the start and end of the reporting period
  - c) Information about debt issued during the reporting period, including proceeds available, amount spent and amount remaining, and purposes for which it was spent
7. Provide the District with notice and confirmation of each successful filing
-



# *Center Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Business Department

**Date:** January 15, 2020

**To:** CJUSD Board of Trustees

**From:** Lisa Coronado  
Director of Fiscal Services

**Action Item** X

**Information Item**   

**# Attached Pages** 2

**SUBJECT:** Analytics Software Agreement with Forecast5.

This contract will allow Center Joint Unified School District (four users) to access Forecast5 software to analyze trends and make comparisons in areas including, but not limited to, student performance, staffing, and finances. It also includes budget planning tools. The agreement is for the duration of the 2019-20 fiscal year.

**RECOMMENDATION:** CJUSD Board of Trustees approve the agreement with Forecast5

**CONSENT AGENDA**

## CUSTOMER AGREEMENT

This Customer Agreement is entered into by Forecast 5 Analytics, Inc., a Delaware corporation ("Forecast5"), and Customer (named below), and will commence on the Effective Date indicated below.

FORECAST5 Service	Service Description	Price	Discount	Total Cost
4001001	5Sight - License Agreement (4 Users) (4 Month Proration)	\$2,403.33	\$600.83	\$1,802.50
4002004	5Cast Plus (2 Users) (4 Month Proration)	\$2,403.33	\$600.83	\$1,802.50
4005001	5Cast - Support Fee (4 Month Proration)	\$1,166.67	\$0.00	\$1,166.67
4002001	5Cast - License Agreement (2 Users) (4 Month Proration)	\$2,403.33	\$0.00	\$2,403.33
			Total Amount Due:	\$7,175.00

The above Services are provided pursuant to the Forecast5 Terms of Service (available at [www.forecast5analytics.com/about/termsofservice](http://www.forecast5analytics.com/about/termsofservice)), which are incorporated herein by this reference. Customer and Forecast5 may from time to time agree upon additional Services pursuant to a mutually agreed Work Order. All subscriptions (even if purchased after your Effective Date, such as Additional User subscriptions) will be coterminous and end on the applicable anniversary of your Effective Date.

**Customer acknowledges and agrees that if it provides access to the Services to another governmental unit or other third party, or uses the Services for the benefit of any such party, then it will be liable for, among other things, additional subscription fees for each such party at the applicable Forecast5 prices.**

At the request of the Customer, Forecast5 may provide opinions or representations with respect to the financial feasibility and/or fiscal prudence of assumptions and/or projections that Customer may select for inclusion in 5Cast financial projections, provided, however, that it is understood that the Customer is solely responsible for the decision and any associated risk of incorporating any particular assumption in its financial plan. Additionally, Forecast5 duties and responsibilities do not include giving any opinion or advice regarding the issuance of debt instruments.

**EXPIRATION DATE: 6/30/2020** (All subscriptions are for periods of 1 year, unless indicated otherwise).

Please see the following page for the signature line.

**Customer: Center Joint Unified SD**

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

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

Title: \_\_\_\_\_

8408 Watt Ave.  
Antelope, CA 95843

**FORECAST 5 ANALYTICS, INC.**

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

Name: Michael R. English

Title: CEO

2135 CityGate Lane, 7th Floor  
Naperville, Illinois 60563

# Center Joint Unified School District

**AGENDA REQUEST FOR:**

**Dept. /Site:** Business Department

**Date:** 01/6/2020

**Action Item**

**To:** Board of Trustees

**Information Item**

**From:** Lisa Coronado

**# Attached Page**1

**SUBJECT:**

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

The Governing board is asked to approve the attached payroll  
Orders for July 2019 through December 2019.

**RECOMMENDATION:** That the CJUSD Board of Trustees approve the  
District Payroll Orders for July 2019 through December 2019.

<b>DISTRICT PAYROLL-SUMMARIZED FOR FISCAL YEAR ENDING JUNE 30,2020</b>
--

	REGULAR	VARIABLE	SPECIAL	TOTAL PAYROLL	#OF TRANSACTIONS
JULY	\$ 998,917.58	\$ 27,760.12		\$ 1,026,677.70	508
AUG	\$ 2,766,840.07	\$ 95,022.80		\$ 2,861,862.87	818
SEPT	\$ 2,746,586.98	\$ 117,904.64		\$ 2,864,491.62	881
OCT	\$ 2,741,711.59	\$ 107,508.86		\$ 2,849,220.45	826
NOV	\$ 2,741,686.22	\$ 156,549.33		\$ 2,898,235.55	881
DEC	\$ 729,639.80	\$ 166,752.54		\$ 896,392.34	551
2-Jan	\$ 2,016,707.15			\$ 2,016,707.15	271
JAN				\$ -	
FEB				\$ -	
MARCH				\$ -	
APRIL				\$ -	
MAY				\$ -	
JUNE				\$ -	
SPECIAL				\$ -	

\$ 14,742,089.39	\$ 671,498.29	\$ -	\$ 15,413,587.68	4736
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# Center Joint Unified School District

## AGENDA REQUEST FOR:

Dept./Site: Business Department

Date: December, 2019

To: Board of Trustees

From: Lisa Coronado

Action Item

Information Item

# Attached Pages 43

**SUBJECT: Supplemental Agenda – Commercial Warrant Registers**

**December 5, 2019, \$474,096.52, December 16, 2019, \$527,714.79**

**The commercial warrant payments to vendor's total**

**\$ 1,001,811.31**

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

**CONSENT AGENDA**

**XV-11**

Batch status: A All

From batch: 0025

To batch: 0025

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: N

Include Audit Date and Time in Sort: N

081 CENTER UNIFIED SCHOOL DISTRICT J25700  
12-5-19

ACCOUNTS PAYABLE PRELIST  
BATCH: 0025 12-5-19  
FUND : 01 GENERAL FUND

APY500 L.00.16 12/05/19 11:37 PAGE 1  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES DEP	T9MPS	Liq Amt	Net Amount
015111/00	ABC SCHOOL EQUIPMENT INC.								
1226 PO-201201	12/05/2019	PJI-029153	2	01-8150-0-5800-106-0000-8110-007-000	NN F			310.00	310.00
1226 PO-201201	12/05/2019	PJI-029153	1	01-8150-0-4300-106-0000-8110-007-000	NN F			1,216.70	1,216.70
TOTAL PAYMENT AMOUNT				1,526.70 *					1,526.70
011248/00	AED SUPERSTORE								
1290 PO-201249	12/05/2019	1518926	1	01-0000-0-4300-240-0000-2700-011-000	NN F			188.56	188.56
1276 PO-201321	12/05/2019	1518926	1	01-0000-0-4300-234-1110-1000-008-000	NN F			188.56	188.56
TOTAL PAYMENT AMOUNT				377.12 *					377.12
015151/00	ALCATRAZ CRUISES								
1384 PO-201465	12/05/2019	1483132	1	01-7220-0-5800-472-1110-1000-014-209	NN F			2,783.40	2,783.40
TOTAL PAYMENT AMOUNT				2,783.40 *					2,783.40
010669/00	ALHAMBRA & SIERRA SPRINGS								
332 PO-200318	12/05/2019	14871405112919	1	01-0000-0-5600-103-0000-7200-019-000	NN P			20.97	20.97
332 PO-200318	12/05/2019	14871405112919	2	01-0000-0-4300-103-0000-7200-019-000	NN P			52.47	52.47
TOTAL PAYMENT AMOUNT				73.44 *					73.44
020082/00	ALLRED, MARIE								
1426 PO-201400	12/05/2019	MILEAGE	1	01-4035-0-5200-103-1110-1000-019-103	NN F			34.80	34.80
TOTAL PAYMENT AMOUNT				34.80 *					34.80
016760/00	AMERICAN TECHNOLOGIES INC								
1451 PO-201422	12/05/2019	B875320932-001	1	01-0000-0-5600-106-0000-8200-007-995	NN F			46,567.78	46,567.78
TOTAL PAYMENT AMOUNT				46,567.78 *					46,567.78
013913/00	ASSIST TEAM LLC								
852 PO-200829	12/05/2019	#4	1	01-7510-0-5800-103-1110-1000-019-131	NY P			5,940.00	5,940.00
1000 PO-200995	12/05/2019	4	1	01-7510-0-5800-103-1110-1000-019-131	NY P			5,940.00	5,940.00
TOTAL PAYMENT AMOUNT				11,880.00 *					11,880.00



081 CENTER UNIFIED SCHOOL DISTRICT J25700  
12-5-19

ACCOUNTS PAYABLE PRELIST  
BATCH: 0025 12-5-19  
FUND : 01 GENERAL FUND

APY500 L.00.16 12/05/19 11:37 PAGE 2  
<< Open >>

Vendor/Addr Remit name  
Req Reference Date Description

Tax ID num Deposit type ABA num Account num EE ES E-Term E-ExtRef  
FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS Liq Amt Net Amount

019504/00 B & H PHOTO-VIDEO

1247 PO-201232 12/05/2019 163843930

1 01-0000-0-4300-472-1110-1000-014-000 NN F 384.56 384.56  
TOTAL PAYMENT AMOUNT 384.56 \*

019624/00 B & H VIDEO

1273 PO-201319 12/05/2019 164263181

1 01-0000-0-4300-234-1110-1000-008-000 NN F 70.21 64.56  
TOTAL PAYMENT AMOUNT 64.56 \*

022347/00 BLAISDELLS BUSINESS PRODUCTS

1142 PO-201143 12/05/2019 1434632-1

1142 PO-201143 12/05/2019 1434632-0

1 01-3182-0-4300-475-3200-1000-015-130 NN P 37.75 37.75  
1 01-3182-0-4300-475-3200-1000-015-130 NN F 128.62 116.65  
TOTAL PAYMENT AMOUNT 154.40 \*

022282/00 BRIGHT START THERAPIES

934 PO-200953 12/05/2019 1447 & 1448

1 01-6500-0-5800-102-5750-1180-019-000 NN P 787.50 787.50  
TOTAL PAYMENT AMOUNT 787.50 \*

013988/00 BUTTES/CENTER STATE PIPE &

24 PO-200025 12/05/2019 S011060006.001

24 PO-200025 12/05/2019 S011002208.001

24 PO-200025 12/05/2019 S011052824.001

1 01-8150-0-4300-106-0000-8110-007-000 NN P 157.71 157.71  
1 01-8150-0-4300-106-0000-8110-007-000 NN P 471.63 471.63  
1 01-8150-0-4300-106-0000-8110-007-000 NN P 205.67 205.67  
TOTAL PAYMENT AMOUNT 835.01 \*

021045/00 CALDWELL FLORES WINTERS INC

109 PO-200101 12/05/2019 #6

1 01-0000-0-5800-101-1110-1000-002-995 NN P 12,500.00 12,500.00  
TOTAL PAYMENT AMOUNT 12,500.00 \*

020088/00 CAMARENA, MAURICIO

1442 PO-201417 12/05/2019 REIMB SODA

1442 PO-201417 12/05/2019 REIMB CHAIR RENTAL

1 01-0000-0-4300-472-1110-1000-014-854 NN F 78.08 78.08  
2 01-0000-0-5610-472-1110-1000-014-854 NN F 150.00 150.00  
TOTAL PAYMENT AMOUNT 228.08 \*



Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef		
Req Reference	Date	Description	FD RESO	P	OBJE SIT	GOAL	FUNC RES DEP	T9MPS	Liq Amt	Net Amount
-----										
014156/00	COUNTY OF SACRAMENTO									
1467	PO-201434	12/05/2019	AR0071160	1	01-0000-0-5800-106-0000-8200-007-000	NN	F		172.00	172.00
				TOTAL PAYMENT AMOUNT				172.00 *		172.00
021477/00	CUMMINGS, CATHY									
1429	PO-201402	12/05/2019	TRAVEL EXPENSE	1	01-6387-0-5200-472-1110-1000-019-201	NN	F		278.44	278.44
				TOTAL PAYMENT AMOUNT				278.44 *		278.44
010481/00	DEMCO INC									
1281	PO-201290	12/05/2019	6723627	1	01-0409-0-4300-472-0000-2420-014-000	NN	F		107.09	107.87
				TOTAL PAYMENT AMOUNT				107.87 *		107.87
011091/00	DH SALES									
1085	PO-201049	12/05/2019	DSUJC916211-1	1	01-0740-0-6500-112-0000-3600-022-302	NY	F		19,244.15	19,244.15
1085	PO-201049	12/05/2019	DSUJC916211-1	2	01-0740-0-5600-112-0000-3600-022-302	NY	F		2,050.00	2,050.00
1086	PO-201050	12/04/2019	DSUJC916211-2	1	01-0740-0-5600-112-0000-3600-022-302	NY	F		6,857.00	6,857.00
				TOTAL PAYMENT AMOUNT				28,151.15 *		28,151.15
017499/00	DOUBLETREE BY HILTON SONOMA									
1517	PO-201477	12/05/2019	DEPOSIT-PACHECO	1	01-6520-0-5800-472-5770-1110-014-849	NN	F		51,534.48	51,534.48
				TOTAL PAYMENT AMOUNT				51,534.48 *		51,534.48
018277/00	EASTER SEAL SOCIETY OF CA. INC									
779	PO-200772	12/05/2019	Oct-19	1	01-6500-0-5800-102-5750-1180-019-000	NN	P		1,440.00	1,440.00
				TOTAL PAYMENT AMOUNT				1,440.00 *		1,440.00
010336/00	ECOTECH PEST MANAGEMENT INC									
73	PO-200064	12/05/2019	33719	1	01-0000-0-5500-106-0000-8110-007-000	NN	P		712.00	712.00
73	PO-200064	12/05/2019	31454	1	01-0000-0-5500-106-0000-8110-007-000	NN	P		1,500.00	1,500.00
				TOTAL PAYMENT AMOUNT				2,212.00 *		2,212.00

081 CENTER UNIFIED SCHOOL DISTRICT J25700  
12-5-19

ACCOUNTS PAYABLE PRELIST  
BATCH: 0025 12-5-19  
FUND : 01 GENERAL FUND

APY500 L.00.16 12/05/19 11:37 PAGE 5  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
019262/00		ENTERPRISE RENT A CAR							
1390	PO-201398 12/05/2019	72ZT8M	1	01-0076-0-5610-472-1110-4200-014-302	NN P			132.72	132.72
1390	PO-201398 12/05/2019	7JP05Q	1	01-0076-0-5610-472-1110-4200-014-302	NN F			141.78	141.78
TOTAL PAYMENT AMOUNT								274.50 *	274.50
019662/00		FARREL, JASON							
1432	PO-201404 12/05/2019	REIMB REGIST	1	01-3010-0-5200-236-1110-1000-009-103	NN F			145.00	145.00
TOTAL PAYMENT AMOUNT								145.00 *	145.00
015904/00		GATE WRX							
1470	PO-201437 12/05/2019	1055	1	01-8150-0-5600-106-0000-8110-007-000	NY F			5,250.00	5,250.00
TOTAL PAYMENT AMOUNT								5,250.00 *	5,250.00
021754/00		GAYNOR TELESYSTEMS INC							
1465	PO-201432 12/05/2019	000037334	1	01-8150-0-5600-106-0000-8110-007-000	NN F			197.50	197.50
TOTAL PAYMENT AMOUNT								197.50 *	197.50
020514/00		GLASS WEST INC							
31	PO-200031 12/05/2019	41969	1	01-8150-0-4300-106-0000-8110-007-000	NN P			453.64	453.64
TOTAL PAYMENT AMOUNT								453.64 *	453.64
019012/00		GRIFFIN, MARCUS							
1389	PO-201412 12/05/2019	REIMB CART COVER	1	01-0000-0-4300-472-0000-2700-014-000	NN F			189.00	189.00
TOTAL PAYMENT AMOUNT								189.00 *	189.00
019724/00		GreenShoesUSA							
1341	PO-201306 12/05/2019	201306	1	01-0000-0-4300-371-1110-1000-012-000	YN F			615.98	578.00
TOTAL PAYMENT AMOUNT								578.00 *	578.00
TOTAL USE TAX AMOUNT									44.80

081 CENTER UNIFIED SCHOOL DISTRICT J25700  
12-5-19

ACCOUNTS PAYABLE PRELIST  
BATCH: 0025 12-5-19  
FUND : 01 GENERAL FUND

APY500 L.00.16 12/05/19 11:37 PAGE 6  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
021715/00	HAMILTON, GRANT								
1457 PO-201439	12/05/2019	REIMB SUPPLIES	1	01-6300-0-4300-371-1110-1000-012-000	NN F			102.78	102.78
TOTAL PAYMENT AMOUNT								102.78 *	102.78
020359/00	HANSON, KRISTIN								
PV-200038	12/02/2019	re-issue lost ck		01-0000-0-4300-236-1110-1000-009-000	NN			69.55	69.55
TOTAL PAYMENT AMOUNT								69.55 *	69.55
010602/00	HI-LINE ELECTRICAL & MECH								
91 PO-200082	12/05/2019	10745380	1	01-0740-0-4300-112-0000-3600-022-302	NN M			-91.67	-91.67
91 PO-200082	12/05/2019	10744827	1	01-0740-0-4300-112-0000-3600-022-302	NN P			377.13	377.13
TOTAL PAYMENT AMOUNT								285.46 *	285.46
017168/00	HILTON ANAHEIM								
1506 PO-201470	12/05/2019	DEPOSIT-PACHECO-WORKABILITY	1	01-6520-0-5800-472-5770-1110-014-849	NN F			20,000.00	20,000.00
TOTAL PAYMENT AMOUNT								20,000.00 *	20,000.00
017002/00	HOME DEPOT CREDIT SERVICES								
590 PO-200573	12/05/2019	6035322649033119	1	01-6387-0-4300-472-1110-1000-019-201	NN P			61.79	61.79
TOTAL PAYMENT AMOUNT								61.79 *	61.79
017603/00	HUNT, CAROL								
113 PO-200105	12/05/2019	NOV MILEAGE	1	01-0000-0-5210-101-0000-7150-002-000	NN P			22.50	22.50
1480 PO-201443	12/05/2019	reimb purchase	1	01-0000-0-5200-101-0000-7150-002-000	NN F			3.00	3.00
TOTAL PAYMENT AMOUNT								25.50 *	25.50
018990/00	INTERSTATE BATTERIES								
92 PO-200083	12/05/2019	130021042	1	01-0740-0-4300-112-0000-3600-022-302	NN P			250.34	250.34
TOTAL PAYMENT AMOUNT								250.34 *	250.34

Vendor/Addr Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef				
Req Reference Date Description	FD	RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MPS	Liq Amt	Net Amount
<hr/>												
018343/00 JBEILY, TAMI												
1424 PO-201399 12/05/2019 TRAVEL EXPENSE	1	01-4035-0-5200-103-1110-1000-019-103	NN	F							204.96	204.96
TOTAL PAYMENT AMOUNT											204.96 *	204.96
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017883/00 JOHNSON CONTROLS FIRE												
1089 PO-201061 12/05/2019 21313115	1	01-8150-0-5800-106-0000-8110-007-000	NN	P							192.50	192.50
1089 PO-201061 12/05/2019 21313139	1	01-8150-0-5800-106-0000-8110-007-000	NN	P							192.50	192.50
1089 PO-201061 12/05/2019 21313138	1	01-8150-0-5800-106-0000-8110-007-000	NN	P							192.50	192.50
1089 PO-201061 12/05/2019 21314037	1	01-8150-0-5800-106-0000-8110-007-000	NN	P							192.50	192.50
1471 PO-201440 12/05/2019 86355179	1	01-8150-0-4300-106-0000-8110-007-000	NN	P							58.19	58.19
1471 PO-201440 12/05/2019 86352612	1	01-8150-0-4300-106-0000-8110-007-000	NN	P							155.16	155.16
1471 PO-201440 12/05/2019 86352660	1	01-8150-0-4300-106-0000-8110-007-000	NN	P							38.79	38.79
1471 PO-201440 12/05/2019 86355392	1	01-8150-0-4300-106-0000-8110-007-000	NN	F							19.40	19.40
TOTAL PAYMENT AMOUNT											1,041.54 *	1,041.54
<hr/>												
015912/00 JOHNSON, STEPHEN												
1206 PO-201170 12/05/2019 TRIP 2280	1	01-0740-0-5800-112-0000-3600-007-302	NN	P							15.00	15.00
TOTAL PAYMENT AMOUNT											15.00 *	15.00
<hr/>												
014500/00 JOPE, BRINA												
1431 PO-201403 12/05/2019 TRAVEL EXPENSE	1	01-6387-0-5200-472-1110-1000-019-201	NN	F							188.96	188.96
TOTAL PAYMENT AMOUNT											188.96 *	188.96
<hr/>												
016671/00 KAUFMANN, ALISSA												
1436 PO-201405 12/05/2019 REIMB PURCHASE	1	01-0036-0-4300-236-1110-1000-009-113	NN	F							160.88	160.88
TOTAL PAYMENT AMOUNT											160.88 *	160.88
<hr/>												
017899/00 LAWSON, BECKY												
103 PO-200091 12/05/2019 NOV MILEAGE	1	01-0000-0-5210-103-0000-2110-019-000	N	P							98.60	98.60
TOTAL PAYMENT AMOUNT											98.60 *	98.60

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Req Reference	Date	Description	FD	RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MPS	Liq Amt	Net Amount

019928/00 LEFLER, SARAROSE

1510 PO-201473 12/05/2019 REIMB SUPPLIES

1	01-0000-0-4300-472-1600-1000-014-000	NN	F	63.06	63.06
TOTAL PAYMENT AMOUNT				63.06 *	63.06

014389/00 LOMOVA, YELENA

1469 PO-201436 12/05/2019 TRIP 2206

1	01-0740-0-5800-112-0000-3600-022-302	NN	P	11.89	11.89
TOTAL PAYMENT AMOUNT				11.89 *	11.89

017726/00 LOS ANGELES FREIGHTLINER

86 PO-200077 12/05/2019 XA410017453.01

1	01-0740-0-4300-112-0000-3600-022-302	NN	P	2.59	2.59
TOTAL PAYMENT AMOUNT				2.59 *	2.59

022230/00 MANAGED HEALTH NETWORK

196 PO-200176 12/05/2019 PRM-046422

1	01-0000-0-3401-100-1110-1000-000-000	NN	P	983.06	983.06
TOTAL PAYMENT AMOUNT				983.06 *	983.06

014822/00 MARC A. LERNER

1087 PO-201067 12/05/2019 02

1	01-6500-0-5800-102-5750-1180-019-000	NY	P	200.00	200.00
TOTAL PAYMENT AMOUNT				200.00 *	200.00

015248/00 MBS ENGINEERING INC

1259 PO-201223 12/05/2019 1298

1	01-8150-0-5800-106-0000-8110-007-000	NN	F	6,350.00	6,350.00
TOTAL PAYMENT AMOUNT				6,350.00 *	6,350.00

019059/00 MILLENNIUM TERMITE & PEST

72 PO-200063 12/05/2019 TR-71099

72 PO-200063 12/05/2019 TR-72628

72 PO-200063 12/05/2019 TR-72628

1	01-0000-0-5500-106-0000-8110-007-000	NN	P	91.00	91.00
1	01-0000-0-5500-106-0000-8110-007-000	NN	P	57.00	57.00
1	01-0000-0-5500-106-0000-8110-007-000	NN	P	59.00	59.00
TOTAL PAYMENT AMOUNT				207.00 *	207.00

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef					
Req Reference	Date	Description	FD	RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MPS	Liq Amt	Net Amount
019828/00	MIRANDA, RYAN													
1474	PO-201447	12/05/2019	MILEAGE											
				1	01-0740-0-5210-601-1110-1000-017-120	NN	F						33.98	33.98
			TOTAL PAYMENT AMOUNT										33.98 *	33.98
021058/00	MULDOON, CARRIE													
1434	PO-201413	12/05/2019	MILEAGE											
				1	01-0000-0-5200-472-1110-1000-014-000	NN	F						19.60	19.60
			TOTAL PAYMENT AMOUNT										19.60 *	19.60
019378/00	MUSEUM OF TOLERANCE													
1387	PO-201411	12/05/2019	RESERVATION 241661											
				1	01-7220-0-5800-472-1110-1000-014-209	NN	F						819.00	819.00
			TOTAL PAYMENT AMOUNT										819.00 *	819.00
016912/00	NATOMAS AUTOMOTIVE													
1492	PO-201455	12/05/2019	32160											
				1	01-0740-0-5800-112-0000-3600-022-302	NN	P						59.95	59.95
1492	PO-201455	12/05/2019	32146											
				1	01-0740-0-5800-112-0000-3600-022-302	NN	P						78.20	78.20
1492	PO-201455	12/05/2019	32123											
				1	01-0740-0-5800-112-0000-3600-022-302	NN	P						59.95	59.95
			TOTAL PAYMENT AMOUNT										198.10 *	198.10
018799/00	NATOMAS HIGH SCHOOL													
1514	PO-201474	12/05/2019	CENTER TOURN FEE											
				1	01-0076-0-5800-472-1110-4200-014-804	NN	F						275.00	275.00
			TOTAL PAYMENT AMOUNT										275.00 *	275.00
010253/00	NCS PEARSON INC													
1038	PO-201036	12/05/2019	7400206											
				1	01-6500-0-4300-102-5001-2700-019-000	NN	F						172.94	172.94
			TOTAL PAYMENT AMOUNT										172.94 *	172.94
017576/00	OFFICE DEPOT													
1071	PO-201046	12/05/2019	389298094001											
				1	01-3010-0-4300-371-1110-1000-012-108	NN	P						799.40	799.40
1071	PO-201046	12/05/2019	389298093001											
				1	01-3010-0-4300-371-1110-1000-012-108	NN	P						1,748.91	1,748.91
1071	PO-201046	12/05/2019	389298095001											
				1	01-3010-0-4300-371-1110-1000-012-108	NN	P						85.74	85.74
1071	PO-201046	12/05/2019	389298096001											
				1	01-3010-0-4300-371-1110-1000-012-108	NN	P						52.88	52.88
1071	PO-201046	12/05/2019	389298097001											
				1	01-3010-0-4300-371-1110-1000-012-108	NN	P						257.02	257.02
1071	PO-201046	12/05/2019	389298099001											
				1	01-3010-0-4300-371-1110-1000-012-108	NN	P						50.48	50.48
1071	PO-201046	12/05/2019	397534178001											
				1	01-3010-0-4300-371-1110-1000-012-108	NN	P						22.49	22.49



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Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount

017576 (CONTINUED)

1071 PO-201046	12/05/2019	397610569001	1	01-3010-0-4300-371-1110-1000-012-108	NN M			-22.49	-22.49
1071 PO-201046	12/05/2019	389298093002	1	01-3010-0-4300-371-1110-1000-012-108	NN F			583.35	517.16
1347 PO-201310	12/05/2019	403045475001	1	01-0000-0-4300-101-0000-7150-002-000	NN F			56.03	56.03
1355 PO-201314	12/05/2019	403044035001	1	01-3010-0-4300-371-1110-1000-012-108	NN F			199.33	199.33
1277 PO-201322	12/05/2019	404801762001	1	01-0000-0-4300-234-1110-1000-008-000	NN P			10.76	10.76
1277 PO-201322	12/05/2019	404801761001	1	01-0000-0-4300-234-1110-1000-008-000	NN P			10.76	10.76
1277 PO-201322	12/05/2019	404801760001	1	01-0000-0-4300-234-1110-1000-008-000	NN P			33.93	33.93
1277 PO-201322	12/05/2019	404801759001	1	01-0000-0-4300-234-1110-1000-008-000	NN F			189.76	191.34
1374 PO-201343	12/05/2019	404797596001	1	01-0000-0-4300-236-1110-1000-009-000	NN F			145.27	145.27
TOTAL PAYMENT AMOUNT				4,159.01 *					4,159.01

021050/00 PACHECO, SHAWNA

1508 PO-201471	12/05/2019	PARKING	1	01-6520-0-5200-472-5770-1110-014-207	NN F			15.00	15.00
1509 PO-201472	12/05/2019	MILEAGE	1	01-6520-0-5200-472-5770-1110-014-207	NN F			73.43	73.43
1516 PO-201476	12/05/2019	MILEAGE	1	01-3410-0-5200-472-1110-1000-014-207	NN F			20.76	20.76
TOTAL PAYMENT AMOUNT				109.19 *					109.19

020770/00 PEAK ADVENTURES CHALLENGE CTR

1452 PO-201438	12/05/2019	352300	1	01-6387-0-5800-472-1110-1000-019-201	NN F			1,170.00	1,170.00
TOTAL PAYMENT AMOUNT				1,170.00 *					1,170.00

016333/00 PILCHER, KIELEEN

1479 PO-201449	12/05/2019	MILEAGE	1	01-0740-0-5210-601-1110-1000-017-120	NN F			28.82	28.82
TOTAL PAYMENT AMOUNT				28.82 *					28.82

020169/00 PITZNER, JOSEPH

1464 PO-201431	12/05/2019	SECURITY MILEAGE	1	01-0000-0-5210-106-0000-8300-007-000	NN F			26.10	26.10
TOTAL PAYMENT AMOUNT				26.10 *					26.10

022285/00 PLACER COUNTY OFFICE OF EDUC

681 PO-200667	12/05/2019	AR20-00899	1	01-6500-0-5200-102-5770-1191-019-000	NN F			400.00	400.00
716 PO-200701	12/05/2019	AR20-00914	1	01-6500-0-5200-102-5001-2700-019-000	NN F			50.00	50.00
817 PO-200819	12/05/2019	AR20-00881	1	01-6500-0-5200-102-5750-1110-019-000	NN F			600.00	600.00
865 PO-200838	12/05/2019	AR20-00939	1	01-6500-0-5200-102-5750-1110-019-000	NN P			500.00	500.00
887 PO-200865	12/04/2019	AR20-00932	1	01-6500-0-5200-102-5750-1110-019-000	NN P			150.00	150.00

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Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount

TOTAL PAYMENT AMOUNT				1,700.00 *			1,700.00	
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017377/00 PLACER COUNTY OFFICE OF EDUC.

884 PO-200863 12/05/2019 AR20-00897

1 01-6500-0-5200-102-5770-1191-019-000 NN F				400.00		400.00		
TOTAL PAYMENT AMOUNT				400.00 *			400.00	

014069/00 PLATT ELECTRIC SUPPLY INC

37 PO-200050 12/05/2019 Y203152

1 01-8150-0-4300-106-0000-8110-007-000 NN P				134.92		134.92	
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37 PO-200050 12/05/2019 X670134

1 01-8150-0-4300-106-0000-8110-007-000 NN P				114.60		114.60	
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37 PO-200050 12/05/2019 X669890

1 01-8150-0-4300-106-0000-8110-007-000 NN P				40.78		40.78	
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37 PO-200050 12/05/2019 X669979

1 01-8150-0-4300-106-0000-8110-007-000 NN P				417.36		417.36	
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37 PO-200050 12/05/2019 X498496

1 01-8150-0-4300-106-0000-8110-007-000 NN P				145.86		145.86	
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TOTAL PAYMENT AMOUNT				853.52 *			853.52	
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017987/00 POOR, BERNADETTE

1498 PO-201467 12/05/2019 REIMB CART COVER

1 01-0000-0-4300-472-0000-2700-014-000 NN F				378.00		378.00		
TOTAL PAYMENT AMOUNT				378.00 *			378.00	

021401/00 PRACTI-CAL INC

381 PO-200370 12/05/2019 343980

1 01-5640-0-5800-102-0000-2700-019-000 NN P				159.58		159.58		
TOTAL PAYMENT AMOUNT				159.58 *			159.58	

015527/00 PROJECT LEAD THE WAY - SCHOOL

PV-200040 12/05/2019 208022

01-6300-0-4300-472-1110-1000-014-000 NN						6,680.50		
TOTAL PAYMENT AMOUNT				6,680.50 *			6,680.50	

021194/00 PRUDENTIAL OVERALL SUPPLY INC

55 PO-200041 12/05/2019 180352395

1 01-0740-0-5800-112-0000-3600-022-302 NN P				59.21		59.21		
TOTAL PAYMENT AMOUNT				59.21 *			59.21	

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP	T9MPS	Liq Amt	Net Amount
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016341/00	R & S OVERHEAD DOORS & GATES									
1294 PO-201243	12/05/2019	131956	1	01-8150-0-4300-106-0000-8110-007-000	NN	F			247.83	247.83
1294 PO-201243	12/05/2019	131956	2	01-8150-0-5800-106-0000-8110-007-000	NN	F			742.67	742.67
TOTAL PAYMENT AMOUNT				990.50	*					990.50
019197/00	RAJANI CHATURVEDULA									
1428 PO-201401	12/05/2019	TRAVEL EXPENSE	1	01-6387-0-5200-472-1110-1000-019-201	NN	F			140.02	140.02
TOTAL PAYMENT AMOUNT				140.02	*					140.02
019976/00	RAMIREZ, TRACY LAFAY									
183 PO-200192	12/05/2019	NOV MILEAGE	1	01-6500-0-5210-102-5060-2110-019-000	NN	P			61.42	61.42
TOTAL PAYMENT AMOUNT				61.42	*					61.42
010315/00	SAC CO OFFICE OF ED FIN SVCS									
1472 PO-201441	12/05/2019	201487	1	01-0000-0-5800-105-0000-7200-005-000	NN	F			15,000.00	15,000.00
TOTAL PAYMENT AMOUNT				15,000.00	*					15,000.00
015769/00	SACRAMENTO COUNTY OFFICE OF ED									
497 PO-200485	12/05/2019	201465	1	01-0000-0-5200-371-1110-1000-012-000	NN	F			200.00	200.00
TOTAL PAYMENT AMOUNT				200.00	*					200.00
010266/00	SACRAMENTO COUNTY UTILITIES									
77 PO-200068	12/05/2019	50000918485	1	01-0000-0-5520-106-0000-8110-007-000	N	P			3,414.27	3,414.27
77 PO-200068	12/05/2019	50000918556	1	01-0000-0-5520-106-0000-8110-007-000	N	P			113.70	113.70
77 PO-200068	12/05/2019	50000918618	1	01-0000-0-5520-106-0000-8110-007-000	N	P			671.23	671.23
TOTAL PAYMENT AMOUNT				4,199.20	*					4,199.20
011281/00	SAENZ LANDSCAPE CONSTRUCTION C									
1160 PO-201125	12/05/2019	2247	2	01-0000-0-5800-106-0000-8110-007-000	NY	F			4,493.00	4,493.00
1160 PO-201125	12/05/2019	2247	1	01-0000-0-4300-106-0000-8110-007-000	NY	F			500.00	500.00
TOTAL PAYMENT AMOUNT				4,993.00	*					4,993.00

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Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
017234/00	SCHIRO, BONNIE								
1440 PO-201416	12/05/2019	REIMB AMAZON ORDER	1	01-0000-0-4300-472-1110-1000-014-000	N F			56.53	56.53
1499 PO-201468	12/05/2019	REIMB PADLOCKS	1	01-0000-0-4300-472-1110-1000-014-000	N F			25.74	25.74
TOTAL PAYMENT AMOUNT								82.27 *	82.27
018788/00	SCHOOL FIX/DECKER EQUIPMENT								
1354 PO-201313	12/05/2019	327173A	1	01-0000-0-4300-371-1110-1000-012-000	NN F			120.78	120.67
TOTAL PAYMENT AMOUNT								120.67 *	120.67
010373/00	SCHOOLS INSURANCE AUTHORITY								
141 PO-200128	12/05/2019	2020ust-bz.33	1	01-0740-0-5800-112-0000-3600-022-302	NN P			85.00	85.00
TOTAL PAYMENT AMOUNT								85.00 *	85.00
011500/00	SCHOOLS INSURANCE AUTHORITY								
PV-200039	12/04/2019	DECEMBER 2019		01-0000-0-3401-100-1110-1000-000-000	NN				28,189.43
PV-200039	12/04/2019	DECEMBER 2019		01-0000-0-3402-100-1110-1000-000-000	NN				18,526.90
PV-200039	12/04/2019	DECEMBER 2019		01-0000-0-3701-100-1110-1000-000-000	NN				5,882.83
PV-200039	12/04/2019	DECEMBER 2019		01-0000-0-3702-100-1110-1000-000-000	NN				2,736.20
TOTAL PAYMENT AMOUNT								55,335.36 *	55,335.36
021404/00	SEELE, TINA								
1438 PO-201414	12/05/2019	REIMB CPR KIT	1	01-6300-0-4300-472-1110-1000-014-991	NN F			182.70	182.70
TOTAL PAYMENT AMOUNT								182.70 *	182.70
020811/00	SHRED-IT USA LLC								
61 PO-200043	12/05/2019	8128591886	1	01-0000-0-5800-472-0000-2700-014-000	NN P			79.14	79.14
162 PO-200183	12/05/2019	8128641829	1	01-0000-0-5800-103-0000-7200-019-000	NN P			127.02	127.02
TOTAL PAYMENT AMOUNT								206.16 *	206.16
014813/00	SMITH, JANELLE								
1473 PO-201446	12/05/2019	MILEAGE	1	01-0740-0-5210-601-1110-1000-017-120	NN F			32.48	32.48
TOTAL PAYMENT AMOUNT								32.48 *	32.48

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Req Reference	Date	Description	FD	RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MPS	Liq Amt	Net Amount
010263/00	SMUD													
78	PO-200069	12/05/2019	70000000347			1	01-0000-0-5510-106-0000-8110-007-000	NN	P				41,528.58	41,528.58
TOTAL PAYMENT AMOUNT													41,528.58 *	41,528.58
020371/00	SUMNER, SHERYL													
1441	PO-201407	12/05/2019	MILEAGE			1	01-0000-0-5210-103-1110-1004-019-000	NN	F				21.87	21.87
TOTAL PAYMENT AMOUNT													21.87 *	21.87
010544/00	THE WALT DISNEY FAMILY MUSEUM													
1383	PO-201464	12/05/2019	RES #69875			1	01-7220-0-5800-472-1110-1000-014-209	NY	F				672.00	672.00
TOTAL PAYMENT AMOUNT													672.00 *	672.00
014079/00	THYSSENKRUPP ELEVATOR CORP													
47	PO-200037	12/05/2019	3004959456			1	01-8150-0-5800-106-0000-8110-007-000	NN	P				1,098.86	1,098.86
47	PO-200037	12/05/2019	3004958095			1	01-8150-0-5800-106-0000-8110-007-000	NN	P				298.81	298.81
TOTAL PAYMENT AMOUNT													1,397.67 *	1,397.67
010519/00	TIM'S MUSIC													
1118	PO-201113	12/05/2019	359543			1	01-0000-0-5600-472-1520-1000-014-000	NN	F				172.16	172.16
1132	PO-201142	12/05/2019	368742,370928			2	01-6300-0-4400-103-1110-1000-019-000	NN	P				8,978.44	8,978.44
1132	PO-201142	12/05/2019	368742			1	01-6300-0-4300-103-1110-1000-019-000	NN	F				1,610.75	1,610.75
TOTAL PAYMENT AMOUNT													10,761.35 *	10,761.35
010139/00	TROXELL COMMUNICATIONS INC													
1342	PO-201307	12/05/2019	209930,209727			1	01-0370-0-4400-115-1110-1000-007-000	NN	F				3,266.98	3,266.98
1342	PO-201307	12/05/2019	209930,209727			2	01-0370-0-4300-115-1110-1000-007-000	NN	F				592.63	592.63
TOTAL PAYMENT AMOUNT													3,859.61 *	3,859.61
010127/00	UNITED PARCEL SERVICE													
530	PO-200504	12/05/2019	YW013489			1	01-8150-0-5920-106-0000-8110-007-000	NN	P				26.81	26.81
TOTAL PAYMENT AMOUNT													26.81 *	26.81

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ACCOUNTS PAYABLE PRELIST  
BATCH: 0025 12-5-19  
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef					
Req Reference	Date	Description	FD	RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MPS	Liq Amt	Net Amount
-----														
020091/00	VAN NESS-CORONADO, LISA													
1458	PO-201426	12/05/2019	AIRFARE 3/29-4/1	1	01-0000-0-5200-105-0000-7200-005-000	NN	F						204.96	204.96
1495	PO-201458	12/05/2019	REIMB POSTAGE	1	01-6500-0-5920-102-5001-2700-019-000	NN	F						9.20	9.20
			TOTAL PAYMENT AMOUNT		214.16	*								214.16
015891/00	VEX ROBOTICS INC													
1298	PO-201258	12/05/2019	423290	1	01-0000-0-4300-238-1110-1000-010-000	NN	F						29.09	29.10
			TOTAL PAYMENT AMOUNT		29.10	*								29.10
016252/00	WALTON ENGINEERING INC													
1497	PO-201459	12/05/2019	132967	1	01-0740-0-4300-112-0000-3600-022-302	NN	F						315.71	315.71
1497	PO-201459	12/05/2019	132967	2	01-0740-0-5800-112-0000-3600-022-302	NN	F						975.00	975.00
			TOTAL PAYMENT AMOUNT		1,290.71	*								1,290.71
016055/00	WARNER BROS STUDIO TOUR													
1386	PO-201410	12/05/2019	#844529	1	01-7220-0-5800-472-1110-1000-014-209	NN	F						3,071.00	3,071.00
			TOTAL PAYMENT AMOUNT		3,071.00	*								3,071.00
010552/00	WAXIE SANITARY SUPPLY													
145	PO-200131	12/05/2019	78714961	1	01-0000-0-9320-000-0000-0000-000-000	NN	F						4,079.12	4,079.12
145	PO-200131	12/05/2019	78714965	1	01-0000-0-9320-000-0000-0000-000-000	NN	P						2,175.39	2,175.39
145	PO-200131	12/05/2019	78715380	1	01-0000-0-9320-000-0000-0000-000-000	NN	P						69.22	69.22
145	PO-200131	12/05/2019	78720953	1	01-0000-0-9320-000-0000-0000-000-000	NN	P						196.21	196.21
145	PO-200131	12/05/2019	78727259	1	01-0000-0-9320-000-0000-0000-000-000	NN	P						13.23	13.23
145	PO-200131	12/05/2019	78740046	1	01-0000-0-9320-000-0000-0000-000-000	NN	P						2,055.01	2,055.01
			TOTAL PAYMENT AMOUNT		8,588.18	*								8,588.18
022348/00	WILSON, SHERRY													
1468	PO-201435	12/05/2019	REIMB PURCHASE	1	01-0740-0-4300-112-0000-3600-022-302	NN	F						16.15	16.15
			TOTAL PAYMENT AMOUNT		16.15	*								16.15

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef					
Req Reference	Date	Description	FD RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MPS	Liq Amt	Net Amount

017313/00 XEROX

208 PO-200198 12/05/2019 503475762

1	01-0000-0-5600-116-0000-7200-007-000	NN	P	281.32	281.32
TOTAL PAYMENT AMOUNT				281.32 *	281.32
TOTAL FUND PAYMENT				389,779.50 **	389,779.50
TOTAL USE TAX AMOUNT					44.80

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef					
Req Reference	Date	Description	FD RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MPS	Liq Amt	Net Amount

016617/00 ESSENTIAL EDUCATION

1491 PO-201454 12/05/2019 22865

1	11-3913-0-5800-600-4130-1000-015-000	NN	F	735.00	735.00
TOTAL PAYMENT AMOUNT				735.00 *	735.00

022177/00 OTAN

1493 PO-201456 12/05/2019 1433 3/6-7

1	11-6391-0-5200-600-4130-1000-015-000	NN	F	105.00	105.00
TOTAL PAYMENT AMOUNT				105.00 *	105.00

015117/00 VAN PUTTEN, KELI

1475 PO-201448 12/05/2019 MILEAGE

1	11-6391-0-5210-600-4130-1000-015-000	NN	F	31.20	31.20
TOTAL PAYMENT AMOUNT				31.20 *	31.20

TOTAL FUND	PAYMENT	871.20 **	871.20
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FUND : 13 CAFETERIA FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Reg Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount

011205/00 CULTURE SHOCK YOGURT

165 PO-200152	12/05/2019	9150	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	250.00	250.00
TOTAL PAYMENT AMOUNT							250.00 *	250.00

021080/00 GOLD STAR FOODS INC

159 PO-200149	12/05/2019	2913688	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	68.75	68.75
159 PO-200149	12/05/2019	2898826	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	114.96	114.96
159 PO-200149	12/05/2019	2902537	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	302.22	302.22
159 PO-200149	12/05/2019	2909581	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	6,034.12	6,034.12
159 PO-200149	12/05/2019	2909594	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	586.95	586.95
159 PO-200149	12/05/2019	2909597	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	457.08	457.08
159 PO-200149	12/05/2019	2910146	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	239.28	239.28
159 PO-200149	12/05/2019	2910801	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	54.49	54.49
159 PO-200149	12/05/2019	2918107	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	5,414.76	5,414.76
159 PO-200149	12/05/2019	2918113	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	916.88	916.88
159 PO-200149	12/05/2019	2925222	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	4,389.45	4,389.45
TOTAL PAYMENT AMOUNT							18,578.94 *	18,578.94

014098/00 JEW, JEANNENE

175 PO-200162	12/05/2019	OCT/NOV MILEAGE	1	13-5310-0-5210-108-0000-3700-020-000	NN	P	27.67	27.67
TOTAL PAYMENT AMOUNT							27.67 *	27.67

015608/00 KNUTSON, KARI

176 PO-200163	12/05/2019	NOV MILEAGE	1	13-5310-0-5210-108-0000-3700-020-000	NN	P	20.88	20.88
176 PO-200163	12/05/2019	OCT MILEAGE	1	13-5310-0-5210-108-0000-3700-020-000	NN	P	25.06	25.06
TOTAL PAYMENT AMOUNT							45.94 *	45.94

015276/00 PREMIER FOOD SAFETY

1527 PO-201480	12/05/2019	537151	1	13-5310-0-5200-108-0000-3700-020-000	NN	F	139.00	139.00
TOTAL PAYMENT AMOUNT							139.00 *	139.00

019993/00 PROPACIFIC FRESH

161 PO-200150	12/05/2019	65956	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	652.08	652.08
161 PO-200150	12/05/2019	60270	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	4,678.39	4,678.39
161 PO-200150	12/05/2019	61169	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	1,317.14	1,317.14
161 PO-200150	12/05/2019	60507	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	1,723.75	1,723.75

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
-----									
019993	(CONTINUED)								
161	PO-200150	12/05/2019	62230	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	2,183.45	2,183.45
161	PO-200150	12/05/2019	61883	1	13-5310-0-4700-108-0000-3700-020-000	NN	P	992.72	992.72
TOTAL PAYMENT AMOUNT								11,547.53 *	11,547.53
021194/00	PRUDENTIAL OVERALL SUPPLY INC								
168	PO-200155	12/05/2019	180352394	1	13-5310-0-5800-108-0000-3700-020-000	NN	P	77.75	77.75
TOTAL PAYMENT AMOUNT								77.75 *	77.75
016043/00	SHELTONS UNLIMITED MECHANICAL								
156	PO-200143	12/05/2019	19-12 NUTRI	1	13-5310-0-5600-108-0000-3700-020-000	NN	P	2,040.00	2,040.00
TOTAL PAYMENT AMOUNT								2,040.00 *	2,040.00
TOTAL FUND PAYMENT								32,706.83 **	32,706.83

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BATCH: 0025 12-5-19  
FUND : 25 CAPITAL FACILITIES FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
015111/00	ABC SCHOOL EQUIPMENT INC.								
1184	PO-201159	12/05/2019	SOI-045425	1	25-9010-0-4300-106-0000-8100-007-995	NN F		252.75	252.75
1184	PO-201159	12/05/2019	SOI-045425	2	25-9010-0-4400-106-0000-8100-007-995	NN F		20,966.03	20,966.03
1189	PO-201176	12/05/2019	SOI-045426	2	25-9010-0-4400-106-0000-8100-007-995	NN F		26,496.21	26,496.21
1189	PO-201176	12/05/2019	SOI-045426	1	25-9010-0-4300-106-0000-8100-007-995	NN F		3,024.00	3,024.00
TOTAL PAYMENT AMOUNT				50,738.99 *				50,738.99	
TOTAL FUND PAYMENT				50,738.99 **				50,738.99	
TOTAL BATCH PAYMENT				474,096.52 ***				0.00	474,096.52
TOTAL USE TAX AMOUNT									44.80
TOTAL DISTRICT PAYMENT				474,096.52 ****				0.00	474,096.52
TOTAL USE TAX AMOUNT									44.80
TOTAL FOR ALL DISTRICTS:				474,096.52 ****				0.00	474,096.52
TOTAL USE TAX AMOUNT									44.80

Number of checks to be printed: 112, not counting voids due to stub overflows.

474,096.52

Batch status: A All

From batch: 0027

To batch: 0027

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: N

Include Audit Date and Time in Sort: N

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES DEP	T9MPS	Liq Amt	Net Amount

010002/00 ALDAR ACADEMY

1099 PO-201128 12/16/2019 NOVEMBER

1 01-6500-0-5800-102-5750-1180-019-000 NN P	5,290.52	5,290.52
TOTAL PAYMENT AMOUNT	5,290.52 *	5,290.52

010669/00 ALHAMBRA & SIERRA SPRINGS

32 PO-200001 12/16/2019 802686118478244  
32 PO-200001 12/16/2019 802686118478244  
15 PO-200018 12/16/2019 27045104780794  
15 PO-200018 12/16/2019 27045104780794  
81 PO-200072 12/16/2019 27053384782453  
81 PO-200072 12/16/2019 27053384782453  
82 PO-200073 12/16/2019 27047404781257  
82 PO-200073 12/16/2019 27047404781257  
385 PO-200367 12/16/2019 27050334781839  
385 PO-200367 12/16/2019 27050334781839  
457 PO-200442 12/16/2019 27045224780818  
457 PO-200442 12/16/2019 27045224780818

1 01-0740-0-5600-601-1110-1000-017-120 NN P	5.99	5.99
2 01-0740-0-4300-601-1110-1000-017-120 NN P	20.02	20.02
1 01-0000-0-4300-110-0000-7200-004-000 NN P	37.00	37.00
2 01-0000-0-5600-110-0000-7200-004-000 NN P	7.50	7.50
2 01-8150-0-5600-106-0000-8110-007-000 NN P	30.00	30.00
1 01-8150-0-4300-106-0000-8110-007-000 NN P	88.43	88.43
2 01-0740-0-5600-112-0000-3600-022-302 NN P	7.99	7.99
3 01-0740-0-4300-112-0000-3600-022-302 NN P	65.96	65.96
2 01-0740-0-5600-475-3200-2700-015-106 NN P	7.99	7.99
1 01-0740-0-4300-475-3200-2700-015-106 NN P	43.49	43.49
2 01-0000-0-5600-105-0000-7200-005-000 NN P	6.99	6.99
1 01-0000-0-4300-105-0000-7200-005-000 NN P	28.51	28.51
TOTAL PAYMENT AMOUNT	349.87 *	349.87

020392/00 ALPHA CERAMIC SUPPLIES INC

1278 PO-201369 12/16/2019 355987

1 01-6300-0-4300-371-1110-1000-012-000 NN F	864.26	870.43
TOTAL PAYMENT AMOUNT	870.43 *	870.43

010983/00 AMERICAN RED CROSS

1477 PO-201527 12/16/2019 22237325

1 01-6500-0-5200-102-5750-1110-019-000 NY F	210.00	210.00
TOTAL PAYMENT AMOUNT	210.00 *	210.00

021567/00 ANDERSON HIGH SCHOOL

1551 PO-201524 12/16/2019 CHS REGIST

1 01-0000-0-5800-472-1110-1000-014-000 NN F	395.00	395.00
TOTAL PAYMENT AMOUNT	395.00 *	395.00

016075/00 ANWAR, SHAHNAZ

1575 PO-201544 12/16/2019 REIMB PURCHASES

1 01-3010-0-4300-371-1110-1000-012-108 NN F	134.01	134.01
TOTAL PAYMENT AMOUNT	134.01 *	134.01

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
021195/00	APPLE FIX PROS								
1490 PO-201485	12/16/2019	11248	1	01-6387-0-4300-472-1110-1000-019-201	NY F			872.78	872.90
1490 PO-201485	12/16/2019	11248	2	01-6387-0-5800-472-1110-1000-019-201	NY F			150.00	150.00
TOTAL PAYMENT AMOUNT								1,022.90 *	1,022.90
010400/00	AT&T								
75 PO-200066	12/16/2019	81008413	1	01-0000-0-5930-106-0000-8110-007-000	NN P			9.34	9.34
TOTAL PAYMENT AMOUNT								9.34 *	9.34
011481/00	AT&T								
74 PO-200065	12/16/2019	9391028109	1	01-0000-0-5930-106-0000-8110-007-000	NN P			7,503.07	7,503.07
TOTAL PAYMENT AMOUNT								7,503.07 *	7,503.07
021604/00	ATLAS DISPOSAL INDUSTRIES								
71 PO-200062	12/16/2019	1031	1	01-0000-0-5525-106-0000-8110-007-000	NN P			263.68	263.68
71 PO-200062	12/16/2019	149397	1	01-0000-0-5525-106-0000-8110-007-000	NN P			620.35	620.35
71 PO-200062	12/16/2019	149398	1	01-0000-0-5525-106-0000-8110-007-000	NN P			1,883.32	1,883.32
71 PO-200062	12/16/2019	149399	1	01-0000-0-5525-106-0000-8110-007-000	NN P			822.09	822.09
71 PO-200062	12/16/2019	149400	1	01-0000-0-5525-106-0000-8110-007-000	NN P			336.29	336.29
71 PO-200062	12/16/2019	149401	1	01-0000-0-5525-106-0000-8110-007-000	NN P			314.57	314.57
71 PO-200062	12/16/2019	149402	1	01-0000-0-5525-106-0000-8110-007-000	NN P			573.20	573.20
71 PO-200062	12/16/2019	149403	1	01-0000-0-5525-106-0000-8110-007-000	NN P			520.56	520.56
71 PO-200062	12/16/2019	149404	1	01-0000-0-5525-106-0000-8110-007-000	NN P			93.77	93.77
71 PO-200062	12/23/2019	189672	1	01-0000-0-5525-106-0000-8110-007-000	NN P			347.13	347.13
71 PO-200062	12/16/2019	01-0001032-0	1	01-0000-0-5525-106-0000-8110-007-000	NN P			401.19	401.19
TOTAL PAYMENT AMOUNT								6,176.15 *	6,176.15
019624/00	B & H VIDEO								
1243 PO-201210	12/13/2019	164819977	1	01-0000-0-4300-236-1110-1000-009-000	NN F			213.35	213.35
TOTAL PAYMENT AMOUNT								213.35 *	213.35
017561/00	BAIONI, KIM								
1444 PO-201481	12/16/2019	TRAVEL EXPENSE	1	01-3182-0-5200-475-3200-1000-015-130	NN F			1,393.48	1,393.48
TOTAL PAYMENT AMOUNT								1,393.48 *	1,393.48

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Vendor/Addr Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference Date Description	FD RESO	P	OBJE	SIT	GOAL	FUNC	RES DEP T9MPS
							Liq Amt Net Amount
021669/00 BAIONI, RON							
1576 PO-201552 12/16/2019 REIMBURSEMENT	1	01-0000-0-5920-371-1110-1000-012-000	NN	F			29.96 29.96
1576 PO-201552 12/16/2019 REIMB	2	01-0000-0-4300-371-0000-2700-012-000	NN	F			23.97 23.97
TOTAL PAYMENT AMOUNT							53.93 * 53.93
015623/00 BARRIGA, MARIA I. PEREZ							
615 PO-200583 12/16/2019 NOV. MILEAGE	1	01-6500-0-5800-102-5750-1180-019-000	NN	P			233.16 233.16
TOTAL PAYMENT AMOUNT							233.16 * 233.16
015718/00 BASIC PACIFIC							
PV-200042 12/16/2019 JAN 2, 2020		01-0000-0-3401-100-1110-1000-000-000	NN				1,901.22
PV-200042 12/16/2019 JAN 2, 2020		01-0000-0-3402-100-1110-1000-000-000	NN				125.00
PV-200042 12/16/2019 JAN 2, 2020		01-0000-0-3701-100-1110-1000-000-000	NN				390.00
TOTAL PAYMENT AMOUNT							2,416.22 * 2,416.22
015718/02 BASIC PACIFIC							
PV-200043 12/16/2019 DEC 31, 2019		01-0000-0-3402-100-1110-1000-000-000	NN				2,477.49
TOTAL PAYMENT AMOUNT							2,477.49 * 2,477.49
022222/00 BEENTJES, TONIA							
778 PO-200782 12/16/2019 OCT/NOV MILEAGE	1	01-6500-0-5210-102-5770-1130-019-000	NN	P			6.96 6.96
TOTAL PAYMENT AMOUNT							6.96 * 6.96
016216/00 BORASI, CHRIS							
1573 PO-201551 12/16/2019 REIMB	1	01-0000-0-4300-371-0000-2700-012-000	NN	F			24.93 24.93
TOTAL PAYMENT AMOUNT							24.93 * 24.93
019354/00 BREAKOUT INC							
1141 PO-201111 12/16/2019 24732	1	01-6300-0-4300-475-3200-1000-015-106	NN	F			296.31 294.94
TOTAL PAYMENT AMOUNT							294.94 * 294.94

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Req Reference	Date	Description	FD RESO	P	OBJE SIT	GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
-----										
022282/00	BRIGHT START THERAPIES									
934	PO-200953	12/16/2019	1558	1	01-6500-0-5800-102-5750-1180-019-000	NN	P		810.00	810.00
934	PO-200953	12/16/2019	1559	1	01-6500-0-5800-102-5750-1180-019-000	NN	P		810.00	810.00
				TOTAL PAYMENT AMOUNT				1,620.00 *		1,620.00
020334/00	BROOKLYN PUBLISHERS LLC									
1456	PO-201425	12/16/2019	51198	2	01-0000-0-5800-371-1110-1000-012-000	NY	F		40.00	40.00
1456	PO-201425	12/16/2019	51198	1	01-6300-0-4300-371-1110-1000-012-000	YY	P		97.50	97.50
1456	PO-201425	12/12/2019	51198-shipping	1	01-6300-0-4300-371-1110-1000-012-000	YY	F		22.56	15.00
				TOTAL PAYMENT AMOUNT				152.50 *		152.50
				TOTAL USE TAX AMOUNT						8.72
022597/00	BSN SPORTS									
1246	PO-201218	12/16/2019	907110740	1	01-0076-0-4300-472-1110-4200-014-802	NN	F		630.34	630.34
				TOTAL PAYMENT AMOUNT				630.34 *		630.34
010150/00	BURKETTS OFFICE SUPPLIES									
1521	PO-201479	12/16/2019	1416085	1	01-0000-0-4300-472-1110-1000-014-854	NN	F		19.74	19.74
				TOTAL PAYMENT AMOUNT				19.74 *		19.74
013988/00	BUTTES/CENTER STATE PIPE &									
24	PO-200025	12/16/2019	S011074554.001	1	01-8150-0-4300-106-0000-8110-007-000	NN	P		15.76	15.76
24	PO-200025	12/16/2019	S011076166.001	1	01-8150-0-4300-106-0000-8110-007-000	NN	P		63.83	63.83
24	PO-200025	12/16/2019	S011085885.001	1	01-8150-0-4300-106-0000-8110-007-000	NN	P		138.83	138.83
				TOTAL PAYMENT AMOUNT				218.42 *		218.42
010575/00	CAPITOL CLUTCH & BRAKE INC.									
984	PO-200947	12/16/2019	1591605	1	01-0740-0-4300-112-0000-3600-022-302	NN	M		-86.20	-86.20
984	PO-200947	12/16/2019	1591474	1	01-0740-0-4300-112-0000-3600-022-302	NN	F		250.33	297.26
				TOTAL PAYMENT AMOUNT				211.06 *		211.06



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Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES DEP	T9MPS	Liq Amt	Net Amount

016395/00 CATAPULTK12

1481	PO-201444	12/16/2019	1043740	1	01-0740-0-5800-115-0000-7200-021-304	NN P		4,669.16	4,669.16
1481	PO-201444	12/16/2019	1043743	1	01-0740-0-5800-115-0000-7200-021-304	NN F		5,053.23	5,053.23
TOTAL PAYMENT AMOUNT								9,722.39 *	9,722.39

020305/00 CDW GOVERNMENT INC.

1300	PO-201252	12/16/2019	VQZ6712	1	01-3182-0-4300-475-3200-1000-015-130	NN F		16.44	16.44
TOTAL PAYMENT AMOUNT								16.44 *	16.44

010407/00 CENTER UNIFIED REVOLVING FUND

PV-200041	12/09/2019	REPAY LOST CHECK	01-1400-0-1100-472-1110-1000-000-000	NN				3,435.19	3,435.19
TOTAL PAYMENT AMOUNT								3,435.19 *	3,435.19

019910/00 CHANEY, AMY

1522	PO-201501	12/16/2019	REIMB REGIST	1	01-6387-0-5200-472-1110-1000-019-201	NN F		790.00	790.00
TOTAL PAYMENT AMOUNT								790.00 *	790.00

013928/00 CINTAS LOCATION 622

135	PO-200122	12/16/2019	4037272626	1	01-0000-0-5800-111-0000-8200-007-000	NN P		6.12	6.12
135	PO-200122	12/16/2019	4037272647	1	01-0000-0-5800-111-0000-8200-007-000	NN P		11.20	11.20
135	PO-200122	12/16/2019	4037272664	1	01-0000-0-5800-111-0000-8200-007-000	NN P		37.45	37.45
135	PO-200122	12/16/2019	4037272735	1	01-0000-0-5800-111-0000-8200-007-000	NN P		65.31	65.31
135	PO-200122	12/16/2019	4037272737	1	01-0000-0-5800-111-0000-8200-007-000	NN P		63.05	63.05
135	PO-200122	12/16/2019	4037272802	1	01-0000-0-5800-111-0000-8200-007-000	NN P		24.28	24.28
135	PO-200122	12/16/2019	4037272814	1	01-0000-0-5800-111-0000-8200-007-000	NN P		25.73	25.73
135	PO-200122	12/16/2019	4037272908	1	01-0000-0-5800-111-0000-8200-007-000	NN P		9.99	9.99
TOTAL PAYMENT AMOUNT								243.13 *	243.13

021464/00 CMI EDUCATION INSTITUTE INC

1519	PO-201500	12/16/2019	761025Ac CHAUVIN	1	01-0000-0-5200-472-0000-2700-014-000	NN F		219.99	219.99
TOTAL PAYMENT AMOUNT								219.99 *	219.99

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Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	PUNC RES DEP	T9MPS	Liq Amt	Net Amount
-----									
021813/00	CONSOLIDATED COMMUNICATIONS								
158	PO-200144	12/16/2019	916-150-1610/0	1	01-0000-0-5930-106-0000-8110-007-000	NN	P	767.97	767.97
TOTAL PAYMENT AMOUNT								767.97 *	767.97
016761/00	CPM EDUCATIONAL PROGRAM								
1455	PO-201424	12/16/2019	1908167-IN	1	01-0037-0-4100-103-1110-1000-019-000	NN	F	257.05	257.05
TOTAL PAYMENT AMOUNT								257.05 *	257.05
018079/00	DAUBENMIRE, TRACIE								
422	PO-200425	12/16/2019	NOV MILEAGE	1	01-6500-0-5210-102-5060-2110-019-000	NN	P	101.44	101.44
1526	PO-201502	12/16/2019	REIMB MAIL	1	01-6500-0-5920-102-5001-2700-019-000	NN	F	15.80	15.80
TOTAL PAYMENT AMOUNT								117.24 *	117.24
018951/00	DELL								
1234	PO-201206	12/16/2019	10353030090	1	01-0000-0-4400-238-0000-2700-010-000	NN	F	6,144.52	6,071.81
1234	PO-201206	12/16/2019	10353030090	2	01-0000-0-4300-238-0000-2700-010-000	NN	F	739.65	739.65
TOTAL PAYMENT AMOUNT								6,811.46 *	6,811.46
010481/00	DEMCO INC								
1366	PO-201370	12/16/2019	6732650	1	01-0000-0-4300-371-1110-1000-012-000	NN	P	243.14	266.10
TOTAL PAYMENT AMOUNT								266.10 *	266.10
019943/00	DOCUMENT TRACKING SERVICES								
1525	PO-201492	12/16/2019	T-958430026	1	01-0740-0-5800-103-4760-1000-019-304	NY	F	6,000.00	6,000.00
TOTAL PAYMENT AMOUNT								6,000.00 *	6,000.00
017425/00	DOVETAIL LEARNING								
1562	PO-201533	12/16/2019	3802	1	01-0000-0-5200-234-1110-1000-008-905	NN	F	350.00	350.00
TOTAL PAYMENT AMOUNT								350.00 *	350.00

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Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
019662/00	FARREL, JASON								
1547	PO-201515	12/16/2019	REIMB PURCHASE						
				1	01-0000-0-4300-236-1110-1000-009-000	NN	F	139.05	139.05
			TOTAL PAYMENT AMOUNT					139.05 *	139.05
010408/00	FERRELLGAS								
203	PO-200188	12/16/2019	1108737931						
				1	01-0740-0-4300-112-0000-3600-022-302	NN	P	71.61	71.61
			TOTAL PAYMENT AMOUNT					71.61 *	71.61
011768/00	GIRARD EDWARDS STEVENS &								
1556	PO-201520	12/16/2019	2301						
				1	01-0000-0-5880-105-0000-7200-005-000	NE	F	4,815.00	4,815.00
			TOTAL PAYMENT AMOUNT					4,815.00 *	4,815.00
011601/00	GRIMES, PAMELA								
105	PO-200093	12/16/2019	NOV MILEAGE						
105	PO-200093	12/12/2019	NOV MILEAGE						
				1	01-0740-0-5210-104-0000-3140-019-128	NN	P	9.63	9.63
				1	01-0740-0-5210-104-0000-3140-019-128	NN	P	19.78	19.78
			TOTAL PAYMENT AMOUNT					29.41 *	29.41
010992/00	HARBOR FREIGHT TOOLS USA INC								
138	PO-200125	12/16/2019	903538						
				1	01-0000-0-4300-111-0000-8200-007-000	NN	P	428.40	428.40
			TOTAL PAYMENT AMOUNT					428.40 *	428.40
016133/00	HAWKINS OFFICIATING SERVICE								
1571	PO-201541	12/16/2019	11/1-11/30						
				1	01-0076-0-5800-371-1110-4200-012-000	NY	F	480.00	480.00
			TOTAL PAYMENT AMOUNT					480.00 *	480.00
017002/00	HOME DEPOT CREDIT SERVICES								
22	PO-200024	12/16/2019	6035322650410578						
1449	PO-201421	12/16/2019	6035322650410578						
				1	01-8150-0-4300-106-0000-8110-007-000	NN	P	1,408.45	1,408.45
				1	01-0000-0-4300-472-0000-2700-014-000	NN	F	51.70	51.70
			TOTAL PAYMENT AMOUNT					1,460.15 *	1,460.15

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016447/00 HUMAN RELATIONS MEDIA

	1 01-6300-0-4300-472-1110-1000-014-991 YN F	176.57	164.95
TOTAL PAYMENT AMOUNT	164.95 *		164.95
TOTAL USE TAX AMOUNT			12.78

	1	01-8150-0-4300-106-0000-8110-007-000	NN	P	125.86	125.86
	1	01-8150-0-4300-106-0000-8110-007-000	NN	P	260.43	260.43
TOTAL PAYMENT AMOUNT					386.29 *	386.29

1 01-0740-0-4300-112-0000-3600-022-302 NN P	417.83	417.83
TOTAL PAYMENT AMOUNT	417.83 *	417.83

1 01-6500-0-5800-102-5750-1180-019-000 NN P	20,695.90	20,695.90
TOTAL PAYMENT AMOUNT	20,695.90 *	20,695.90

1 01-0740-0-4300-112-0000-3600-022-302 NN F	28.45	28.45
TOTAL PAYMENT AMOUNT	28.45 *	28.45

1 01-3182-0-4300-475-3200-1000-015-130 NN F	25.00	25.00
TOTAL PAYMENT AMOUNT	25.00 *	25.00

1 01-5630-0-5800-601-1421-1000-017-120 NN F	18.09	18.09
TOTAL PAYMENT AMOUNT	18.09 *	18.09

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010355/00 KAISER FOUNDATION HEALTH PLAN

PV-200046	12/16/2019	JAN-2020				01-0000-0-3401-100-1110-1000-000-000	NN		69,941.96
PV-200046	12/16/2019	JAN-2020				01-0000-0-3402-100-1110-1000-000-000	NN		47,155.29
PV-200046	12/16/2019	JAN-2020				01-0000-0-3701-100-1110-1000-000-000	NN		15,978.85
PV-200046	12/16/2019	JAN-2020				01-0000-0-3702-100-1110-1000-000-000	NN		5,962.00
TOTAL PAYMENT AMOUNT									139,038.10 *

019928/00 LEFLER, SARAROSE

1511	PO-201488	12/16/2019	NEW PURCHASE				1 01-0000-0-4300-472-1600-1000-014-000	NN F	57.99	57.99
TOTAL PAYMENT AMOUNT									57.99 *	57.99

022406/00 MAXIM HEALTHCARE SERVICES INC

631	PO-200632	12/16/2019	6963460262,6974080262				1 01-6500-0-5800-102-5750-1180-019-000	NN P	4,018.00	4,018.00
631	PO-200632	12/16/2019	6999700262				1 01-6500-0-5800-102-5750-1180-019-000	NN P	1,596.00	1,596.00
636	PO-200634	12/16/2019	6963460262,6974080262				1 01-0740-0-5800-104-0000-3140-019-128	NN P	3,205.00	3,205.00
636	PO-200634	12/16/2019	6999700262				1 01-0740-0-5800-104-0000-3140-019-128	NN P	2,685.00	2,685.00
TOTAL PAYMENT AMOUNT									11,504.00 *	11,504.00

019087/00 MCCARTY, MELADEE

639	PO-200647	12/16/2019	NOVEMBER				1 01-6500-0-5800-102-5750-1180-019-000	NY P	700.00	700.00
TOTAL PAYMENT AMOUNT									700.00 *	700.00

011294/00 MEDCARE MEDICAL CENTER

366	PO-200356	12/12/2019	60952242481				1 01-0740-0-5800-112-0000-7200-022-302	NY P	40.00	40.00
TOTAL PAYMENT AMOUNT									40.00 *	40.00

016087/00 MICHAEL'S TRANSPORTATION SERV.

855	PO-200808	12/16/2019	112786				1 01-0740-0-5800-112-0000-3600-022-302	NN P	3,047.50	3,047.50
855	PO-200808	12/16/2019	112887				1 01-0740-0-5800-112-0000-3600-022-302	NN P	3,857.50	3,857.50
TOTAL PAYMENT AMOUNT									6,905.00 *	6,905.00

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Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
021692/00	MONOPRICE INC								
1375 PO-201371	12/16/2019	19548580							
			1	01-0000-0-4300-371-0000-2700-012-000	NN F			50.74	50.74
TOTAL PAYMENT AMOUNT								50.74 *	50.74
022090/00	NASCO								
651 PO-200641	12/16/2019	6236740							
			1	01-6300-0-4300-371-1110-1000-012-000	NN F			58.17	58.17
TOTAL PAYMENT AMOUNT								58.17 *	58.17
018419/00	NCPS								
638 PO-200636	12/16/2019	NCRS4143							
			1	01-6500-0-5800-102-5750-1180-019-000	NN P			151.36	151.36
TOTAL PAYMENT AMOUNT								151.36 *	151.36
021173/00	NORTH STATE TIRE CO. INC								
1541 PO-201511	12/16/2019	K100857							
			1	01-0740-0-5800-112-0000-3600-022-302	NN P			569.97	569.97
TOTAL PAYMENT AMOUNT								569.97 *	569.97
022587/00	NTS MIKEDON LLC								
1364 PO-201336	12/16/2019	0877347							
			1	01-8150-0-4300-106-0000-8110-007-000	NN F			784.97	794.66
TOTAL PAYMENT AMOUNT								794.66 *	794.66
015787/00	O'REILLY AUTO PARTS								
54 PO-200040	12/16/2019	1333147							
			1	01-0740-0-4300-112-0000-3600-022-302	NN P			1,256.87	1,256.87
TOTAL PAYMENT AMOUNT								1,256.87 *	1,256.87
019205/00	OAK HILL STUDENT BODY FUND								
1540 PO-201510	12/16/2019	TEXTBOOK DISCARD							
			1	01-0000-0-4300-238-1110-1000-010-996	NN F			100.00	100.00
TOTAL PAYMENT AMOUNT								100.00 *	100.00
017576/00	OFFICE DEPOT								
1056 PO-201026	12/16/2019	387600662001							
			1	01-0740-0-4300-112-0000-3600-022-302	NN P			215.49	215.49
1056 PO-201026	12/16/2019	387600663001							
			1	01-0740-0-4300-112-0000-3600-022-302	NN F			2.27	2.27
1345 PO-201309	12/09/2019	403044729001							
			1	01-0000-0-4300-106-0000-8110-007-000	NN F			142.84	142.84

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Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount

017576 (CONTINUED)

1403	PO-201375	12/16/2019	410209010001	1	01-0000-0-4300-371-1110-1000-012-000	NN F		60.91	61.58
1416	PO-201384	12/16/2019	410220803001	1	01-0000-0-4300-238-1110-1000-010-000	NN F		60.70	60.70
1418	PO-201386	12/16/2019	410241669001	1	01-0000-0-4300-238-1110-1000-010-000	NN F		218.98	218.98
1437	PO-201406	12/16/2019	410256483001	1	01-0000-0-4300-472-5770-1110-014-000	NN F		215.83	215.83
1460	PO-201427	12/16/2019	410500595001	1	01-6500-0-4300-102-5001-3120-019-000	NN F		228.39	228.39
TOTAL PAYMENT AMOUNT					1,146.08 *				1,146.08

020940/00 PARSHALL, LORETTA

1207	PO-201171	12/16/2019	TRIP 2267	1	01-0740-0-5800-112-0000-3600-007-302	NN P		6.99	6.99
TOTAL PAYMENT AMOUNT					6.99 *				6.99

017222/00 PERKO'S

1520	PO-201489	12/16/2019	STAFF BREAKFAST	1	01-0000-0-4300-472-0000-2700-014-000	NN F		650.00	650.00
TOTAL PAYMENT AMOUNT					650.00 *				650.00

022285/00 PLACER COUNTY OFFICE OF EDUC

969	PO-200955	12/09/2019	AR20-00887	1	01-6500-0-5200-102-5750-1110-019-000	NN F		500.00	500.00
TOTAL PAYMENT AMOUNT					500.00 *				500.00

014069/00 PLATT ELECTRIC SUPPLY INC

37	PO-200050	12/16/2019	X670191	1	01-8150-0-4300-106-0000-8110-007-000	NN P		15.35	15.35
TOTAL PAYMENT AMOUNT					15.35 *				15.35

021401/00 PRACTI-CAL INC

381	PO-200370	12/16/2019	344074	1	01-5640-0-5800-102-0000-2700-019-000	NN P		577.44	577.44
381	PO-200370	12/16/2019	344043	1	01-5640-0-5800-102-0000-2700-019-000	NN P		330.95	330.95
381	PO-200370	12/16/2019	344013	1	01-5640-0-5800-102-0000-2700-019-000	NN P		500.00	500.00
381	PO-200370	12/16/2019	344114	1	01-5640-0-5800-102-0000-2700-019-000	NN P		700.00	700.00
TOTAL PAYMENT AMOUNT					2,108.39 *				2,108.39

081 CENTER UNIFIED SCHOOL DISTRICT J26141  
12-16-19

ACCOUNTS PAYABLE PRELIST  
BATCH: 0027 12-16-19  
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD	RESO	P OBJE SIT GOAL FUNC RES DEP T9MPS	Liq Amt	Net	Amount
021194/00	PRUDENTIAL OVERALL SUPPLY INC							
55 PO-200041	12/16/2019	180353441	1	01-0740-0-5800-112-0000-3600-022-302	NN P	59.21	59.21	
55 PO-200041	12/16/2019	180351359	1	01-0740-0-5800-112-0000-3600-022-302	NN P	59.21	59.21	
55 PO-200041	12/16/2019	CREDIT	1	01-0740-0-5800-112-0000-3600-022-302	NN M	0.00	-58.15	
TOTAL PAYMENT AMOUNT						60.27 *	60.27	
010096/00	RESERVE ACCOUNT							
1578 PO-201546	12/16/2019	15072143	1	01-0000-0-5920-105-0000-7200-005-000	NN F	10,000.00	10,000.00	
TOTAL PAYMENT AMOUNT						10,000.00 *	10,000.00	
018524/00	ROSS RECREATION EQUIP CO. INC.							
1171 PO-201136	12/16/2019	116117	1	01-0000-0-4300-106-0000-8110-007-000	NN F	2,435.75	2,435.75	
TOTAL PAYMENT AMOUNT						2,435.75 *	2,435.75	
015500/00	SACRAMENTO COUNTY OFFICE							
1204 PO-201181	12/16/2019	201540	1	01-3182-0-5200-475-3200-1000-015-130	NN F	50.00	50.00	
1225 PO-201255	12/16/2019	201540	1	01-0000-0-5200-238-0000-2700-010-000	NN F	150.00	150.00	
TOTAL PAYMENT AMOUNT						200.00 *	200.00	
021460/00	SACRAMENTO COUNTY OFFICE OF							
1530 PO-201505	12/16/2019	201539	1	01-5630-0-5200-601-1421-1000-017-120	NN F	100.00	100.00	
TOTAL PAYMENT AMOUNT						100.00 *	100.00	
022398/00	SACRAMENTO COUNTY OFFICE OF ED							
1340 PO-201305	12/16/2019	201540	1	01-3182-0-5200-371-1110-1000-012-129	NN F	100.00	100.00	
TOTAL PAYMENT AMOUNT						100.00 *	100.00	
011371/00	SAMUEL, ABRAHAM							
1583 PO-201526	12/16/2019	101819A	1	01-0740-0-5800-475-3200-1000-015-106	NY F	975.00	975.00	
TOTAL PAYMENT AMOUNT						975.00 *	975.00	



081 CENTER UNIFIED SCHOOL DISTRICT J26141  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0027 12-16-19  
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE	ES	E-Term	E-ExtRef					
Req Reference	Date	Description	FD	RESO	P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MPS	Liq Amt	Net Amount

020811/00 SHRED-IT USA LLC

96	PO-200087	12/16/2019	8128668511	1	01-0000-0-5800-106-0000-8110-007-000	NN	P						93.98	93.98
517	PO-200491	12/16/2019	8128669114	1	01-0000-0-5800-371-0000-2700-012-000	NN	P						39.57	39.57
TOTAL PAYMENT AMOUNT													133.55	133.55

019683/00 SIERRA FOOTHILLS ACADEMY

637	PO-200635	12/16/2019	NOV-19	1	01-6500-0-5800-102-5750-1180-019-000	NN	P						4,367.29	4,367.29
TOTAL PAYMENT AMOUNT													4,367.29	4,367.29

017501/00 SJCOE

1528	PO-201503	12/16/2019	3/11 DAUBENMIRE	1	01-6500-0-5200-102-5060-2110-019-000	NN	F						150.00	150.00
TOTAL PAYMENT AMOUNT													150.00	150.00

014988/00 SPORE, PATRICIA

1554	PO-201518	12/16/2019	REIMB PURCHASE	1	01-0000-0-4300-238-1110-1000-010-996	NN	F						627.23	627.23
TOTAL PAYMENT AMOUNT													627.23	627.23

020252/00 STAPLES BUSINESS CREDIT

976	PO-200957	12/16/2019	178128682-0-8	1	01-6520-0-4300-472-5770-1110-014-207	NN	P						33.60	33.60
976	PO-200957	12/16/2019	0-7	1	01-6520-0-4300-472-5770-1110-014-207	NN	P						12.06	12.06
976	PO-200957	12/16/2019	178128682-0-1	1	01-6520-0-4300-472-5770-1110-014-207	NN	P						958.17	958.17
976	PO-200957	12/16/2019	1789128682-1-1	1	01-6520-0-4300-472-5770-1110-014-207	NN	M						-74.19	-74.19
976	PO-200957	12/16/2019	178128682-3-1	1	01-6520-0-4300-472-5770-1110-014-207	NN	M						-24.35	-24.35
976	PO-200957	12/16/2019	178128682-0-11	1	01-6520-0-4300-472-5770-1110-014-207	NN	P						48.70	48.70
976	PO-200957	12/16/2019	178128682-0-9	1	01-6520-0-4300-472-5770-1110-014-207	NN	P						25.49	25.49
976	PO-200957	12/16/2019	178128682-0-10	1	01-6520-0-4300-472-5770-1110-014-207	NN	P						44.60	44.60
976	PO-200957	12/16/2019	178128682-2-2	1	01-6520-0-4300-472-5770-1110-014-207	NN	P						48.70	48.70
976	PO-200957	12/16/2019	178128682-2-1	1	01-6520-0-4300-472-5770-1110-014-207	NN	F						70.50	25.49
1402	PO-201374	12/16/2019	179703984-0-3	1	01-0000-0-4300-371-0000-2700-012-000	NN	P						19.36	19.36
1402	PO-201374	12/16/2019	179703984-0-4	1	01-0000-0-4300-371-0000-2700-012-000	NN	F						33.47	33.47
TOTAL PAYMENT AMOUNT													1,151.10	1,151.10

019383/00 SUTTER HEALTH PLUS

PV-200045	12/16/2019	JAN-2020	01-0000-0-3401-100-1110-1000-000-000	NN									34,480.60	
PV-200045	12/16/2019	JAN-2020	01-0000-0-3402-100-1110-1000-000-000	NN									20,839.49	
PV-200045	12/16/2019	JAN-2020	01-0000-0-3701-100-1110-1000-000-000	NN									638.98	

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ACCOUNTS PAYABLE PRELIST  
BATCH: 0027 12-16-19  
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MPS	Liq Amt	Net Amount

TOTAL PAYMENT AMOUNT				55,959.07 *			55,959.07		
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011554/00 TRACTOR SUPPLY CO

1399 PO-201361	12/16/2019	6035301203476674	1	01-0000-0-4300-106-0000-8110-007-000	NN P	15.07		15.07	
1399 PO-201361	12/16/2019	6035301203476674	1	01-0000-0-4300-106-0000-8110-007-000	NN P	34.07		34.07	
TOTAL PAYMENT AMOUNT				49.14 *			49.14		

010139/00 TROXELL COMMUNICATIONS INC

1248 PO-201281	12/17/2019	209637	1	01-0000-0-4400-472-1110-1000-014-000	NN P	851.23		851.23	
1248 PO-201281	12/16/2019	209903	1	01-0000-0-4400-472-1110-1000-014-000	NN F	640.03		640.04	
TOTAL PAYMENT AMOUNT				1,491.27 *			1,491.27		

016370/00 TWIN RIVERS UNIFIED SCH DIST

812 PO-200777	12/16/2019	200904	1	01-0000-0-5800-105-0000-8300-005-000	NN P	11,833.33		11,833.33	
TOTAL PAYMENT AMOUNT				11,833.33 *			11,833.33		

021111/00 ULINE

1555 PO-201519	12/16/2019	114820022	1	01-0000-0-4300-111-0000-8200-007-000	NN P	761.69		761.69	
TOTAL PAYMENT AMOUNT				761.69 *			761.69		

020091/00 VAN NESS-CORONADO, LISA

1545 PO-201513	12/16/2019	REIMB GIFT CARDS	1	01-6520-0-4300-472-5770-1110-014-207	NN F	2,250.00		2,250.00	
TOTAL PAYMENT AMOUNT				2,250.00 *			2,250.00		

016235/00 VITALE, TRACEY

1532 PO-201494	12/16/2019	REIMB SUPPLIES	1	01-3010-0-4300-236-1110-1000-009-111	NN F	269.25		269.25	
TOTAL PAYMENT AMOUNT				269.25 *			269.25		

018542/00 WALKER, SHANDA

1502 PO-201498	12/16/2019	NOV MILEAGE	1	01-5630-0-5800-601-1421-1000-017-120	NN F	3.78		3.78	
TOTAL PAYMENT AMOUNT				3.78 *			3.78		

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ACCOUNTS PAYABLE PRELIST  
BATCH: 0027 12-16-19  
FUND : 01 GENERAL FUND

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Vendor/Addr Remit name  
Req Reference Date Description

Tax ID num Deposit type ABA num Account num EE ES E-Term E-ExtRef  
FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS Liq Amt Net Amount

010552/00 WAXIE SANITARY SUPPLY

145 PO-200131 12/16/2019 78747050  
145 PO-200131 12/16/2019 78751834  
145 PO-200131 12/16/2019 78759773  
145 PO-200131 12/16/2019 78759772  
1557 PO-201521 12/16/2019 78756446

1 01-0000-0-9320-000-0000-0000-000-000 NN P 36.24 36.24  
1 01-0000-0-9320-000-0000-0000-000-000 NN P 20.52 20.52  
1 01-0000-0-9320-000-0000-0000-000-000 NN P 1,414.01 1,414.01  
1 01-0000-0-9320-000-0000-0000-000-000 NN P 586.07 586.07  
1 01-0000-0-4300-111-0000-8200-007-000 NN P 948.20 948.20  
TOTAL PAYMENT AMOUNT 3,005.04 \*

022221/00 WESTERN HEALTH ADVANTAGE

PV-200044 12/16/2019 JAN-2020  
PV-200044 12/16/2019 JAN-2020  
PV-200047 12/16/2019 JAN-2020  
PV-200047 12/16/2019 JAN-2020

01-0000-0-3701-100-1110-1000-000-000 NN 4,081.56  
01-0000-0-3702-100-1110-1000-000-000 NN 1,360.52  
01-0000-0-3401-100-1110-1000-000-000 NN 44,539.06  
01-0000-0-3402-100-1110-1000-000-000 NN 32,072.86  
TOTAL PAYMENT AMOUNT 82,054.00 \*

022288/00 WILDMAN, SARAH

1572 PO-201542 12/16/2019 REIMB PRIZES

1 01-0000-0-4300-371-1110-1000-012-996 NN F 75.00 75.00  
TOTAL PAYMENT AMOUNT 75.00 \*

017313/00 XEROX

886 PO-201051 12/16/2019 098859773

1 01-6512-0-5620-102-5001-3110-019-122 NN P 56.57 56.57  
TOTAL PAYMENT AMOUNT 56.57 \*

019303/00 ZONAR SYSTEMS INC

1381 PO-201353 12/16/2019 SI440035

1 01-0740-0-5800-112-0000-3600-022-302 NN P 225.00 225.00  
TOTAL PAYMENT AMOUNT 225.00 \*

TOTAL FUND PAYMENT 434,071.90 \*\*  
TOTAL USE TAX AMOUNT 21.50

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ACCOUNTS PAYABLE PRELIST  
BATCH: 0027 12-16-19  
FUND : 11 ADULT EDUCATION FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount
011041/00	CCAE 2019	CONFERENCE							
1500 PO-201460	12/16/2019	CONF00003	1	11-6391-0-5300-600-4130-1000-015-000	NN F			90.00	90.00
1500 PO-201460	12/16/2019	CONF00003	2	11-6391-0-5200-600-4130-1000-015-000	NN F			898.00	898.00
TOTAL PAYMENT AMOUNT				988.00 *				988.00	988.00
011515/00	GREENFIELD LEARNING								
1494 PO-201457	12/16/2019	8647	1	11-3913-0-5800-600-4130-1000-015-000	NN F			3,544.00	3,544.00
TOTAL PAYMENT AMOUNT				3,544.00 *				3,544.00	3,544.00
020097/00	JONES, ABRAM								
1546 PO-201514	12/16/2019	TRAVEL & CONFERENCE	1	11-6391-0-5200-600-4130-1000-015-000	NN F			274.96	274.96
TOTAL PAYMENT AMOUNT				274.96 *				274.96	274.96
017313/00	XEROX								
1105 PO-201077	12/16/2019	098859775	1	11-0030-0-5620-600-4130-1000-015-000	NN P			88.53	88.53
TOTAL PAYMENT AMOUNT				88.53 *				88.53	88.53
TOTAL FUND PAYMENT				4,895.49 **				4,895.49	4,895.49

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ACCOUNTS PAYABLE PRELIST  
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FUND : 12 CHILD DEVELOPMEN FUND

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RES	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount

018143/00 CONTINUING DEVELOPMENT INC

909 PO-200880	12/16/2019	5030-NOV19	1	12-5025-0-5800-100-8500-1000-005-000	NN P	18,629.58	18,629.58
909 PO-200880	12/16/2019	5030-NOV19	2	12-6105-0-5800-100-8500-1000-005-000	NN P	35,119.92	35,119.92
909 PO-200880	12/16/2019	FY205030-ADJ	2	12-6105-0-5800-100-8500-1000-005-000	NN P	9,244.03	9,244.03
TOTAL PAYMENT AMOUNT						62,993.53 *	62,993.53

TOTAL FUND	PAYMENT	62,993.53 **	62,993.53
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0027 12-16-19  
FUND : 13 CAFETERIA FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL	FUNC RES DEP T9MPS	Liq Amt	Net Amount		

011205/00 CULTURE SHOCK YOGURT

165 PO-200152 12/16/2019 9179

1 13-5310-0-4700-108-0000-3700-020-000 NN P	250.00	250.00
TOTAL PAYMENT AMOUNT	250.00 *	250.00

022586/00 D&P Creamery

164 PO-200151 12/16/2019 50135  
164 PO-200151 12/16/2019 50130  
164 PO-200151 12/16/2019 50125  
164 PO-200151 12/16/2019 50120  
164 PO-200151 12/16/2019 50110  
164 PO-200151 12/16/2019 50105

1 13-5310-0-4700-108-0000-3700-020-000 NN P	1,324.50	1,324.50
1 13-5310-0-4700-108-0000-3700-020-000 NN P	1,025.36	1,025.36
1 13-5310-0-4700-108-0000-3700-020-000 NN P	1,640.59	1,640.59
1 13-5310-0-4700-108-0000-3700-020-000 NN P	1,579.92	1,579.92
1 13-5310-0-4700-108-0000-3700-020-000 NN P	1,592.70	1,592.70
1 13-5310-0-4700-108-0000-3700-020-000 NN P	1,730.52	1,730.52
TOTAL PAYMENT AMOUNT	8,893.59 *	8,893.59

011602/00 DANIELSEN CO., THE

146 PO-200132 12/16/2019 214468  
146 PO-200132 12/16/2019 214468

1 13-5310-0-4700-108-0000-3700-020-000 N P	2,515.40	2,515.40
2 13-5310-0-4300-108-0000-3700-020-000 N P	8.00	8.00
TOTAL PAYMENT AMOUNT	2,523.40 *	2,523.40

017051/00 DAVIS, LAURA

1486 PO-201483 12/16/2019 REIMB BOTTLES

1 13-5310-0-4300-108-0000-3700-020-000 NN F	17.28	17.28
TOTAL PAYMENT AMOUNT	17.28 *	17.28

016279/00 P&R PAPER SUPPLY

152 PO-200141 12/16/2019 30293229

1 13-5310-0-4300-108-0000-3700-020-000 NN P	2,456.26	2,456.26
TOTAL PAYMENT AMOUNT	2,456.26 *	2,456.26

019867/00 PAPA MURPHY'S

928 PO-200894 12/16/2019 2015  
928 PO-200894 12/16/2019 2016

1 13-5310-0-4700-108-0000-3700-020-000 NY P	252.00	252.00
1 13-5310-0-4700-108-0000-3700-020-000 NY P	245.00	245.00
TOTAL PAYMENT AMOUNT	497.00 *	497.00

081 CENTER UNIFIED SCHOOL DISTRICT J26141  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0027 12-16-19  
FUND : 13 CAFETERIA FUND

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Vendor/Addr Remit name  
Req Reference Date Description

Tax ID num Deposit type ABA num Account num EE ES E-Term E-ExtRef  
FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS Liq Amt Net Amount

021194/00 PRUDENTIAL OVERALL SUPPLY INC

168 PO-200155 12/16/2019 180353440

1 13-5310-0-5800-108-0000-3700-020-000 NN P 77.75 77.75  
TOTAL PAYMENT AMOUNT 77.75 \*

011422/00 SYSCO OF SAN FRANCISCO

148 PO-200140 12/16/2019 231584864  
148 PO-200140 12/16/2019 231584865  
148 PO-200140 12/16/2019 231584864

1 13-5310-0-4700-108-0000-3700-020-000 NN P 1,608.88 1,608.88  
1 13-5310-0-4700-108-0000-3700-020-000 NN P 158.52 158.52  
2 13-5310-0-4300-108-0000-3700-020-000 NN P 352.84 352.84  
TOTAL PAYMENT AMOUNT 2,120.24 \*

017313/00 XEROX

209 PO-200199 12/16/2019 098859774

1 13-5310-0-4300-108-0000-3700-020-000 NN P 30.05 30.05  
TOTAL PAYMENT AMOUNT 30.05 \*

TOTAL FUND PAYMENT 16,865.57 \*\* 16,865.57

081 CENTER UNIFIED SCHOOL DISTRICT J26141  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0027 12-16-19  
FUND : 21 BUILDING FUND

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Vendor/Addr Remit name  
Req Reference Date Description

Tax ID num Deposit type ABA num Account num EE ES E-Term E-ExtRef  
FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS Liq Amt Net Amount

019750/00 CAPITAL PROGRAM MGMT INC

225 PO-200212 12/16/2019 #41

2 21-0000-0-5800-106-9175-8100-007-000 NN P 989.25 989.25  
TOTAL PAYMENT AMOUNT 989.25 \*

019627/00 NACHT & LEWIS ARCHITECTS

227 PO-200213 12/16/2019 00015

227 PO-200213 12/16/2019 00015

1 21-0000-0-6215-106-0000-8500-007-610 NN F 6,749.01 6,749.01  
2 21-0000-0-6215-106-0000-8500-007-610 NN P 400.04 400.04  
TOTAL PAYMENT AMOUNT 7,149.05 \*

TOTAL FUND PAYMENT 8,138.30 \*\* 8,138.30



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ACCOUNTS PAYABLE PRELIST  
BATCH: 0027 12-16-19  
FUND : 25 CAPITAL FACILITIES FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	EE ES	E-Term	E-ExtRef	
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	Liq Amt	Net Amount

019627/00 NACHT & LEWIS ARCHITECTS

1133 PO-201097 12/16/2019 FINAL

1 25-9010-0-5800-472-0000-8500-007-629 NN F	750.00	750.00
TOTAL PAYMENT AMOUNT	750.00 *	750.00

TOTAL FUND PAYMENT	750.00 **	750.00
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TOTAL BATCH PAYMENT	527,714.79 ***	0.00	527,714.79
TOTAL USE TAX AMOUNT			21.50

TOTAL DISTRICT PAYMENT	527,714.79 ****	0.00	527,714.79
TOTAL USE TAX AMOUNT			21.50

TOTAL FOR ALL DISTRICTS:	527,714.79 ****	0.00	527,714.79
TOTAL USE TAX AMOUNT			21.50

Number of checks to be printed: 113, not counting voids due to stub overflows.

527,714.79

# Center Joint Unified School District

<b>AGENDA REQUEST FOR:</b>	
<b>Dept./Site:</b> Superintendent's Office	<b>Action Item</b> <u>X</u>
<b>To:</b> Board of Trustees	<b>Information Item</b> _____
<b>Date:</b> January 15, 2020	<b># Attached Pages</b> _____
<b>From:</b> Scott A. Loehr, Superintendent	
<b>Principal/Administrator Initials:</b> _____	

<b>SUBJECT: First Reading: Board Policies/Regulations/Exhibits</b>	
Replace BP/AR 0460	Local Control and Accountability Plan
Add BP 0520	Intervention for Underperforming Schools
Add BP 0520.1	Comprehensive and Targeted Support and Improvement
Replace BP 1431	Waivers
Replace BP/AR 3515	Campus Security
Replace BP 4119.22/4219.22/4319.22	Dress and Grooming
Add BP 4119.24/4219.24/4319.24	Maintaining Appropriate Adult-Student Interactions
Replace BP 4216	Probationary/Permanent Status
Replace BP 5131	Conduct
Add BP 5131.8	Mobile Communication Devices
Replace BP 5132	Dress and Grooming
Replace AR 5141.26	Tuberculosis Testing
Replace BP/AR 5142	Safety
Replace BP/AR 7140	Architectural and Engineering Services
Replace BB 9323	Meeting Conduct
<p>Change Policy Numbers for existing CJUSD policies:          Student Activity Trips - change from BP 5131.8 to BP 6153.1          Academic Freedom - change from BP 4119.24 to BP 4119.2</p>	
<p><b>RECOMMENDATION: CJUSD Board of Trustees approve the first reading of presented policies/regulations/exhibits.</b></p>	

# CSBA Sample

## Board Policy

### Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0460(a)

### LOCAL CONTROL AND ACCOUNTABILITY PLAN

Note: Education Code 52060-52077 require the Governing Board to adopt and annually update, on or before July 1, a local control and accountability plan (LCAP). Pursuant to Education Code 52060, as amended by AB 2878 (Ch. 826, Statutes of 2018), the LCAP must include goals and actions aligned with eight state priorities related to (1) the degree to which teachers are appropriately assigned and fully credentialed, students have sufficient access to standards-based instructional materials, and facilities are maintained in good repair; (2) implementation of and student access to state academic content and performance standards; (3) parent/guardian involvement and family engagement; (4) student achievement; (5) student engagement; (6) school climate; (7) student access to and enrollment in a broad course of study, including programs and services provided to benefit low-income students, English learners, and/or foster youth (i.e., "unduplicated students" for purposes of supplemental and concentration grants under the local control funding formula (LCFF)); and (8) student outcomes in the specified course of study. Education Code 52060 provides that, in addition to addressing the state priorities in the LCAP, the district may establish and address local priorities and goals. Examples include priorities for student wellness and other conditions of children, professional development, community involvement, and effective governance and leadership. See the accompanying administrative regulation for further information about the required content of the LCAP.

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions which are aligned with the district budget and facilitate continuous improvement of district practices.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0415 - Equity)

Note: Pursuant to Education Code 52064, the State Board of Education (SBE) has adopted a template that districts must use to complete the LCAP. An electronic version of the template is available on the California Department of Education's (CDE) web site.

~~As amended by AB 1840 (Ch. 426, Statutes of 2018), Education Code 52064 requires the SBE, by January 31, 2020, to expand the template to include more specific information about the goals, actions, expenditures, and services for all students and subgroups of students, as well as information about the district, highlights of the LCAP, and annual performance as indicated by the California School Dashboard.~~

The Board shall adopt a districtwide local control and accountability plan (LCAP), based on the template adopted by the State Board of Education (SBE), that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and two subsequent fiscal years. (Education Code 52060, 52064; 5 CCR 15494-15497)

(cf. 3100 - Budget)

## LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

Note: Education Code 52060 requires that the LCAP include annual goals to be achieved for all students and for each numerically significant student subgroup as defined in Education Code 52052. In addition, several state priorities address programs and services for "unduplicated students," as defined in Education Code 42238.01-42238.02.

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming.

~~Note: Pursuant to Education Code 42238.01, as amended by AB 1962 (Ch. 748, Statutes of 2018), no later than the 2020-21 fiscal year, the definition of "foster youth" for the purpose of identifying unduplicated students will include a dependent child of the court of an Indian tribe, consortium of tribes, or tribal organization who is the subject of a petition filed in the tribal court in accordance with the tribe's law, provided the child would also meet one of the descriptions in Welfare and Institutions Code 300 describing when a child may be adjudged a dependent child of the juvenile court.~~

*Unduplicated students* include students who are eligible for free or reduced-price meals, English learners, and foster youth, as defined in Education Code 42238.01 for purposes of the local control funding formula (LCFF). (Education Code 42238.02)

(cf. 3553 - Free and Reduced Price Meals)  
(cf. 6173.1 - Education for Foster Youth)  
(cf. 6174 - Education for English Learners)

*Numerically significant student subgroups* include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students. (Education Code 52052)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)  
(cf. 6173 - Education for Homeless Children)

The Superintendent or designee shall review the school plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

(cf. 0420 - School Plans/Site Councils)

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

(cf. 0400 - Comprehensive Plans)  
(cf. 0440 - District Technology Plan)  
(cf. 0450 - Comprehensive Safety Plan)

## LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

*(cf. 5030 - Student Wellness)*  
*(cf. 6171 - Title I Programs)*  
*(cf. 7110 - Facilities Master Plan)*

Note: Pursuant to Education Code 52064.1, ~~as added by AB 1808 (Ch. 32, Statutes of 2018)~~, districts are required, ~~by July 1, 2019~~, to develop an LCFF budget overview for parents/guardians ~~with specified information. The budget overview must be developed~~ in conjunction with, and attached as a cover to, the LCAP and annual update to the LCAP. The budget overview is subject to the requirements of Education Code 52062 and 52070 pertaining to the adoption, review, and approval of the LCAP. ~~The Superintendent of Public Instruction (SPI) is required to develop, before December 31, 2018, a template for the budget overview.~~

As part of the LCAP adoption and annual update to the LCAP, the Board shall separately adopt an LCFF budget overview for parents/guardians, based on the template developed by the SBE, which includes specified information relating to the district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update. (Education Code 52064.1)

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

*(cf. 1312.3 - Uniform Complaint Procedures)*

### Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

Note: Education Code 52060 requires consultation on plan development with all of the groups listed below. The Board may delegate responsibility for arranging meetings and other input opportunities to the Superintendent or designee.

5 CCR 15495 defines what it means to consult with students, including unduplicated students and other numerically significant student subgroups, and gives examples of methods that may be used for this consultation. State regulations do not provide examples of consultation with groups other than students, but consultations might include surveys, the establishment of an advisory committee consisting of representatives of all the specified groups, solicitation of feedback from the groups after a draft plan is available, discussion of the LCAP at staff meetings, and communication with parent organizations, student councils, school site councils, or other established committees or organizations. The district may expand the following paragraph to reflect district practice.

The Board shall consult with teachers, principals, administrators, other school personnel,

## **LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)

*(cf. 1220 - Citizen Advisory Committees)*  
*(cf. 4140/4240/4340 - Bargaining Units)*  
*(cf. 6020 - Parent Involvement)*

### **Public Review and Input**

Note: Pursuant to Education Code 52063 and 5 CCR 15495, the Board is required to establish a parent advisory committee and, if district enrollment includes at least 15 percent English learners, an English learner parent advisory committee to review and comment on the LCAP. The district may use existing parent advisory committees for these purposes if the committee composition complies with Education Code 52063 and 5 CCR 15495. However, the district should consider whether such opportunities need to be expanded to achieve significant levels of stakeholder involvement in the planning process as intended by law.

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include parents/guardians of unduplicated students as defined above. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners to review and comment on the LCAP. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

Note: Education Code 52062 requires notification to the public of the opportunity to submit written comments on the proposed LCAP, including notification in the primary language of parents/guardians when required by Education Code 48985. Pursuant to Education Code 48985, whenever 15 percent or more of the students in a school speak a single primary language other than English, notifications sent to parents/guardians of such students must be written in the primary language as well as in English; see BP 5145.6 - Parental Notifications.

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of

## LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

*(cf. 5145.6 - Parental Notifications)*

Note: Pursuant to Education Code 305, the LCAP parent/guardian and community engagement process must include solicitation of input on language acquisition programs. See BP/AR 6174 - Education for English Learners for further information regarding the types of language acquisition programs that may be offered.

As part of the parent/guardian and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

~~Note: Education Code 52062, as amended by AB 1808, requires the district to consult with its special education local plan area administrator(s) to ensure that specific actions for individuals with disabilities are included in the LCAP.~~

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)

*(cf. 0430 - Comprehensive Local Plan for Special Education)*

Note: Pursuant to Education Code 42127, the Board must not adopt a district budget until the LCAP is in place for the budget year; see BP 3100 - Budget. The budget must include the expenditures necessary to implement the plan that will be effective during the subsequent fiscal year. If it does not, the County Superintendent of Schools will disapprove the district's budget.

The Board shall hold at least one public hearing to solicit the recommendations and comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

*(cf. 9320 - Meetings and Notices)*



## **LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

### **Adoption of the Plan**

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

### **Submission of Plan to County Superintendent of Schools**

Note: Education Code 52070 requires the district to submit the LCAP to the County Superintendent, who may seek written clarification of the contents of the plan and may submit recommendations for amendments as provided below. The County Superintendent is required to approve the LCAP on or before October 8 if it is determined that (1) the LCAP adheres to the template adopted by the SBE and follows any SBE instructions or directions for completing the template; (2) the district budget includes expenditures sufficient to implement the specific actions and strategies in the LCAP; and (3) the LCAP adheres to supplemental and concentration grant expenditure requirements specified in Education Code 42238.07 for unduplicated students. In determining whether the district has fully demonstrated that it will use supplemental and concentration funds to increase or improve services for unduplicated students, 5 CCR 15497 requires the County Superintendent to review any descriptions of districtwide or schoolwide services provided.

Education Code 52064.1, ~~as added by AB 1808~~, requires the district to file the LCFF budget overview for parents/guardians with the County Superintendent to be reviewed for adherence with the template adopted by the SPI. If the budget overview is not approved, the County Superintendent will withhold approval of the LCAP and will provide technical assistance pursuant to Education Code 52071.

Not later than five days after adoption of the LCAP, the district budget, and the budget overview for parents/guardians, the Board shall file the LCAP, the budget, and the budget overview with the County Superintendent of Schools. (Education Code 42127, 52064.1, 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

If the County Superintendent does not approve the district's LCAP, the Board shall accept technical assistance from the County Superintendent focused on revising the plan so that it can be approved. (Education Code 52071)



## LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

### Monitoring Progress

Note: The following optional paragraph may be revised to reflect the district's timeline for reviewing the progress and effectiveness of strategies included in the LCAP. Reports should be provided to the Board in sufficient time to allow for any necessary changes in the annual update to the LCAP by July 1 of each year, as required by Education Code 52060-52061. The Dashboard provides a tool to assist in evaluation of district and school performance and includes all of the state priorities for the LCAP described in Education Code 52060.

The Superintendent or designee shall report to the Board, at least annually in accordance with the timeline and indicators established by the Superintendent and the Board, regarding the district's progress toward attaining each goal identified in the LCAP. Evaluation shall include, but not be limited to, an assessment of district and school performance reported on the California School Dashboard. Evaluation data shall be used to recommend any necessary revisions to the LCAP.

*(cf. 0500 - Accountability)*

Note: Pursuant to Education Code 52071, when a school or a numerically significant student subgroup is not making sufficient progress toward its LCAP goals, the County Superintendent may be required to provide technical assistance or the Board may request technical assistance. In addition, the Superintendent of Public Instruction may intervene in any school which has been identified as in need of intervention based on criteria specified in Education Code 52072. Pursuant to Education Code 52059.5, CDE has established a unified system of support for districts and schools that meets state requirements as well as federal Title I requirements and ensures consistency between technical assistance provided under both sets of requirements. For more information, see BP 0520 - Intervention for Underperforming Schools.

The Superintendent or designee shall seek and/or accept technical assistance or other intervention that may be required pursuant to Education Code 52071 or 52072 when a school or a numerically significant student subgroup is not making sufficient progress toward the goals in the LCAP.

*(cf. 0520 - Intervention for Underperforming Schools)*

*(cf. 0520.1 - Comprehensive and Targeted Support and Improvement)*

### Technical Assistance/Intervention

Note: Pursuant to Education Code 52071, as amended by AB 1808, the Board may, at its discretion, request technical assistance from the County Superintendent as described in items #1-2 below. The County Superintendent may charge a fee not to exceed the cost of the service, if the provision of the service requested would create an unreasonable or untenable cost burden for the County Superintendent.

~~At its discretion, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)~~

## LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

1. ~~Assistance in identifying district strengths and weaknesses in regard to state priorities, which includes the review of performance data on the state and local indicators included in the Dashboard and other relevant local data, and in identifying effective, evidence-based programs or practices that address any areas of weakness.~~
2. ~~Assistance from an academic, programmatic, or fiscal expert, or team of experts, in identifying and implementing effective programs and practices that are designed to improve performance in any identified areas of weakness. The district may engage other service providers, including, but not limited to, other school districts, county offices of education, or charter schools, to provide such assistance.~~

~~Note: Pursuant to Education Code 52071, as amended by AB 1808, the district must be provided technical assistance whenever one or more numerically significant student subgroups meet the criteria for assistance and intervention established pursuant to Education Code 52064.5.~~

~~In the event that the County Superintendent requires the district to receive technical assistance based on one or more numerically significant student subgroups meeting the criteria established pursuant Education Code 52064.5, the Board shall work with the County Superintendent, or another service provider at district expense, and shall provide the County Superintendent timely documentation of the district's completion of the activities listed in items #1-2 above or substantially similar activities. (Education Code 52071)~~

~~Note: Pursuant to Education Code 52074, as amended by AB 1840, either the County Superintendent or the SPI may refer a district to the California Collaborative for Educational Excellence (CCEE) if it is determined to be necessary to help the district accomplish the goals set forth in the district's LCAP. Additionally, if a district receives an emergency apportionment pursuant to Education Code 41320-41322, the district shall be deemed to have been referred to the CCEE.~~

~~If referred to the California Collaborative for Educational Excellence by either the County Superintendent or the Superintendent of Public Instruction (SPI), the district shall implement the recommendations of that agency in order to accomplish the goals set forth in the district's LCAP. (Education Code 52071, 52074)~~

~~Note: Education Code 52072 provides that the SPI, with approval of the SBE, may intervene when a district meets both of the following criteria: (1) the district did not improve the outcomes for three or more student subgroups identified pursuant to Education Code 52052, or all of the student subgroups if the district has fewer than three subgroups, in regard to more than one state or local priority in three out of four consecutive school years; and (2) the CCEE has provided advice and assistance to the district and submits a finding that the district failed or is unable to implement the CCEE's recommendations or that the district's inadequate performance is so persistent or acute as to require intervention. For any district identified as needing intervention, the SPI or an academic trustee appointed by the SPI may, with approval of the SBE, take one or more of the actions listed in items #1-3 below.~~

## LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

~~If the SPI identifies the district as needing intervention, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following: (Education Code 52072)~~

- ~~1. Revision of the district's LCAP~~
- ~~2. Revision of the district's budget in accordance with changes in the LCAP~~
- ~~3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement~~

### *Legal Reference:*

#### EDUCATION CODE

305-306 English language education

17002 State School Building Lease-Purchase Law, including definition of good repair

33430-33436 Learning Communities for School Success Program; grants for LCAP implementation

41020 Audits

41320-41322 Emergency apportionments

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

**47604.33 Submission of reports by charter schools**

**47606.5 Charter schools, local control and accountability plan**

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6

51220 Course of study for grades 7-12

52052 Numerically significant student subgroups

52059.5 Statewide system of support

52060-52077 Local control and accountability plan

52302 Regional occupational centers and programs

52372.5 Linked learning program

54692 Partnership academies

60119 Sufficiency of textbooks and instructional materials; hearing and resolution

60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission

64001 School plan for student achievement

99300-99301 Early Assessment Program

#### WELFARE AND INSTITUTIONS CODE

300 Dependent child of the court

#### CODE OF REGULATIONS, TITLE 5

4600-4670 Uniform complaint procedures

15494-15497 Local control and accountability plan and spending requirements

#### UNITED STATES CODE, TITLE 20

**6311 State plan**

6312 Local educational agency plan

6826 Title III funds, local plans

## LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

### *Management Resources:*

#### CSBA PUBLICATIONS

*The California School Dashboard and Small Districts, October 2018*

*Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016*

*LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*California School Accounting Manual*

*California School Dashboard*

*LCFF Frequently Asked Questions*

*Local Control and Accountability Plan and Annual Update (LCAP) Template*

*Family Engagement Framework: A Tool for California School Districts, 2014*

*California Career Technical Education Model Curriculum Standards, 2013*

*California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS (continued)

*California Common Core State Standards: Mathematics, rev. 2013*

*California English Language Development Standards, 2012*

#### WEB SITES

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

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

California School Dashboard: <http://www.caschooldashboard.org>

(10/17 12/18) 10/19



# **Center Unified SD**

## **Board Policy**

### **Local Control And Accountability Plan**

BP 0460

#### **Philosophy, Goals, Objectives and Comprehensive Plans**

The Governing Board desires to ensure the most effective use of available funding to improve outcomes for all students. A comprehensive, data-driven planning process shall be used to identify annual goals and specific actions which are aligned with the district budget and facilitate continuous improvement of district practices.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0415 - Equity)

The Board shall adopt a districtwide local control and accountability plan (LCAP), based on the template adopted by the State Board of Education (SBE), that addresses the state priorities in Education Code 52060 and any local priorities adopted by the Board. The LCAP shall be updated on or before July 1 of each year and, like the district budget, shall cover the next fiscal year and two subsequent fiscal years. (Education Code 52060, 52064; 5 CCR 15494-15497)

(cf. 3100 - Budget)

The LCAP shall focus on improving outcomes for all students, particularly those who are "unduplicated students" or are part of any numerically significant student subgroup that is at risk of or is underperforming.

Unduplicated students include students who are eligible for free or reduced-price meals, English learners, and foster youth, as defined in Education Code 42238.01 for purposes of the local control funding formula (LCFF). (Education Code 42238.02)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6174 - Education for English Learners)

Numerically significant student subgroups include ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup or at least 15 foster youth or homeless students. (Education Code 52052)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6173 - Education for Homeless Children)



The Superintendent or designee shall review the school plan for student achievement (SPSA) submitted by each district school pursuant to Education Code 64001 to ensure that the specific actions included in the LCAP are consistent with strategies included in the SPSA. (Education Code 52062)

(cf. 0420 - School Plans/Site Councils)

The LCAP shall also be aligned with other district and school plans to the extent possible in order to minimize duplication of effort and provide clear direction for program implementation.

(cf. 0400 - Comprehensive Plans)

(cf. 0440 - District Technology Plan)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5030 - Student Wellness)

(cf. 6171 - Title I Programs)

(cf. 7110 - Facilities Master Plan)

As part of the LCAP adoption and annual update to the LCAP, the Board shall separately adopt an LCFF budget overview for parents/guardians, based on the template developed by the SBE, which includes specified information relating to the district's budget. The budget overview shall be adopted, reviewed, and approved in the same manner as the LCAP and the annual update. (Education Code 52064.1)

Any complaint that the district has not complied with legal requirements pertaining to the LCAP may be filed pursuant to AR 1312.3 - Uniform Complaint Procedures. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

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## Plan Development

The Superintendent or designee shall gather data and information needed for effective and meaningful plan development and present it to the Board and community. Such data and information shall include, but not be limited to, data regarding the number of students in student subgroups, disaggregated data on student achievement levels, and information about current programs and expenditures.

The Board shall consult with teachers, principals, administrators, other school personnel, employee bargaining units, parents/guardians, and students in developing the LCAP. Consultation with students shall enable unduplicated students and other numerically significant student subgroups to review and comment on LCAP development and may include surveys of students, student forums, student advisory committees, and/or meetings with student government bodies or other groups representing students. (Education Code 52060; 5 CCR 15495)



(cf. 1220 - Citizen Advisory Committees)  
(cf. 4140/4240/4340 - Bargaining Units)  
(cf. 6020 - Parent Involvement)

#### Public Review and Input

The Board shall establish a parent advisory committee to review and comment on the LCAP. The committee shall be composed of a majority of parents/guardians and shall include parents/guardians of unduplicated students as defined above. (Education Code 52063; 5 CCR 15495)

Whenever district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, the Board shall establish an English learner parent advisory committee composed of a majority of parents/guardians of English learners to review and comment on the LCAP. (Education Code 52063; 5 CCR 15495)

The Superintendent or designee shall present the LCAP to the committee(s) before it is submitted to the Board for adoption, and shall respond in writing to comments received from the committee(s). (Education Code 52062)

The Superintendent or designee shall notify members of the public of the opportunity to submit written comments regarding the specific actions and expenditures proposed to be included in the LCAP. The notification shall be provided using the most efficient method of notification possible, which may not necessarily include producing printed notices or sending notices by mail. All written notifications related to the LCAP shall be provided in the primary language of parents/guardians when required by Education Code 48985. (Education Code 52062)

(cf. 5145.6 - Parental Notifications)

As part of the parent/guardian and community engagement process, the district shall solicit input on effective and appropriate instructional methods, including, but not limited to, establishing language acquisition programs to enable all students, including English learners and native English speakers, to have access to the core academic content standards and to become proficient in English. (Education Code 305-306)

The Superintendent or designee shall consult with the administrator(s) of the special education local plan area of which the district is a member to ensure that specific actions for students with disabilities are included in the LCAP and are consistent with strategies included in the annual assurances support plan for the education of students with disabilities. (Education Code 52062)

(cf. 0430 - Comprehensive Local Plan for Special Education)

The Board shall hold at least one public hearing to solicit the recommendations and



comments of members of the public regarding the specific actions and expenditures proposed to be included in the LCAP. The public hearing shall be held at the same meeting as the budget hearing required pursuant to Education Code 42127 and AR 3100 - Budget. (Education Code 42127, 52062)

(cf. 9320 - Meetings and Notices)

#### Adoption of the Plan

The Board shall adopt the LCAP prior to adopting the district budget, but at the same public meeting. This meeting shall be held after the public hearing described above, but not on the same day as the hearing. (Education Code 52062)

The Board may adopt revisions to the LCAP at any time during the period in which the plan is in effect, provided the Board follows the process to adopt the LCAP pursuant to Education Code 52062 and the revisions are adopted in a public meeting. (Education Code 52062)

#### Submission of Plan to County Superintendent of Schools

Not later than five days after adoption of the LCAP, the district budget, and the budget overview for parents/guardians, the Board shall file the LCAP, the budget, and the budget overview with the County Superintendent of Schools. (Education Code 42127, 52064.1, 52070)

If the County Superintendent sends, by August 15, a written request for clarification of the contents of the LCAP, the Board shall respond in writing within 15 days of the request. If the County Superintendent then submits recommendations for amendments to the LCAP within 15 days of receiving the Board's response, the Board shall consider those recommendations in a public meeting within 15 days of receiving the recommendations. (Education Code 52070)

If the County Superintendent does not approve the district's LCAP, the Board shall accept technical assistance from the County Superintendent focused on revising the plan so that it can be approved. (Education Code 52071)

#### Technical Assistance/Intervention

At its discretion, the Board may submit a request to the County Superintendent for technical assistance, including, but not limited to: (Education Code 52071)

1. Assistance in identifying district strengths and weaknesses in regard to state priorities, which includes the review of performance data on the state and local indicators included in the Dashboard and other relevant local data, and in identifying effective, evidence-based programs or practices that address any areas of weakness.



2. Assistance from an academic, programmatic, or fiscal expert, or team of experts, in identifying and implementing effective programs and practices that are designed to improve performance in any identified areas of weakness. The district may engage other service providers, including, but not limited to, other school districts, county offices of education, or charter schools, to provide such assistance.

In the event that the County Superintendent requires the district to receive technical assistance based on one or more numerically significant student subgroups meeting the criteria established pursuant Education Code 52064.5, the Board shall work with the County Superintendent, or another service provider at district expense, and shall provide the County Superintendent timely documentation of the district's completion of the activities listed in items #1-2 above or substantially similar activities. (Education Code 52071)

If referred to the California Collaborative for Educational Excellence by either the County Superintendent or the Superintendent of Public Instruction (SPI), the district shall implement the recommendations of that agency in order to accomplish the goals set forth in the district's LCAP. (Education Code 52071, 52074)

If the SPI identifies the district as needing intervention, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following: (Education Code 52072)

1. Revision of the district's LCAP
2. Revision of the district's budget in accordance with changes in the LCAP
3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement

**Legal Reference:**

**EDUCATION CODE**

305-306 English language education

17002 State School Building Lease-Purchase Law, including definition of good repair

33430-33436 Learning Communities for School Success Program; grants for LCAP implementation

41020 Audits

41320-41322 Emergency apportionments

42127 Public hearing on budget adoption

42238.01-42238.07 Local control funding formula

44258.9 County superintendent review of teacher assignment

48985 Parental notices in languages other than English

51210 Course of study for grades 1-6



51220 Course of study for grades 7-12  
52052 Numerically significant student subgroups  
52059.5 Statewide system of support  
52060-52077 Local control and accountability plan  
52302 Regional occupational centers and programs  
52372.5 Linked learning program  
54692 Partnership academies  
60119 Sufficiency of textbooks and instructional materials; hearing and resolution  
60605.8 California Assessment of Academic Achievement; Academic Content Standards Commission  
64001 Single plan for student achievement  
99300-99301 Early Assessment Program  
WELFARE AND INSTITUTIONS CODE  
300 Dependent child of the court  
CODE OF REGULATIONS, TITLE 5  
15494-15497 Local control and accountability plan and spending requirements  
UNITED STATES CODE, TITLE 20  
6312 Local educational agency plan  
6826 Title III funds, local plans

#### Management Resources:

##### CSBA PUBLICATIONS

The California School Dashboard and Small Districts, October 2018

Promising Practices for Developing and Implementing LCAPs, Governance Brief, November 2016

LCFF Rubrics, Issue 1: What Boards Need to Know About the New Rubrics, Governance Brief, rev. October 2016

##### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

California School Dashboard

LCFF Frequently Asked Questions

Local Control and Accountability Plan and Annual Update (LCAP) Template

Family Engagement Framework: A Tool for California School Districts, 2014

California Career Technical Education Model Curriculum Standards, 2013

California Common Core State Standards: English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects, rev. 2013

California Common Core State Standards: Mathematics, rev. 2013

California English Language Development Standards, 2012

##### WEB SITES

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

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

California School Dashboard: <http://www.caschooldashboard.org>

Policy CENTER UNIFIED SCHOOL DISTRICT  
adopted: March 20, 2019 Antelope, California



# CSBA Sample

## Administrative Regulation

### Philosophy, Goals, Objectives, and Comprehensive Plans

AR 0460(a)

### LOCAL CONTROL AND ACCOUNTABILITY PLAN

Note: Education Code 52060-52077 require the Governing Board to adopt and annually update, on or before July 1, a three-year local control and accountability plan (LCAP). See the accompanying Board policy for information about plan development and monitoring.

### Goals and Actions Addressing State and Local Priorities

Note: Education Code 52060 requires that the LCAP include annual goals, aligned with specified state priorities, to be achieved for all students and for each numerically significant subgroup as defined in Education Code 52052. Pursuant to Education Code 52052, a numerically significant subgroup includes ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students, when there are at least 30 students in the subgroup (or at least 15 foster youth or homeless students) in the school or district.

In addition, several state priorities address programs and services for "unduplicated students." For purposes of supplemental and concentration grants allocated through the local control funding formula (LCFF), "unduplicated students" are defined by Education Code 42238.02 as students eligible for free or reduced-price meals, English learners, and foster youth; see the accompanying Board policy.

The district's local control and accountability plan (LCAP) and annual updates shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:
  - a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

*(cf. 3517 - Facilities Inspection)*

*(cf. 4112.2 - Certification)*

*(cf. 4113 - Assignment)*

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

**LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

- b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

*(cf. 6011 - Academic Standards)*

*(cf. 6174 - Education for English Learners)*

Note: ~~Education Code 52060, as amended by AB 2878 (Ch. 826, Statutes of 2018), expands the parent involvement state priority to include family engagement.~~ Education Code 52060 provides that family engagement may include, but not be limited to, efforts by the district and schools to apply research-based practices, such as welcoming all families into the school community, engaging in effective two-way communication, supporting student success, and empowering families to advocate for equity and access. It may also include partnering with families to inform, influence, and create practices and programs that support student success and collaboration with families and the broader community, expand student learning opportunities, and promote civic participation.

- c. Parent/guardian involvement and family engagement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, and students with disabilities

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 6020 - Parent Involvement)*

*(cf. 6173.1 - Education for Foster Youth)*

- d. Student achievement, as measured by all of the following as applicable:

- (1) Statewide assessments of student achievement

Note: As amended by AB 1240 (Ch. 783, Statutes of 2019), Education Code 52060 adds, as a measure of student achievement, the percentage of students who have successfully completed both college entrance courses and career technical education courses.

- (2) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University; ~~or have successfully completed~~ **completed** career technical education (CTE) sequences or programs of study that align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692; **and have successfully completed both college entrance courses and CTE sequences or programs**

**LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)**

- (3) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency
- (4) The English learner reclassification rate
- (5) The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher
- (6) The percentage of students who demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

*(cf. 0500 - Accountability)*  
*(cf. 6141.5 - Advanced Placement)*  
*(cf. 6162.5 - Student Assessment)*  
*(cf. 6162.51 - State Academic Achievement Tests)*  
*(cf. 6178 - Career Technical Education)*

- e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

*(cf. 5113.1 - Chronic Absence and Truancy)*  
*(cf. 5147 - Dropout Prevention)*  
*(cf. 6146.1 - High School Graduation Requirements)*

- f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

*(cf. 5137 - Positive School Climate)*  
*(cf. 5144 - Discipline)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

- g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03

*(cf. 6143 - Courses of Study)*  
*(cf. 6159 - Individualized Education Program)*

## LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

- h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

Note: In addition to goals aligned with the state priorities described in item #1 above, Education Code 52060 provides that the LCAP may include goals for local priorities established by the Board; see the accompanying Board policy. **Optional** item #2 below may be revised to reflect local priorities.

2. Any goals identified for any local priorities established by the Board.

*(cf. 0200 - Goals for the School District)*

3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

Note: Pursuant to Education Code 52060, in developing goals and actions for the LCAP, the Board may consider qualitative information, including, but not limited to, the results of school quality reviews conducted pursuant to Education Code 52052. Education Code 52052 authorizes the Superintendent of Public Instruction (SPI), with approval of the State Board of Education and conditional upon an appropriation in the state budget, to develop and implement a program of school quality reviews that features locally convened panels to visit schools, observe teachers, interview students, and examine student work.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality review conducted pursuant to Education Code 52052 or any other reviews. (Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

~~Note: AB 1840 (Ch. 426, Statutes of 2018) amended Education Code 52060 to require data to be reported in a manner consistent with the California School Dashboard rather than the school accountability report card.~~

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on the California School Dashboard. (Education Code 52060)

## LOCAL CONTROL AND ACCOUNTABILITY PLAN (continued)

### Increase or Improvement in Services for Unduplicated Students

Note: The following section is for use by districts that receive LCFF supplemental and/or concentration grant funds. Such districts are required to increase or improve services for unduplicated students in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students; see BP 3100 - Budget. 5 CCR 15494-15496 specify the method for determining the percentage by which services for unduplicated students must be increased or improved above services provided to all students in the fiscal year.

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

When the district expends supplemental and/or concentration grant funds on a districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
2. Describe how such services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.

### Availability of the Plan

Note: Education Code 52065, ~~as amended by AB 1840~~, requires the district to prominently post its LCAP, ~~and any annual update or revisions to the LCAP, and LCFF budget overview for parents/guardians~~ on the homepage of its web site. In addition, the County Superintendent of Schools is required to post all district LCAPs, or links to those plans, on the county office of education web site and to transmit all such plans to the SPI, who will then post links to all plans on the California Department of Education web site.

~~Education Code 52064.1, as added by AB 1808 (Ch. 32, Statutes of 2018), provides that the LCFF budget overview for parents/guardians is also subject to the requirements of Education Code 52065.~~

**LOCAL CONTROL AND ACCOUNTABILITY PLAN** (continued)

The Superintendent or designee shall prominently post the LCAP, any updates or revisions to the LCAP, and the LCFF budget overview for parents/guardians on the homepage of the district's web site. (Education Code 52064.1, 52065)

*(cf. 1113 - District and School Web Sites)*

(10/17 12/18) 10/19



# **Center Unified SD**

## **Administrative Regulation**

### **Local Control And Accountability Plan**

AR 0460

#### **Philosophy, Goals, Objectives and Comprehensive Plans**

##### **Goals and Actions Addressing State and Local Priorities**

The district's local control and accountability plan (LCAP) and annual updates shall include, for the district and each district school: (Education Code 52060)

1. A description of the annual goals established for all students and for each numerically significant subgroup as defined in Education Code 52052, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. The LCAP shall identify goals for each of the following state priorities:

a. The degree to which district teachers are appropriately assigned in accordance with Education Code 44258.9 and fully credentialed in the subject areas and for the students they are teaching; every district student has sufficient access to standards-aligned instructional materials as determined pursuant to Education Code 60119; and school facilities are maintained in good repair as specified in Education Code 17002

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3517 - Facilities Inspection)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

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

b. Implementation of the academic content and performance standards adopted by the State Board of Education (SBE), including how the programs and services will enable English learners to access the Common Core State Standards and the English language development standards for purposes of gaining academic content knowledge and English language proficiency

(cf. 6011 - Academic Standards)

(cf. 6174 - Education for English Learners)

c. Parent/guardian involvement and family engagement, including efforts the district makes to seek parent/guardian input in district and school site decision making and how the district will promote parent/guardian participation in programs for unduplicated students, as defined in Education Code 42238.02 and Board policy, and students with disabilities



(cf. 3553 - Free and Reduced Price Meals)

(cf. 6020 - Parent Involvement)

(cf. 6173.1 - Education for Foster Youth)

d. Student achievement, as measured by all of the following as applicable:

(1) Statewide assessments of student achievement

(2) The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study that align with SBE-approved career technical education standards and frameworks, including, but not limited to, those described in Education Code 52302, 52372.5, or 54692

(3) The percentage of English learners who make progress toward English proficiency as measured by the SBE-certified assessment of English proficiency

(4) The English learner reclassification rate

(5) The percentage of students who have passed an Advanced Placement examination with a score of 3 or higher

(6) The percentage of students who demonstrate college preparedness in the Early Assessment Program pursuant to Education Code 99300-99301

(cf. 0500 - Accountability)

(cf. 6141.5 - Advanced Placement)

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6178 - Career Technical Education)

e. Student engagement, as measured by school attendance rates, chronic absenteeism rates, middle school dropout rates, high school dropout rates, and high school graduation rates, as applicable

(cf. 5113.1 - Chronic Absence and Truancy)

(cf. 5147 - Dropout Prevention)

(cf. 6146.1 - High School Graduation Requirements)

f. School climate, as measured by student suspension and expulsion rates and other local measures, including surveys of students, parents/guardians, and teachers on the sense of safety and school connectedness, as applicable

(cf. 5137 - Positive School Climate)

(cf. 5144 - Discipline)



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

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

g. The extent to which students have access to and are enrolled in a broad course of study that includes all of the subject areas described in Education Code 51210 and 51220, as applicable, including the programs and services developed and provided to unduplicated students and students with disabilities, and the programs and services that are provided to benefit these students as a result of supplemental and concentration grant funding pursuant to Education Code 42238.02 and 42238.03

(cf. 6143 - Courses of Study)

(cf. 6159 - Individualized Education Program)

h. Student outcomes, if available, in the subject areas described in Education Code 51210 and 51220, as applicable

2. Any goals identified for any local priorities established by the Board.

(cf. 0200 - Goals for the School District)

3. A description of the specific actions the district will take during each year of the LCAP to achieve the identified goals, including the enumeration of any specific actions necessary for that year to correct any deficiencies in regard to the state and local priorities specified in items #1-2 above. Such actions shall not supersede provisions of existing collective bargaining agreements within the district.

For purposes of the descriptions required by items #1-3 above, the Board may consider qualitative information, including, but not limited to, findings that result from any school quality review conducted pursuant to Education Code 52052 or any other reviews.  
(Education Code 52060)

For any local priorities addressed in the LCAP, the Board and Superintendent or designee shall identify and include in the LCAP the method for measuring the district's progress toward achieving those goals. (Education Code 52060)

To the extent practicable, data reported in the LCAP shall be reported in a manner consistent with how information is reported on the California School Dashboard.  
(Education Code 52060)

#### **Increase or Improvement in Services for Unduplicated Students**

The LCAP shall demonstrate how the district will increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students. (5 CCR 15494-15496)

When the district expends supplemental and/or concentration grant funds on a



districtwide or schoolwide basis during the year for which the LCAP is adopted, the district's LCAP shall: (5 CCR 15496)

1. Identify those services that are being funded and provided on a districtwide or schoolwide basis
2. Describe how such services are principally directed towards, and are effective in, meeting the district's goals for unduplicated students in the state priority areas and any local priority areas
3. If the enrollment of unduplicated students is less than 55 percent of district enrollment or less than 40 percent of school enrollment, describe how these services are the most effective use of the funds to meet the district's goals for its unduplicated students in the state priority areas and any local priority areas. The description shall provide the basis for this determination, including, but not limited to, any alternatives considered and any supporting research, experiences, or educational theory.

#### Availability of the Plan

The Superintendent or designee shall prominently post the LCAP, any updates or revisions to the LCAP, and the LCFF budget overview for parents/guardians on the homepage of the district's web site. (Education Code 52064.1, 52065)

(cf. 1113 - District and School Web Sites)

Regulation     CENTER UNIFIED SCHOOL DISTRICT  
approved: March 20, 2019     Antelope, California

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New (add)

## CSBA Sample Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0520(a)

### INTERVENTION FOR UNDERPERFORMING SCHOOLS

**Note:** Pursuant to Education Code 52059.5, the California Department of Education (CDE) has established a single statewide system of support for districts and schools that meets state requirements as well as federal Title I requirements. The following policy reflects the purposes and requirements of the statewide system and may be revised to reflect district practice.

The Governing Board desires that all district schools provide a high-quality educational program that maximizes the achievement of each district student. The district shall provide assistance to schools to support the continuous improvement of student performance within the priorities identified in the district's local control and accountability plan (LCAP) and to enhance the achievement of low-performing student subgroups.

*(cf. 0460 - Local Control and Accountability Plan)*  
*(cf. 0500 - Accountability)*

**Note:** Pursuant to Education Code 52071, the Governing Board may, at its discretion, request technical assistance from the County Superintendent of Schools as described in items #1-2 below. The County Superintendent may charge a fee, not to exceed the cost of the service, when the district has otherwise not been identified for technical assistance or state intervention and the service requested would create an unreasonable or untenable cost burden for the County Superintendent.

At its discretion, the Board may submit a request to the County Superintendent of Schools for technical assistance regarding the following: (Education Code 52071)

1. Identifying the district's strengths and weaknesses in regard to state priorities addressed in the LCAP, including collaboration between the district and County Superintendent to review performance data on the state and local indicators included in the California School Dashboard and other relevant local data and to identify effective, evidence-based programs or practices that address any areas of weakness
2. Securing assistance from an academic, programmatic, or fiscal expert, or team of experts, to identify and implement effective programs and practices that are designed to improve performance in any areas of weakness identified by the district

In the event that the County Superintendent requires the district to receive technical assistance based on a determination that one or more numerically significant student subgroups in a district school meet the performance criteria established pursuant Education Code 52064.5, the Board shall work with the County Superintendent and

## **INTERVENTION FOR UNDERPERFORMING SCHOOLS**

**shall provide the County Superintendent timely documentation of the district's completion of the activities listed in items #1-2 above or substantially similar activities. (Education Code 52071)**

**With the approval of the County Superintendent, the district may, at its own expense, engage another service provider, including, but not limited to, another school district, the county office of education, or a charter school, to act as a partner to the district in filling the district's need for technical assistance. (Education Code 52071)**

**Note: Pursuant to Education Code 52074, either the County Superintendent or the Superintendent of Public Instruction (SPI) may refer a district to the California Collaborative for Educational Excellence (CCEE) if it is determined to be necessary to help the district accomplish the goals set forth in the district's LCAP. Additionally, if a district receives an emergency apportionment pursuant to Education Code 41320-41322, the district shall be deemed to have been referred to CCEE.**

**If referred to the California Collaborative for Educational Excellence by either the County Superintendent or the Superintendent of Public Instruction (SPI), the district shall implement the recommendations of that agency in order to accomplish the goals set forth in the district's LCAP. (Education Code 52071, 52074)**

**Note: Education Code 52072 provides that the SPI, with approval of the State Board of Education (SBE), may intervene when a district meets both of the following criteria: (1) the district did not improve the outcomes for three or more student subgroups identified pursuant to Education Code 52052, or all of the student subgroups if the district has fewer than three subgroups, in regard to more than one state or local priority in three out of four consecutive school years; and (2) the CCEE has provided advice and assistance to the district and submits a finding that the district failed or is unable to implement the CCEE's recommendations or that the district's inadequate performance, based on the California School Dashboard, is so persistent or acute as to require intervention. For any district identified as needing intervention, the SPI or an academic trustee appointed by the SPI may, with approval of the SBE, take one or more of the actions listed in items #1-3 below.**

**If the SPI identifies the district as needing intervention, the district shall cooperate with any action taken by the SPI or any academic advisor appointed by the SPI, which may include one or more of the following: (Education Code 52072)**

- 1. Revision of the district's LCAP**
- 2. Revision of the district's budget, in conjunction with changes in the LCAP, that would allow the district to improve the outcomes for all student subgroups in regard to state and local priorities**
- 3. A determination to stay or rescind any district action that would prevent the district from improving outcomes for all student subgroups, provided that action is not required by a collective bargaining agreement**

## INTERVENTION FOR UNDERPERFORMING SCHOOLS

**Note:** Pursuant to 20 USC 6311, based on data in the Dashboard, schools that are in the lowest performing five percent statewide of schools receiving federal Title I funding, as well as high schools with a graduation rate lower than 67 percent averaged over two years, are identified by CDE for comprehensive support and improvement (CSI). Schools are identified for targeted support and improvement (TSI) if one or more numerically significant student subgroups meet the criteria for the lowest performing five percent of Title I schools, or for additional targeted support and improvement (ATSI) if one student group, on its own, meets these criteria. For program requirements, see BP 0520.1 - Comprehensive and Targeted Support and Improvement.

In addition, any school identified by the California Department of Education for comprehensive support and improvement, targeted support and improvement, or additional targeted support and improvement shall develop and implement a school plan in accordance with 20 USC 6311. Such schools may be required to partner with an external entity, agency, or individual with demonstrated expertise and capacity to identify and implement more rigorous interventions.

*(cf. 0420 - School Plans/Site Councils)*

*(cf. 0520.1 - Comprehensive and Targeted Support and Improvement)*

### **Legal Reference:**

#### **EDUCATION CODE**

*52052 Numerically significant student subgroups*

*52059.5 Statewide system of support*

*52060-52077 Local control and accountability plan*

*60640-60649 California Assessment of Student Performance and Progress*

*64001 School plan for student achievement*

#### **UNITED STATES CODE, TITLE 20**

*6311-6322 Improving basic programs for disadvantaged students, especially:*

*6311 State plans*

### **Management Resources:**

#### **CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

*California School Dashboard*

*CSI/TSI/ATSI Frequently Asked Questions*

*California ESSA Consolidated State Plan, 2017*

#### **U.S. DEPARTMENT OF EDUCATION PUBLICATIONS**

*Non-Regulatory Guidance: Using Evidence to Strengthen Education Investments, 2016*

#### **WEB SITES**

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

*California School Dashboard: <http://www.caschooldashboard.org>*

*U.S. Department of Education: <https://www.ed.gov>*



New (add)

## CSBA Sample Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0520.1(a)

### COMPREHENSIVE AND TARGETED SUPPORT AND IMPROVEMENT

**Note:** Pursuant to 20 USC 6311, the California Department of Education (CDE) has established a system of school support and improvement to assist low-performing schools. Based on data in the California School Dashboard (or other performance data if a school is too small to receive a color-coded performance level on the Dashboard), every three years CDE identifies schools that need comprehensive support and improvement (CSI), including (1) schools in the lowest performing five percent of Title I schools and (2) all high schools (including Title I, non-Title I, traditional, and alternative schools) with a graduation rate lower than 67 percent averaged over two years. A district with school(s) that meet the criteria for CSI is eligible to apply to CDE for Title I, Part A funding to assist with the development and implementation of a plan to improve student outcomes. Such a district may also choose to provide all students in a CSI school the option to transfer to another district school, provided that priority is given to the lowest achieving students from low-income families, and may use up to five percent of its Title I allocation to pay for transportation for this purpose.

Schools will be annually identified for targeted support and improvement (TSI) if one or more student subgroups, for two consecutive years, meet the criteria for the lowest performing five percent of Title I schools. Every three years, TSI schools that have not improved will be identified for additional targeted support and improvement (ATSI).

Identification of schools for CSI and ATSI began in the 2018-19 school year. Schools will be identified for TSI for the first time beginning in 2020-21.

The Governing Board is committed to enabling all district students to meet state academic achievement standards. The district shall provide support and assistance to increase student achievement in all district schools, especially any school that has been identified by the California Department of Education (CDE) as in need of comprehensive support and improvement (CSI), targeted support and improvement (TSI), or additional targeted support and improvement (ATSI).

*(cf. 0500 - Accountability)*

*(cf. 0520 - Intervention for Underperforming Schools)*

*(cf. 6011 - Academic Standards)*

*(cf. 6171 - Title I Programs)*

When any school is identified for CSI, TSI, or ATSI, the Superintendent or designee shall notify the school community, including the principal, teachers, and parent/guardians of students of the school, of the identification and, if applicable, shall inform the school of the student subgroup(s) which are consistently underperforming at the school.

## **COMPREHENSIVE AND TARGETED SUPPORT AND IMPROVEMENT** (continued)

### **School Plan**

**Note:** Pursuant to 20 USC 6311, the district is required to develop a school improvement plan for each school identified for CSI, TSI, or ATSI, which must be based on all state indicators in the California School Dashboard. In accordance with the discretion granted to state agencies under 20 USC 6311, CDE has determined that schools eligible for Dashboard Alternative School Status pursuant to Education Code 52052 that have fewer than 100 students are not exempted from this requirement, but they do have flexibility within the school planning process to focus on the Dashboard state indicators that are more applicable to the nature of their program. See the Frequently Asked Questions on CDE's web site.

20 USC 6311 also requires that the plan include evidence-based interventions. Such interventions are described in the U.S. Department of Education's Non-Regulatory Guidance: Using Evidence to Strengthen Education Investments.

Upon receiving notification from CDE that a district school has been identified as eligible for CSI, TSI, or ATSI, the district shall, in partnership with principals, other school leaders, teachers, and parents/guardians, develop and implement a plan to improve student outcomes at the school. The plan shall: (20 USC 6311)

1. Be based on all state indicators in the California School Dashboard, including student performance against state-determined long-term goals, except that any school subject to the state's Dashboard Alternative School Status that has fewer than 100 students may focus on the state indicators that are more applicable to the nature of its program
2. Be based on a school-level needs assessment
3. Include evidence-based interventions
4. If the school is identified for CSI or ATSI, identify resource inequities, which may include a review of district and school-level budgets, to be addressed through implementation of the plan

*(cf. 0400 - Comprehensive Plans)*

The school plan for student achievement developed pursuant to Education Code 64001 may serve as the school improvement plan required for CSI, TSI, or ATSI, provided that the plan meets the requirements of 20 USC 6311. (Education Code 64001)

*(cf. 0420 - School Plans/Site Councils)*

The school improvement plan shall be submitted to the Board for approval. (20 USC 6311)

## **COMPREHENSIVE AND TARGETED SUPPORT AND IMPROVEMENT (continued)**

**Note:** In addition to requiring district approval of school plans, 20 USC 6311 requires that CSI plans be approved by the state educational agency. However, CDE does not directly review and approve school-level plans. Instead, the template adopted by the State Board of Education for the local control and accountability plan requires a district with school(s) identified for CSI to provide the following information within the plan summary.

**If any district school is identified for CSI, the district's local control and accountability plan shall include descriptions of how the district provides support to CSI school(s) in developing the CSI plan and how the district will monitor and evaluate the implementation and effectiveness of the CSI plan to support student and school improvement.**

*(cf. 0460 - Local Control and Accountability Plan)*

### **Monitoring and Intervention**

**The Board and the Superintendent or designee shall regularly review the performance of each school identified for CSI, TSI, or ATSI.**

**Note:** For schools identified for TSI, 20 USC 6311 requires the district to monitor the school's implementation of its plan and take action if implementation of the plan is unsuccessful after a period of years established by the district. The following paragraph extends this requirement to CSI and ATSI schools and may be modified to reflect district practice, including the number of years for determining if the plan has been successful.

**After two years of implementing the school plan, if any such school has been unsuccessful in improving student outcomes to a level that exceeds initial eligibility criteria, the district shall identify the problem and take additional action as necessary.**

**Note:** In accordance with 20 USC 6311 and CDE's California ESSA Consolidated State Plan, schools identified for ATSI and CSI are expected to meet exit criteria after four years. A school is considered to have met exit criteria if it no longer has any combination of performance levels on state indicators that meet the criteria used for identification at the time the school was identified.

**For schools identified for CSI, CDE must monitor and periodically review the implementation of the school's plan. The following paragraph reflects interventions established by CDE that may be imposed if a school fails to satisfy the exit criteria for CSI within four years of the initial identification. For further information, see CDE's California ESSA Consolidated State Plan.**

**If a school identified for CSI fails to improve student outcomes within four years to a level that exceeds the CSI eligibility criteria, it shall be subject to more rigorous interventions that include, but are not limited to, partnering with an external entity, agency, or individual with demonstrated expertise and capacity to:**

**COMPREHENSIVE AND TARGETED SUPPORT AND IMPROVEMENT**  
(continued)

1. **Conduct a new needs assessment that focuses on systemic factors and conduct a root cause analysis that identifies gaps between current conditions and desired conditions in student performance and progress**
2. **Use the results of the analysis along with stakeholder feedback to develop a new improvement plan that includes:**
  - a. **A prioritized set of evidence-based interventions and strategies**
  - b. **A program evaluation component with support to conduct ongoing performance and progress monitoring**

***Legal Reference:***

**EDUCATION CODE**

***52052 Numerically significant student subgroups***

***52059.5 Statewide system of support***

***52060-52077 Local control and accountability plan***

***64001 School plan for student achievement***

**UNITED STATES CODE, TITLE 20**

***6311-6322 Improving basic programs for disadvantaged students, especially:***

***6311 State plans***

***6313 Eligibility of schools and school attendance areas; funding allocation***

***Management Resources:***

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

***California School Dashboard***

***CSI/TSL/ATSI Frequently Asked Questions***

***California ESSA Consolidated State Plan, 2017***

**U.S. DEPARTMENT OF EDUCATION PUBLICATIONS**

***Non-Regulatory Guidance: Using Evidence to Strengthen Education Investments, 2016***

**WEB SITES**

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

***California School Dashboard: <http://www.caschooldashboard.org>***

***U.S. Department of Education: <https://www.ed.gov>***

# CSBA Sample

## Board Policy

### Community Relations

BP 1431(a)

#### WAIVERS

Note: The following **optional** policy covers waiver requests that the State Board of Education (SBE) generally has legal authority to grant (general waivers). In order to provide districts with flexibility without undermining the basic intent of the law, Education Code 33050-33053 permit ~~districts~~ **the Governing Board** to request that ~~the SBE waive sections of the Education Code, and Title 5 of the California Code of Regulations, or any applicable federal law.~~ Education Code 33050 exempts certain sections of the Education Code from ~~the SBE's authority of the SBE~~ to grant waivers. **SB 75 (Ch. 51, Statutes of 2019) amended Education Code 33050 to prohibit the waiver of specified provisions relating to funding for charter schools.**

~~However, this~~ **This** policy does not address waivers expressly authorized by law for specific programs and situations (specific waivers) such as the waiver of Education Code 56101 for students with disabilities, **the waiver of specified school site council provisions pursuant to Education Code 65001, and** waivers that may be granted by the Commission on Teacher Credentialing, or **waivers that may be specifically granted** by the Superintendent of Public Instruction such as waivers for alternative schools. See BP 6181 - Alternative Schools/Programs of Choice. For any such waiver, the process for obtaining the waiver would be as specified in the provision of law governing the program.

The Governing Board recognizes that ~~strict compliance with the law may sometimes hinder the district's ability to provide its students with an effective, well-rounded educational program.~~ **circumstances may arise in the operation of the district that require a waiver from state law or regulation.** When it is in the interest of district students, the Board may request that the State Board of Education (SBE) waive any provision of state ~~or federal~~ law or regulation which ~~it~~ **SBE** has authority to waive pursuant to Education Code 33050.

Note: The California Department of Education (CDE) ~~has instituted~~ **web site contains** an online waiver request system ~~which it encourages districts to use.~~ **In addition, CDE has updated as well as** guidance and Frequently Asked Questions ~~on its web site~~ to help expedite the waiver submission process. Prior to submitting a waiver request, the district should confirm that it has gathered all the data required and **has** complied with all the legal requirements for the request. The district should also review Education Code 33051 which specifies the reasons for which ~~the SBE~~ may deny the request. **For example, a request to waive a provision of law regarding a program that requires the existence of a site council must be approved by that site council; otherwise the request will be denied by the SBE.**

Any waiver request to be submitted to ~~the~~ **SBE** shall first be approved by the Board. The Superintendent or designee shall ensure that each proposed waiver request includes all information necessary for the Board to analyze the need for the waiver and make an informed decision.

~~Prior to presenting the proposed request for Board approval, the Superintendent or designee shall consult with and obtain the approval of any advisory committee or site council when required by law.~~ **If the proposed waiver request affects a program that requires the existence of a school site council, the Superintendent or designee shall obtain the school site council's approval of the request before presenting it to the Board. As**



## WAIVERS (continued)

**appropriate, other councils or advisory committees, including bilingual advisory committees, shall be provided adequate opportunity to review a proposed waiver request, and the request shall include a written summary of any objections to the request by the councils or advisory committees. (Education Code 33051)**

*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 1220 - Citizen Advisory Committees)*

**Note: The following optional paragraph is for use by districts with an employee organization certified to represent the district's employees in negotiations with the district.**

In addition, the Superintendent or designee shall **involve consult with** the exclusive representative of district employees in the development of the waiver request, and shall include in the request the exclusive representative's position regarding the waiver. (Education Code 33050, **33051**)

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

**Note: The following paragraph is for use by districts that participate in a joint powers entity to operate a regional occupational center or program. See BP 6178.2 - Regional Occupational Center/Program.**

**A request for a waiver related to a regional occupational center or program operated by a joint powers agency shall be submitted as a joint waiver request with other participating school districts upon approval of a unanimous vote of the governing board of the joint powers agency. (Education Code 33050)**

*(cf. 6178.2 - Regional Occupational Center/Program)*

**Note: Education Code 33050 does not include specific requirements in regard to the public hearing that must be held before the Board submits a waiver request. CDE's General Waiver Instructions, located on its web site, state that the public hearing must be properly noticed and held during a board meeting.**

To receive public testimony on each **proposal for a waiver request** ~~proposal~~, the Board shall hold a properly noticed public hearing during a Board meeting. (Education Code 33050)

**Note: Education Code 33050 does not specify the length of the advanced notice required for the public hearing described above. However, CSBA believes that the notice must allow sufficient time to enable members of the public adequate opportunity to participate in the waiver request process.**

**CDE's General Waiver Instructions provide that distribution of the board meeting agenda is insufficient to constitute proper notice for the public hearing. The notice must specifically invite public testimony, and can be advertised by (1) printing a notice that includes the time, date, location, and subject of the hearing in a newspaper of general circulation, or (2) in small districts, posting a formal notice at each school and three public places in the district.**

**WAIVERS (continued)**

The following optional paragraph may be revised to specify the length of the notice in accordance with district practice, **and should be modified appropriately depending on the size of the district.**

The notice, which shall state the time, date, location, and subject of the public hearing **and invite public testimony**, may be printed in a newspaper of general circulation **and/or** posted at each school and three public places in the district.

*(cf. 9320 - Meetings and Notices)*

Note: ~~The following optional paragraph addresses renewal of general waivers which have been granted by the SBE. According to CDE's State Board of Education - CalEd Facts issued in January 2013, pursuant~~ Pursuant to Education Code 33051, any general waiver which has been granted for two consecutive years, or which is initially granted for two years, may be regarded as "permanent" for as long as the information on the waiver request remains current. However, ~~the~~ SBE may require updated information for a general waiver whenever it determines that information to be necessary. ~~The~~ SBE may also rescind a waiver if additional information supporting a recession is made available to ~~the~~ SBE. ~~Additionally, a district is required to apply annually for the renewal of any waiver regarding teacher credentialing.~~

**If the district determines that a waiver is needed for more than one year, the Board shall reapply to SBE.** When the ~~district~~ Board has requested and received the same general waiver from ~~the~~ SBE for two consecutive years, the Board ~~is not required~~ **does not subsequently need** to reapply annually **if provided that** the information contained on the request remains current, ~~– However, the district shall apply annually except that the district shall apply annually~~ for the renewal of any waiver regarding teacher credentialing. (Education Code 33051)

*Legal Reference: (see next page)*



## WAIVERS (continued)

### *Legal Reference:*

#### EDUCATION CODE

~~5000-5033 Governing board elections~~

~~10400-10407 Cooperative improvement programs~~

~~17047.5 Facilities used by special education students~~

~~17291 Portable school buildings~~

33050-33053 General waiver authority

~~37202 Equity length of time~~

~~41000-41360 School finance~~

~~41381 Minimum school day~~

~~41600-41854 Computation of allowances~~

~~41920-42842 Budget requirements; local taxation by school districts~~

~~44666-44669 School-Based Management and Advanced Career Opportunities~~

~~44681-44689 Administrator Training and Evaluation~~

~~45108.7 Maximum number of senior management positions~~

~~48660-48666 Community day schools~~

48800 Attendance at community college

~~49550-49560 Meals for needy students~~

~~51224.5 Algebra instruction~~

~~51745.6 51747.3 Charter school independent study ratio funding~~

~~52160-52178 Bilingual Bicultural Education Act of 1976~~

~~52522 Plans for adult education~~

~~54407 Waiver for compensatory education programs~~

56000-56867 Special education programs

~~58407 Waiver related to individualized instruction program~~

~~60119 Public hearing on sufficiency of instructional materials~~

65001 School site councils

#### CODE OF REGULATIONS, TITLE 5

~~3100 Resource specialist caseload waivers~~

~~3945 Cooperative programs~~

~~11960 Charter school attendance~~

~~11963.4 Charter school percentage funding~~

~~13017 Waivers, compensatory education New Careers in Education Program~~

~~13044 Waivers, compensatory education Professional Development and Program Improvement Programs~~

#### UNITED STATES CODE, TITLE 20

~~1400-1482 Individuals with Disabilities Education Act~~

~~7115 Student Support and Academic Enrichment Grants~~

### *Management Resources:*

#### WEB SITES

California Department of Education, Waiver Office: <http://www.cde.ca.gov/re/lr/wr>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

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# **Center Unified SD**

## **Board Policy**

### **Waivers**

BP 1431

#### **Community Relations**

The Governing Board recognizes that strict compliance with the law may sometimes hinder the district's ability to provide its students with an effective, well-rounded educational program. When it is in the interest of district students, the Board may request that the State Board of Education (SBE) waive any provision of state or federal law or regulation which it has authority to waive pursuant to Education Code 33050.

Any waiver request to be submitted to the SBE shall first be approved by the Board. The Superintendent or designee shall ensure that each proposed waiver request includes all information necessary for the Board to analyze the need for the waiver and make an informed decision.

Prior to presenting the proposed request for Board approval, the Superintendent or designee shall consult with and obtain the approval of any advisory committee or site council when required by law.

(cf. 0420 - School Plans/Site Councils)  
(cf. 0420.1 - School-Based Program Coordination)  
(cf. 1220 - Citizen Advisory Committees)

In addition, the Superintendent or designee shall involve the exclusive representative of district employees in the development of the waiver request, and shall include in the request the exclusive representative's position regarding the waiver. (Education Code 33050)

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

To receive public testimony on each waiver request proposal, the Board shall hold a properly noticed public hearing during a Board meeting. (Education Code 33050)

The notice, which shall state the time, date, location, and subject of the public hearing, may be printed in a newspaper of general circulation or posted at each school and three public places in the district.

(cf. 9320 - Meetings and Notices)

When the district has requested and received the same general waiver from the SBE for two consecutive years, the Board is not required to reapply annually if the information



contained on the request remains current. However, the district shall apply annually for the renewal of any waiver regarding teacher credentialing. (Education Code 33051)

**Legal Reference:**

**EDUCATION CODE**

305-311 Structured English immersion program; parental exception waivers  
5000-5033 Governing board elections  
8750-8754 Grants for conservation education  
10400-10407 Cooperative improvement programs  
17047.5 Facilities used by special education students  
17291 Portable school buildings  
33050-33053 General waiver authority  
37202 Equity length of time  
41000-41360 School finance  
41381 Minimum school day  
41600-41854 Computation of allowances  
41920-42842 Budget requirements; local taxation by school districts  
44520-44534 New Careers Program  
44666-44669 School-Based Management and Advanced Career Opportunities  
44681-44689 Administrator Training and Evaluation  
45108.7 Maximum number of senior management positions  
48660-48666 Community day schools  
48800 Attendance at community college  
49550-49560 Meals for needy students  
51224.5 Algebra instruction  
51745.6 Charter school independent study ratio  
51870-51874 Educational technology  
52080-52090 Class size reduction grade 9  
52122.6-52122.8 Class size reduction, impacted school sites  
52160-52178 Bilingual-Bicultural Education Act of 1976  
52180-52186 Bilingual teacher waiver  
52200-52212 Gifted and Talented Pupils Program  
52340-52346 Career Guidance Centers  
52522 Plans for adult education  
52850-52863 School-Based Program Coordination  
54000-54028 Disadvantaged Youth Program  
54100-54145 Miller-Unruh Basic Reading Program  
54407 Waiver for compensatory education programs  
56000-56867 Special education programs  
58407 Waiver related to individualized instruction program  
58900-58928 Restructuring demonstration programs  
60119 Public hearing on sufficiency of instructional materials  
60851 High school exit examination, waiver for student with disabilities  
**CODE OF REGULATIONS, TITLE 5**



1032 Academic Performance Index  
3100 Resource specialist caseload waivers  
3945 Cooperative programs  
9531 Instructional materials funding  
11960 Charter school attendance  
11963.4 Charter school percentage funding  
13017 Waivers, compensatory education New Careers in Education Program  
13044 Waivers, compensatory education Professional Development and Program  
Improvement Programs  
UNITED STATES CODE, TITLE 20  
1400-1482 Individuals with Disabilities Education Act  
7115 Safe and Drug Free Schools, authorized activities

**Management Resources:**

**WEB SITES**

California Department of Education, Waiver Office: <http://www.cde.ca.gov/re/lr/wr>  
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

Policy CENTER UNIFIED SCHOOL DISTRICT  
adopted: November 20, 2013 Antelope, California



# CSBA Sample

## Board Policy

Business and Noninstructional Operations

BP 3515(a)

### CAMPUS SECURITY

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

The Governing Board is committed to providing a school environment that promotes the safety of students, ~~employees~~ staff, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

(cf. 4158/4258/4358 - *Employee Security*)

(cf. 5131.5 - *Vandalism and Graffiti*)

(cf. 5142 - *Safety*)

Note: ~~A district's campus security strategy may be developed as part of the school's comprehensive school safety planning process (see BP/AR 0450 - Comprehensive Safety Plan).~~

The Superintendent or designee shall develop campus security procedures, which ~~are consistent with the goals and objectives of~~ **may be included in** the district's comprehensive safety plan and/or site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

(cf. 0450 - *Comprehensive Safety Plan*)

### Surveillance Systems

Note: The following optional section is for use by districts that have authorized the use of surveillance systems. ~~Although courts have not ruled on the use of surveillance systems in a school setting,~~ Generally, the use of cameras (i.e., a "search" within the meaning of the Fourth Amendment) must be reasonable and the cameras must not be used in areas where there is a "reasonable expectation of privacy" (*New Jersey v. T.L.O.*). **To protect reasonable expectations of privacy, Thus,** cameras should not be located in areas such as bathrooms, locker rooms, or private offices. **In addition,** Education Code 51512 prohibits the use of a recording device in a classroom without the prior consent of the teacher and principal. Examples of locations where cameras may generally be used include hallways, stairwells, parking lots, and cafeterias. For language about the use of cameras on school buses, see BP/AR 5131.1 - Bus Conduct.

**Penal Code 632 prohibits the recording of conversations unless the parties to the conversation may reasonably expect that the communication may be overheard or recorded. Thus, if the district's equipment has audio capability, it should be disabled so that sounds are not recorded.**

~~Before adopting the use of such a system, a cost-benefit analysis should be conducted to determine whether surveillance cameras are the most effective method to address the particular security concerns on the campus (e.g., certain locations are difficult to monitor and other means of deterrence have not been successful). Another determination is whether the cameras will be monitored in "real time" by trained personnel or whether the images will be recorded and later used as "evidence." The district should also~~

## CAMPUS SECURITY (continued)

~~determine whether the system will record images 24 hours a day, during school hours, or on some other schedule. Because audio surveillance generally requires a warrant, if the district's equipment has audio capability, it should be disabled so that sounds are not recorded.~~

~~The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security.~~ In consultation with the **district's** safety planning committee, **and other relevant stakeholders, and** staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

*(cf. 5131.1 - Bus Conduct)*

*(cf. 5145.12 - Search and Seizure)*

Note: According to the National Institute of Justice publication **The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies**, signage is an important component of a successful **surveillance** system and can serve as a deterrent ~~against vandals~~. The Institute **also** recommends that the signs state ~~whether or not that the system may or may not be~~ **being actively monitored, so that potential victims are not under the impression** ~~Such language is intended to deter potential perpetrators while also not building an expectation among potential victims that a person is watching events live and will be able to provide immediate assistance. is also recommended that districts provide notice to students and parents/guardians about the district's surveillance program in order to clarify that there is no expectation of privacy in those locations where the cameras will be placed and that images from the cameras may be used in disciplinary proceedings.~~

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous **and targeted** locations ~~at affected~~ **around** school buildings and grounds. These signs shall ~~inform students, staff, and visitors that surveillance may occur and shall state whether the district's system is actively monitored by school personnel state that the facility uses video surveillance equipment for security purposes and that the equipment may or may not be actively monitored at any time.~~ The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur, ~~explaining and that the recordings may be used in disciplinary proceedings, and/or that matters captured by the camera may be referred to local law enforcement, as appropriate.~~

*(cf. 5144 - Discipline)*

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

Note: Pursuant to 20 USC 1232(g) (Family Educational Rights and Privacy Act), **34 CFR 99.3**, and Education Code 49061, any recording or image **of that is directly related to a student collected and is maintained** by the district **or a person acting for the district** is considered a "student record" and thus is subject to those laws regarding access, disclosure, and retention. See BP/AR 5125 - Student Records. **Also**



**CAMPUS SECURITY (continued)**

see the U.S. Department of Education's **FAQs on Photos and Videos under FERPA**, located on its web site.

In addition, a recording or image of a staff member that may be used in a personnel action is subject to the laws regarding personnel records, including an employee's right to comment on derogatory information placed in ~~his/her~~ a personnel file. See AR 4112.6/4212.6/4312.6 - Personnel Files.

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

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

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

*Legal Reference:*

**EDUCATION CODE**

**17070.10-17079.30 Leroy F. Greene School Facilities Act, especially:**

**17075.50 Classroom security locks, new construction projects**

**17583 Classroom security locks, modernization projects**

32020 Access gates

32211 Threatened disruption or interference with classes

~~32280-32288~~ **32289 School safety plans**

35160 Authority of governing boards

35160.1 Broad authority of school districts

38000-38005 Security ~~patrols~~ departments

49050-49051 Searches by school employees

49060-49079 Student records

**PENAL CODE**

469 Unauthorized making, duplicating or possession of key to public building

~~626-626.10~~ **626.11 Disruption of schools**

**CALIFORNIA CODE OF REGULATIONS, TITLE 24**

**1010.1.9 Door operations**

**1010.1.11 Lockable doors from the inside**

**CALIFORNIA CONSTITUTION**

Article I, Section 28(c) Right to Safe Schools

**UNITED STATES CODE, TITLE 20**

1232g Family Educational Rights and Privacy Act

**CODE OF FEDERAL REGULATIONS, TITLE 34**

**99.3 Definition of education records**

**COURT DECISIONS**

**Brannum v. Overton County School Board (2008) 516 F. 3d 489**

**New Jersey v. T.L.O. (1985) 469 U.S. 325**

**ATTORNEY GENERAL OPINIONS**

83 **Ops.Cal.Atty.Gen.** 257 (2000)

75 **Ops.Cal.Atty.Gen.** 155 (1992)

**CAMPUS SECURITY (continued)**

*Management Resources:*

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

*Safe Schools: A Planning Guide for Action, 2002*

**NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS**

*The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, 1999 rev. 2005*

**U.S. DEPARTMENT OF EDUCATION PUBLICATIONS**

**FAQs on Photos and Videos under FERPA**

**WEB SITES**

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

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

National Institute of Justice: <http://www.ojp.usdoj.gov/nij>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education, Protecting Student Privacy: <https://studentprivacy.ed.gov>

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# **Center Unified SD**

## **Board Policy**

### **Campus Security**

BP 3515

#### **Business and Noninstructional Operations**

The Governing Board is committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures which are consistent with the goals and objectives of the district's comprehensive safety plan and site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

The Governing Board is committed to maintaining the security of schools and school grounds. The Superintendent or designee shall establish procedures to:

1. Minimize fire hazards.
2. Reduce the probability of faulty equipment.
3. Guard against the chance of electrical shock.
4. Maintain records and funds in a safe place.
5. Protect against vandalism and burglary.
6. Assign responsibility for use of school building keys.
7. Maintain locked buildings during nonbusiness hours.
8. Provide routine patrolling of the schools and school grounds.

(cf. 0450 - Comprehensive Safety Plan)

#### **Surveillance Systems**

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. In consultation with the safety planning committee and relevant staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where



students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

(cf. 5131.1 - Bus Conduct)

(cf. 5145.12 - Search and Seizure)

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous locations at affected school buildings and grounds. These signs shall inform students, staff, and visitors that surveillance may occur and shall state whether the district's system is actively monitored by school personnel. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement, as appropriate.

(cf. 5144 - Discipline)

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

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

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

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

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#### Legal Reference:

##### EDUCATION CODE

32020 Access gates

32211 Threatened disruption or interference with classes

32280-32288 School safety plans

35160 Authority of governing boards

35160.1 Broad authority of school districts

38000-38005 Security patrols

49050-49051 Searches by school employees

49060-49079 Student records

##### PENAL CODE

469 Unauthorized making, duplicating or possession of key to public building

626-626.10 Disruption of schools

##### CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools



UNITED STATES CODE, TITLE 20  
1232g Family Educational Rights and Privacy Act  
COURT DECISIONS

New Jersey v. T.L.O. (1985) 469 U.S. 325

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 257 (2000)

75 Ops.Cal.Atty.Gen. 155 (1992)

Management Resources:

CSBA PUBLICATIONS

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1999

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS

The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide  
for Schools and Law Enforcement Agencies, 1999

WEB SITES

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

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

National Institute of Justice: <http://www.ojp.usdoj.gov/nij>

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: June 20, 2007      Antelope, California



# CSBA Sample

## Administrative Regulation

Business and Noninstructional Operations

AR 3515(a)

### CAMPUS SECURITY

Note: The following **optional** administrative regulation may be used as a component of a comprehensive safety plan (see BP/AR 0450 - Comprehensive Safety Plan) and should be modified to reflect district practice.

The Superintendent or designee shall ~~ensure that the district's~~ **develop a campus security plan which contributes to a positive school climate, fosters social and emotional learning and student well-being, and** includes strategies to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity

These strategies include a risk management analysis of each campus' security system, lighting system, and fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. In addition, parking lot design may be studied, including methods to discourage through traffic.

2. Secure buildings **and interior spaces** from outsiders and discourage trespassing

These strategies may include **installing locks**, requiring visitor registration, **providing** staff and student identification tags, and patrolling ~~of~~ places used for congregating and loitering.

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 3515.2 - Disruptions)*

*(cf. 5112.5 - Open/Closed Campus)*

3. Discourage vandalism and graffiti

These strategies may include plans to immediately cover graffiti ~~as well as and implement~~ campus beautification projects ~~and shall also include students and the community in these projects.~~

*(cf. 3515.4 - Recovery for Property Loss or Damage)*

*(cf. 5131.5 - Vandalism and Graffiti)*

*(cf. 5137 - Positive School Climate)*

*(cf. 6142.4 - Service Learning/Community Service Classes)*

4. Control access to keys and other school inventory

*(cf. 3440 - Inventories)*



## CAMPUS SECURITY (continued)

### 5. Detect and intervene with school crime

These strategies may include ~~the creation of creating~~ a school watch program, **increasing adult presence and supervision**, **establishing** an anonymous crime reporting system, ~~analysis of analyzing~~ school crime incidents, and ~~collaboration~~ **collaborating** with local law enforcement agencies, including providing for law enforcement presence.

*(cf. 3515.3 - District Police/Security Department)*

*(cf. 3515.7 - Firearms on School Grounds)*

*(cf. 3516.2 - Bomb Threats)*

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 5116.2 - Involuntary Student Transfers)*

*(cf. 5131.2 - Bullying)*

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

*(cf. 5141.52 - Suicide Prevention)*

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

*(cf. 6164.2 - Guidance/Counseling Services)*

All staff shall receive training in building and grounds security procedures **and emergency response**.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

### Locks

**All state-funded new construction and modernization projects shall include locks that allow doors to classrooms and any room with an occupancy of five or more persons to be locked from the inside. Student restrooms and doors that lock from the outside at all times are not required to have locks that can be locked from the inside. (Education Code 17075.50, 17583; 24 CCR 1010.1.9, 1010.1.11)**

### Keys

Note: The following <b>optional</b> section should be modified to reflect district practice.
--

All keys used in a school shall be the responsibility of the principal or designee. Keys shall be issued only to ~~those authorized~~ employees who regularly need a key in order to carry out ~~normal activities of their position~~ **their job responsibilities**.

The principal or designee shall create a key control system with a record of each key assigned and room(s) or building(s) which the key opens.

**CAMPUS SECURITY (continued)**

~~Keys shall be used only by authorized employees and~~ shall never be loaned to students, parents/guardians, or volunteers, nor shall the ~~The~~ master key ~~shall not ever~~ be loaned.

Note: Pursuant to Penal Code 469, a person who knowingly possesses, duplicates, uses, or attempts to use or duplicate, a key without authorization may be guilty of a misdemeanor.
--

~~The~~ Any person issued a key shall be responsible for its safekeeping. The duplication of school keys is prohibited. If a key is lost, the person responsible shall immediately report the loss to the principal or designee and shall pay for a replacement key.

(6/96 3/07) 10/19



# **Center Unified SD**

## **Administrative Regulation**

### **Campus Security**

AR 3515

#### **Business and Noninstructional Operations**

The Superintendent or designee shall ensure that the district's campus security plan includes strategies to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity

These strategies include a risk management analysis of each campus' security system, lighting system, and fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. In addition, parking lot design may be studied, including methods to discourage through traffic.

2. Secure buildings from outsiders and discourage trespassing

These strategies may include requiring visitor registration, staff and student identification tags, and patrolling of places used for congregating and loitering.

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

(cf. 5112.5 - Open/Closed Campus)

3. Discourage vandalism and graffiti

These strategies may include plans to immediately cover graffiti as well as campus beautification projects and shall also include students and the community in these projects.

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5131.5 - Vandalism, Theft and Graffiti)

(cf. 5137 - Positive School Climate)

4. Control access to keys and other school inventory

(cf. 3440 - Inventories)

5. Detect and intervene with school crime



These strategies may include the creation of a school watch program, an anonymous crime reporting system, analysis of school crime incidents, and collaboration with local law enforcement agencies, including providing for law enforcement presence.

(cf. 3515.3 - District Police/Security Department)  
(cf. 5116.1 - Intradistrict Open Enrollment)  
(cf. 5138 - Conflict Resolution/Peer Mediation)  
(cf. 5145.9 - Hate-Motivated Behavior)

All staff shall receive training in building and grounds security procedures.

(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)

### Keys

All keys used in a school shall be the responsibility of the principal or designee. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

The principal or designee shall create a key control system with a record of each key assigned and room(s) or building(s) which the key opens.

Persons who have keys shall be responsible for the security of the room, gate or building involved. They shall lock all doors and windows and turn off all lights, air conditioning, heat, appliance etc. when leaving the room or building.

Keys shall be used only by authorized employees and shall never be loaned to students. The master key shall not be loaned.

The person issued a key shall be responsible for its safekeeping. The duplication of school keys is prohibited. If a key is lost, the person responsible shall immediately report the loss to the principal or designee and shall pay for a replacement key.

Regulation      CENTER UNIFIED SCHOOL DISTRICT  
approved: June 20, 2007      Antelope, California



# CSBA Sample

## Board Policy

All Personnel

BP 4119.22(a)

4219.22

**DRESS AND GROOMING**

4319.22

Note: The following optional policy may be revised to reflect district practice. Government Code 12949, several court cases, and Public Employment Relations Board (PERB) decisions support districts' non-negotiable management prerogative to adopt a dress code. However, in 22 PERC P29, 136, PERB determined that districts must provide the exclusive bargaining representative with an opportunity to bargain over the "effects" of the dress code which may have an impact on matters within scope of representation. Districts should consult legal counsel when prescribing or prohibiting specific items of clothing.

The Governing Board believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and do not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

*(cf. 0415 - Equity)*

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*

*(cf. ~~4112.21/4212.21/4312.21~~ 4119.21/4219.21/4319.21 - Professional Standards)*

*(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)*

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

The district shall allow employees to appear and dress in a manner consistent with their gender identity or gender expression. (Government Code 12949)

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

*(cf. 4030 - Nondiscrimination in Employment)*

*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

Note: Government Code 12926, as amended by SB 188 (Ch. 58, Statutes of 2019), defines "race," for purposes of prohibiting employment discrimination, as including traits historically associated with race, such as hair texture and protective hairstyles, as defined.

**The district shall not discriminate against employees based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Government Code 12926)**

~~In addition, the~~ The district shall not dismiss an employee, discriminate against an employee in compensation or in terms, conditions, or privileges of employment, or refuse to hire a job applicant on the basis of religious dress or grooming practices. (Government Code 12926, 12940)

BP 4119.22(b)  
4219.22  
4319.22

## **DRESS AND GROOMING (continued)**

This policy shall be presented to employees upon employment, through the employee handbook or other appropriate means, and may be periodically reviewed with all employees as necessary.

### *Legal Reference:*

#### EDUCATION CODE

35160 Authority of governing boards

35160.1 Broad authority of school districts

#### GOVERNMENT CODE

3543.2 Scope of representation

12926 Definitions

12940 Unfair employment practices

12949 Dress standards, consistency with gender identity

#### COURT DECISIONS

*San Mateo City School District v. PERB* (1983) 33 Cal. 3d 850

*Domico v. Rapides Parish School Board* (5th Cir. 1982) 675 F.2d 100

*East Hartford Education Assn. v. Board of Education* (2d Cir. 1977) 562 F. 2d ~~856~~ 838

*Finot v. Pasadena Board of Education* (1967) 250 Cal.App.2d 189

#### PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

*Santa Ana Unified School District* (1998) 22 PERC P29, 136

*Inglewood Unified School District* (1985) 10 PERC P17, 000

### *Management Resources:*

#### CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

*Transgender Rights in the Workplace*

#### WEB SITES

California Department of Fair Employment and Housing: <https://www.dfeh.ca.gov>

Public Employment Relations Board: <http://www.perb.ca.gov>

(7/04 5/19) 10/19



# **Center Unified SD**

## **Board Policy**

### **Dress And Grooming**

**BP 4119.22**

#### **Personnel**

The Governing Board believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and do not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

(cf. 0415 - Equity)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4112.21/4212.21/4312.21 - Professional Standards)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

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

The district shall allow employees to appear and dress in a manner consistent with their gender identity or gender expression. (Government Code 12949)

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

In addition, the district shall not dismiss an employee, discriminate against an employee in compensation or in terms, conditions, or privileges of employment, or refuse to hire a job applicant on the basis of religious dress or grooming practices. (Government Code 12926, 12940)

This policy shall be presented to employees upon employment, through the employee handbook or other appropriate means, and may be periodically reviewed with all employees as necessary.

#### **Legal Reference:**

##### **EDUCATION CODE**

35160 Authority of governing boards

35160.1 Broad authority of school districts

##### **GOVERNMENT CODE**



3543.2 Scope of representation

12926 Definitions

12940 Unfair employment practices

12949 Dress standards, consistency with gender identity

**COURT DECISIONS**

San Mateo City School District v. PERB (1983) 33 Cal. 3d 850

Domico v. Rapides Parish School Board (5th Cir. 1982) 675 F.2d 100

East Hartford Education Assn. v. Board of Education (2d Cir. 1977) 562 F. 2d 856

Finot v. Pasadena Board of Education (1967) 250 Cal.App.2d 189

**PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS**

Santa Ana Unified School District (1998) 22 PERC P29, 136

Inglewood Unified School District (1985) 10 PERC P17, 000

**Management Resources:**

**CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING**

**PUBLICATIONS**

Transgender Rights in the Workplace

**WEB SITES**

California Department of Fair Employment and Housing: <https://www.dfeh.ca.gov>

Public Employment Relations Board: <http://www.perb.ca.gov>

**Policy CENTER UNIFIED SCHOOL DISTRICT**

**adopted: September 18, 2019Antelope, California**



# **Center Unified SD**

## **Board Policy**

### **Dress And Grooming**

**BP 4219.22**

#### **Personnel**

The Governing Board believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and do not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

(cf. 0415 - Equity)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4112.21/4212.21/4312.21 - Professional Standards)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

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

The district shall allow employees to appear and dress in a manner consistent with their gender identity or gender expression. (Government Code 12949)

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

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In addition, the district shall not dismiss an employee, discriminate against an employee in compensation or in terms, conditions, or privileges of employment, or refuse to hire a job applicant on the basis of religious dress or grooming practices. (Government Code 12926, 12940)

This policy shall be presented to employees upon employment, through the employee handbook or other appropriate means, and may be periodically reviewed with all employees as necessary.

#### **Legal Reference:**

##### **EDUCATION CODE**

35160 Authority of governing boards

35160.1 Broad authority of school districts

##### **GOVERNMENT CODE**



3543.2 Scope of representation

12926 Definitions

12940 Unfair employment practices

12949 Dress standards, consistency with gender identity

#### COURT DECISIONS

San Mateo City School District v. PERB (1983) 33 Cal. 3d 850

Domico v. Rapides Parish School Board (5th Cir. 1982) 675 F.2d 100

East Hartford Education Assn. v. Board of Education (2d Cir. 1977) 562 F. 2d 856

Finot v. Pasadena Board of Education (1967) 250 Cal.App.2d 189

#### PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS

Santa Ana Unified School District (1998) 22 PERC P29, 136

Inglewood Unified School District (1985) 10 PERC P17, 000

#### Management Resources:

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

#### PUBLICATIONS

Transgender Rights in the Workplace

#### WEB SITES

California Department of Fair Employment and Housing: <https://www.dfeh.ca.gov>

Public Employment Relations Board: <http://www.perb.ca.gov>

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: September 18, 2019 Antelope, California



# **Center Unified SD**

## **Board Policy**

### **Dress And Grooming**

**BP 4319.22**

#### **Personnel**

The Governing Board believes that appropriate dress and grooming by district employees contribute to a productive learning environment and model positive behavior. During school hours and at school activities, employees shall maintain professional standards of dress and grooming that demonstrate their high regard for education, present an image consistent with their job responsibilities and assignment, and do not endanger the health or safety of employees or students. All employees shall be held to the same standards unless their assignment provides for modified dress as approved by their supervisor.

(cf. 0415 - Equity)

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4112.21/4212.21/4312.21 - Professional Standards)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

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

The district shall allow employees to appear and dress in a manner consistent with their gender identity or gender expression. (Government Code 12949)

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

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)

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In addition, the district shall not dismiss an employee, discriminate against an employee in compensation or in terms, conditions, or privileges of employment, or refuse to hire a job applicant on the basis of religious dress or grooming practices. (Government Code 12926, 12940)

This policy shall be presented to employees upon employment, through the employee handbook or other appropriate means, and may be periodically reviewed with all employees as necessary.

#### **Legal Reference:**

##### **EDUCATION CODE**

35160 Authority of governing boards

35160.1 Broad authority of school districts

##### **GOVERNMENT CODE**



3543.2 Scope of representation

12926 Definitions

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San Mateo City School District v. PERB (1983) 33 Cal. 3d 850

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**PUBLIC EMPLOYMENT RELATIONS BOARD DECISIONS**

Santa Ana Unified School District (1998) 22 PERC P29, 136

Inglewood Unified School District (1985) 10 PERC P17, 000

**Management Resources:**

**CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING**

**PUBLICATIONS**

Transgender Rights in the Workplace

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**Policy CENTER UNIFIED SCHOOL DISTRICT**

adopted: September 18, 2019 Antelope, California



# New (add)

**All Personnel**

BP 4119.24(a)

4219.24

**MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS**

4319.24

The Governing Board desires to provide a positive school environment that protects the safety and well-being of district students. The Board expects all adults with whom students may interact at school or in school-related activities, including employees, independent contractors, and volunteers, to maintain the highest professional and ethical standards in their interactions with students both within and outside the educational setting. Such adults shall not engage in unlawful or inappropriate interactions with students and shall avoid boundary-blurring behaviors that undermine trust in the adult-student relationship and lead to the appearance of impropriety.

*(cf. 4119.21/4219.21/4319.21 - Professional Standards)*

Employees are prohibited from entering into or attempting to form a romantic or sexual relationship with any student or engaging in sexual harassment of a student, including sexual advances, flirtations, requests for sexual favors, inappropriate comments about a student's body or appearance, or other verbal, visual, or physical conduct of a sexual nature.

*(cf. 5145.7 - Sexual Harassment)*

Adults shall not intrude on a student's physical or emotional boundaries unless necessary in an emergency or to serve a legitimate purpose related to instruction, counseling, student health, or student or staff safety.

Any employee who observes or has knowledge of another employee's violation of this policy shall report the information to the Superintendent or designee or appropriate agency for investigation pursuant to the applicable complaint procedures. Other adults with knowledge of any violation of this policy are encouraged to report the violation to the Superintendent or designee. The Superintendent or designee shall protect anyone who reports a violation from retaliation. Immediate intervention shall be implemented when necessary to protect student safety or the integrity of the investigation.

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

Employees who engage in any conduct in violation of this policy, including retaliation against a person who reports the violation or participates in the complaint process, shall be subject to discipline, up to and including dismissal. Any other adult who violates this policy may be barred from school grounds and activities in accordance with law. The Superintendent or designee may also notify law enforcement as appropriate.

*(cf. 4117.7/4317.7 - Employment Status Reports)*

*(cf. 4118 - Dismissal/Suspension/Disciplinary Action)*

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

## **MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS (continued)**

The district's employee code of conduct addressing interactions with students shall be provided to parents/guardians at the beginning of each school year and shall be posted on school and/or district web sites. (Education Code 44050)

*(cf. 1113 - District and School Web Sites)*  
*(cf. 5145.6 - Parental Notifications)*

### **Inappropriate Conduct**

Employees shall remain vigilant of their position of authority and not abuse it when relating with students. Examples of employee conduct that can undermine professional adult-student interactions or create the appearance of impropriety include, but are not limited to:

1. Initiating inappropriate physical contact
2. Being alone with a student outside of the view of others
3. Visiting a student's home or inviting a student to visit the employee's home without parent/guardian consent
4. Maintaining personal contact with a student that has no legitimate educational purpose, by phone, letter, electronic communications, or other means, without including the student's parent/guardian or the principal

When communicating electronically with students, employees shall use district equipment or technological resources when available. Employees shall not communicate with students through any medium that is designed to eliminate records of the communications. The Superintendent or designee may monitor employee usage of district technology at any time without advance notice or consent.

*(cf. 4040 - Employee Use of Technology)*

5. Creating or participating in social networking sites for communication with students, other than those created by the district, without the prior written approval of the principal or designee
6. Inviting or accepting requests from students, or former students who are minors, to connect on personal social networking sites (e.g., "friending" or "following" on social media), unless the site is dedicated to school business
7. Singling out a particular student for personal attention and friendship, including giving gifts and/or nicknames to individual students

BP 4119.24(c)  
4219.24  
4319.24

**MAINTAINING APPROPRIATE ADULT-STUDENT INTERACTIONS (continued)**

8. Addressing a student in an overly familiar manner, such as by using a term of endearment
9. Socializing or spending time with students outside of school-sponsored events, except as participants in community activities
10. Sending or accompanying students on personal errands unrelated to any legitimate educational purpose
11. Transporting a student in a personal vehicle without prior authorization
12. Encouraging students to confide their personal or family problems and/or relationships
13. Disclosing personal, family, or other private matters to students or sharing personal secrets with students

*Legal Reference*

EDUCATION CODE

44030.5 *Employment status reports*

44050 *Employee code of conduct; employee interactions with students*

44242.5 *Reports and review of alleged misconduct*

44940 *Sex offenses and narcotic offenses; compulsory leave of absence*

48980 *Parental notifications*

PENAL CODE

11164-11174.3 *Child Abuse and Neglect Reporting Act*

CODE OF REGULATIONS, TITLE 5

80303 *Reports of change in employment status, alleged misconduct*

80304 *Notice of sexual misconduct*



# CSBA Sample

## Board Policy

Classified Personnel

BP 4216(a)

### PROBATIONARY/PERMANENT STATUS

Note: Education Code 45113 mandates the Governing Board in a non-merit system district to develop rules and regulations ~~establishing a period of probationary service of no more than one year~~ for the personnel management of classified employees. For districts establishing the merit system pursuant to Education Code 45240-45320, rules for the efficient running of the classified service are established by the personnel commission pursuant to Education Code 45260. The following policy may be revised to reflect district practice, the collective bargaining agreement, or personnel commission rules.

~~These rules and regulations are often included in the collective bargaining agreement; if so, a separate policy is not mandated. All parts of the following policy may be revised to reflect district practice; the first two paragraphs should be revised to reflect the duration of probationary period used in the district. This policy applies only to districts not incorporating the merit system (Education Code 45240-45320).~~

~~Employees newly hired for regular positions in the classified service shall be considered probationary employees until they have satisfactorily completed one year of probationary service. Upon satisfactorily completing this period, they shall become permanent classified employees of the district.~~

The Governing Board desires to employ and retain highly qualified classified personnel to support the district's educational program and operations. Newly hired classified employees shall serve a probationary period during which the Board shall determine their suitability for long-term district employment.

Note: The following paragraph should be revised to reflect the specific length of the probationary period prescribed by the district, provided the probationary period does not exceed the time limits specified below.

Education Code 45113, as amended by AB 1353 (Ch. 542, Statutes of 2019), shortened the maximum length of the required probationary period in non-merit system districts from one year to six months or 130 days of paid service, whichever is longer. Therefore, the maximum length of the required probationary period for non-merit districts is now the same as that of districts incorporating the merit system as provided under Education Code 45301. Education Code 45113, as amended, will not override any conflicting provision of a collective bargaining agreement entered into before January 1, 2020, until the collective bargaining agreement expires or is renewed.

A probationary employee who has been employed by the district for six months or 130 days of paid service, whichever is longer, shall be classified as a permanent employee of the district. (Education Code 45113, 45301)

Probationary employees shall receive written performance evaluations by their supervisor during the probationary period. These evaluations shall indicate whether the evaluator is satisfied or not satisfied with the employee's ability, performance, and compatibility with the job.

## PROBATIONARY/PERMANENT STATUS (continued)

*(cf. 4215 - Evaluation/Supervision)*

The ~~Superintendent or designee~~ district may, **without cause**, dismiss ~~an~~ a new employee during the ~~initial~~ probationary period.

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

Permanent employees promoted to a higher classification shall be considered probationary in their new position until they have satisfactorily completed **the probationary period one-year of service in that position.**

~~Note: AB 365 (Ch. 844, Statutes of 2001) amended Education Code 45113 to add the following requirement:~~

A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional position shall be employed in the classification from which ~~he/she~~ the employee was promoted. (Education Code 45113)

This policy shall be made available to classified employees and the public. (Education Code 45113)

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

### *Legal Reference:*

#### EDUCATION CODE

45113 Rules and regulations for classified service in districts not incorporating the merit system

45240-45320 Merit system

### *Management Resources:*

#### WEB SITES

California School Employees Association: <http://www.csea.org>

(6/96 7/02) 10/19



# **Center Unified SD**

## **Board Policy**

### **Probationary/Permanent Status**

BP 4216

#### **Personnel**

Employees newly hired for regular positions in the classified service shall be considered probationary employees until they have satisfactorily completed one year of probationary service. Upon satisfactorily completing this period, they shall become permanent classified employees of the district.

Permanent employees promoted to a higher classification shall be considered probationary in their new position until they have satisfactorily completed one year of service in that position.

Probationary employees shall receive written performance evaluations by their supervisor at least twice during the probationary period. These evaluations shall indicate whether the evaluator is satisfied or not satisfied with the employee's ability, performance, and compatibility with the job.

(cf. 4215 - Evaluation/Supervision)

The Superintendent or designee may dismiss an employee during the initial probationary period. A permanent employee who was promoted to a higher classification may be returned during the probationary period to his/her former classification.

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This policy shall be made available to classified employees and the public. (Education Code 45113)

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#### **Legal Reference:**

##### **EDUCATION CODE**

45113 Rules and regulations for classified service in districts not incorporating the merit system

Policy CENTER UNIFIED SCHOOL DISTRICT  
adopted: April 23, 1997      Antelope, California



# CSBA Sample

## Board Policy

Students

BP 5131(a)

### CONDUCT

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

The Governing Board believes that all students have the right to be educated in a **safe and** positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 5131.1 - Bus Conduct)*  
*(cf. 5137 - Positive School Climate)*  
*(cf. 6145.2 - Athletic Competition)*

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Note: The district may modify, delete, or add to the **optional** items below to reflect district practice. Also see AR 5144.1 - Suspension and Expulsion/Due Process for conduct that constitutes grounds for suspension or expulsion.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats

*(cf. 5131.7 - Weapons and Dangerous Instruments)*  
*(cf. 5142 - Safety)*

~~Note: Education Code 234.1, as amended by AB 9 (Ch. 723, Statutes of 2011), requires the Governing Board to adopt policy prohibiting discrimination, harassment, intimidation, and bullying based on specified characteristics and requires school personnel who witness such acts to take immediate steps to intervene when safe to do so; see BP 5131.2 - Bullying, AR 5145.3 - Nondiscrimination/Harassment, and BP/AR 5145.7 - Sexual Harassment. In addition, AB 1156 (Ch. 732, Statutes of 2011) amended Education Code 32282 to encourage comprehensive safety plans to include policies and procedures aimed at the prevention of bullying; see BP 0450 - Comprehensive Safety Plan.~~

2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption **to the school program**



**CONDUCT (continued)**

*(cf. 5131.2 - Bullying)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*  
*(cf. 5145.9 - Hate-Motivated Behavior)*

3. Conduct that disrupts the orderly classroom or school environment

*(cf. 5131.4 - Student Disturbances)*

4. Willful defiance of staff's authority

5. Damage to or theft of property belonging to students, staff, or the district

*(cf. 3515.4 - Recovery for Property Loss or Damage)*  
*(cf. 5131.5 - Vandalism and Graffiti)*

~~The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.~~

6. Obscene acts or use of profane, vulgar, or abusive language

*(cf. 5145.2 - Freedom of Speech/Expression)*

7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited **drugs substances**

*(cf. 5131.6 - Alcohol and Other Drugs)*  
*(cf. 5131.62 - Tobacco)*  
*(cf. 5131.63 - Steroids)*

Note: Penal Code 417.27 prohibits students from possessing laser pointers on school premises, unless the pointer is used for valid instructional or other school-related purpose, as provided in item #8 below. Penal Code 417.25 states that aiming or pointing a laser scope (i.e., a portable device capable of projecting a laser light on objects at a distance) at another person in a threatening manner, whether or not the laser scope is attached to a firearm, may be a misdemeanor if intended to cause a person fear of bodily harm.
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8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose **with prior permission of the principal or designee** (Penal Code 417.27)

~~Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.~~

## CONDUCT (continued)

Note: Pursuant to Education Code 48901.5, the district may regulate the use of electronic signaling devices that operate through the transmission or receipt of radio waves. ~~Districts that choose to prohibit all possession of such devices on campus should revise item #9 accordingly; however, However,~~ student use of such devices may not be prohibited if essential for a student's health.

Additionally, Education Code 48901.7, as added by AB 272 (Ch. 42, Statutes of 2019), authorizes the Governing Board to limit or prohibit student use of smartphones while at school or while under the supervision and control of an employee of the district, except under specified circumstances. See BP 5131.8 - Mobile Communication Devices.

9. Use of a ~~cellular/digital telephone, cell phone, smart watch,~~ pager, or other mobile communications device during instructional time **or in an unauthorized manner in violation of district policy**

*(cf. 5131.8 - Mobile Communication Devices)*  
*(cf. 6163.4 - Student Use of Technology)*

~~Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.~~

~~No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health. (Education Code 48901.5)~~

10. Plagiarism or dishonesty on school work or tests

*(cf. 5131.9 - Academic Honesty)*  
*(cf. 6162.54 - Test Integrity/Test Preparation)*  
*(cf. 6162.6 - Use of Copyrighted Materials)*

11. ~~Inappropriate attire~~ **Wearing of any attire that violates district or school dress codes, including gang-related apparel**

*(cf. 5132 - Dress and Grooming)*  
*(cf. 5136 - Gangs)*

12. Tardiness or unexcused absence from school

*(cf. 5113 - Absences and Excuses)*  
*(cf. 5113.1 - Chronic Absence and Truancy)*  
*(cf. 5113.11 - Attendance Supervision)*  
*(cf. 5113.12 - District School Attendance Review Board)*

## CONDUCT (continued)

### 13. Failure to remain on school premises in accordance with school rules

*(cf. 5112.5 - Open/Closed Campus)*

Employees are expected to ~~provide appropriate supervision to~~ enforce standards of conduct and, ~~if when~~ they observe or receive a report of a violation of these standards, to ~~immediately~~ **appropriately** intervene or ~~call for seek~~ assistance. ~~If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or an administrator for further investigation. As necessary, the employee shall refer the matter to a supervisor or the principal or designee.~~

Note: When school officials want to search a student or ~~his/her~~ **a student's** belongings (e.g., backpack, purse, cell phone, **or other mobile communication device, or** computer) as part of an investigation of suspected student misconduct, the legality of the search will depend on whether the search is "reasonable" (New Jersey v. T.L.O.); see BP/AR 5145.12 - Search and Seizure. The "reasonableness" of a search depends on (1) whether there is individualized suspicion that the search will turn up evidence of a student's violation of the law or school rules and (2) whether the search is reasonably related to the objectives of the search and not excessively intrusive in light of the student's age, gender, and/or the nature of the infraction. It is recommended that the district consult with legal counsel as appropriate.

When a school ~~official~~ **employee** suspects that a search of a student or ~~his/her~~ **a student's** belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

*(cf. 5145.12 - Search and Seizure)*

When a student uses any prohibited device, or uses a permitted device in ~~an unethical or illegal activity~~ **an unauthorized manner**, a district employee may confiscate the device. The employee shall store the ~~item in a secure manner until an appropriate time~~ **device securely until it is returned to the student or turned over to the principal or designee, as appropriate.**

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or cocurricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 5127 - Graduation Ceremonies and Activities)*

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 5144 - Discipline)*

## CONDUCT (continued)

(cf. 5144.1 - Suspension and Expulsion/Due Process)  
 (cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))  
 (cf. 6020 - Parent Involvement)  
 (cf. 6145 - Extracurricular and Cocurricular Activities)  
 (cf. 6159.4 - Behavioral Interventions for Special Education Students)  
 (cf. 6164.2 - Guidance/Counseling Services)  
 (cf. 6164.5 - Student Success Teams)  
 (cf. 6184 - Continuation Education)  
 (cf. 6185 - Community Day School)

Note: The following **optional** paragraph addresses students' off-campus conduct during nonschool hours; ~~also see BP 5145.2 - Freedom of Speech/Expression.~~ In general, the courts have upheld districts' discipline of students for off-campus conduct that posed a threat to the safety of other students, staff, or school property or presented a risk of substantial disruption of school activities, provided that the district was able to document the impact or disruption that the conduct had, or could be expected to have, on school activities. In addition, courts have analyzed the reasonableness of the district's policy and whether the disciplinary action taken by the district was in proportion to the student's misbehavior. ~~In adopting policy related to off-campus conduct, districts should consult with legal counsel to ensure that the policy does not violate students' First Amendment rights to freedom of speech or expression.~~

~~AB 256 (Ch. 700, Statutes of 2013) amended Pursuant to Education Code 48900, to clarify that~~ districts have the authority to suspend or expel students who engage in cyberbullying off campus, provided that the act meets the criteria specified in the definition of "bullying" in Education Code 48900 (i.e., a severe or pervasive physical or verbal act or conduct that has or can be reasonably predicted to have the effect of placing a reasonable student in fear of harm to ~~his/her the student's~~ person or property, causing a substantially detrimental effect on ~~his/her the student's~~ physical or mental health, causing substantial interference with ~~his/her the student's~~ academic performance, or causing substantial interference with ~~his/her the student's~~ ability to participate in or benefit from school services, activities, or privileges); see BP 5131.2 - Bullying.

In adopting policy related to off-campus conduct, districts should consult with legal counsel to ensure that the policy does not violate students' First Amendment rights to freedom of speech or expression. **Also see BP 5145.2 - Freedom of Speech/Expression.**

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

*Legal Reference: (see next page)*



**CONDUCT (continued)***Legal Reference:*EDUCATION CODE

200-262.4 Prohibition of discrimination

32280-32289 Comprehensive safety plan

35181 Governing board authority to set policy on responsibilities of students

35291-35291.5 Rules

44807 Duty concerning conduct of students

48900-48925 Suspension and expulsion

51512 Prohibition against electronic listening or recording device in classroom without permission

CIVIL CODE

1714.1 Liability of parents and guardians for willful misconduct of minor

PENAL CODE

288.2 Harmful matter with intent to seduce

313 Harmful matter

417.25-417.27 Laser scope or laser pointer

647 Use of camera or other instrument to invade person's privacy; misdemeanor

653.2 Electronic communication devices, threats to safety

VEHICLE CODE

23123-23124 Prohibitions against use of electronic devices while driving

CODE OF REGULATIONS, TITLE 5

300-307 Duties of students

UNITED STATES CODE, TITLE 42~~2000~~ ~~2000~~ ~~6~~ **20 USC 1681-1688** Title IX, 1972 Education Act AmendmentsCOURT DECISIONSJ.C. v. Beverly Hills Unified School District (2010) 711 F.Supp.2d 1094LaVine v. Blaine School District (~~2000~~ **2001**, 9th Cir.) 257 F.3d 981Emmett v. Kent School District No. 415 (2000) 92 F.Supp. 1088Bethel School District No. 403 v. Fraser (1986) 478 U.S. 675New Jersey v. T.L.O. (1985) 469 U.S. 325Tinker v. Des Moines Independent Community School District (1969) 393 U.S. 503*Management Resources:*CSBA PUBLICATIONSSafe Schools: Strategies for Governing Boards to Ensure Student Success, 2011Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSBullying at School, 2003WEB SITESCSBA: <http://www.csba.org>California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lss>Center for Safe and Responsible Internet Use: <http://cyberbully.org><https://www.ewa.org/organization/center-safe-and-responsible-internet-use>National School Boards Association: <http://www.nsba.org>National School Safety Center: <http://www.schoolsafety.us>U.S. Department of Education: <http://www.ed.gov>

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**Policy Reference UPDATE Service**

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# **Center Unified SD**

## **Board Policy**

### **Conduct**

#### **BP 5131**

#### **Students**

The Governing Board believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, going to or coming from school, at school activities, or using district transportation.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131.1 - Bus Conduct)

(cf. 5137 - Positive School Climate)

(cf. 6145.2 - Athletic Competition)

The Superintendent or designee shall ensure that each school develops standards of conduct and discipline consistent with Board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Prohibited student conduct includes, but is not limited to:

1. Conduct that endangers students, staff, or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats

(cf. 5131.7 - Weapons and Dangerous Instruments)

(cf. 5142 - Safety)

2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion, or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption

(cf. 5131.2 - Bullying)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

3. Conduct that disrupts the orderly classroom or school environment

(cf. 5131.4 - Student Disturbances)



4. Willful defiance of staff's authority

5. Damage to or theft of property belonging to students, staff, or the district

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5131.5 - Vandalism and Graffiti)

The district shall not be responsible for students' personal belongings which are brought on campus or to a school activity and are lost, stolen, or damaged.

6. Obscene acts or use of profane, vulgar, or abusive language

(cf. 5145.2 - Freedom of Speech/Expression)

7. Possession, use, or being under the influence of tobacco, alcohol, or other prohibited drugs

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5131.62 - Tobacco)

(cf. 5131.63 - Steroids)

8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose (Penal Code 417.27)

Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.

9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time

Such devices shall be turned off in class, except when being used for a valid instructional or other school-related purpose as determined by the teacher or other district employee, and at any other time directed by a district employee. Any device with camera, video, or voice recording function shall not be used in any manner which infringes on the privacy rights of any other person.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to purposes related to the student's health.  
(Education Code 48901.5)

10. Plagiarism or dishonesty on school work or tests

(cf. 5131.9 - Academic Honesty)

(cf. 6162.54 - Test Integrity/Test Preparation)



(cf. 6162.6 - Use of Copyrighted Materials)

11. Inappropriate attire

(cf. 5132 - Dress and Grooming)

12. Tardiness or unexcused absence from school

(cf. 5113 - Absences and Excuses)

(cf. 5113.1 - Chronic Absence and Truancy)

13. Failure to remain on school premises in accordance with school rules

(cf. 5112.5 - Open/Closed Campus)

Employees are expected to provide appropriate supervision to enforce standards of conduct and, if they observe or receive a report of a violation of these standards, to immediately intervene or call for assistance. If an employee believes a matter has not been resolved, he/she shall refer the matter to his/her supervisor or an administrator for further investigation.

When a school official suspects that a search of a student or his/her belongings will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.

(cf. 5145.12 - Search and Seizure)

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

Students who violate district or school rules and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or cocurricular activities or other privileges in accordance with Board policy and administrative regulation. The Superintendent or designee shall notify local law enforcement as appropriate.

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5144 - Discipline)

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

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))



(cf. 6020 - Parent Involvement)  
(cf. 6145 - Extracurricular and Cocurricular Activities)  
(cf. 6159.4 - Behavioral Interventions for Special Education Students)  
(cf. 6164.2 - Guidance/Counseling Services)  
(cf. 6164.5 - Student Success Teams)  
(cf. 6184 - Continuation Education)  
(cf. 6185 - Community Day School)

Students also may be subject to discipline, in accordance with law, Board policy, or administrative regulation, for any off-campus conduct during nonschool hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

**Legal Reference:**

**EDUCATION CODE**

200-262.4 Prohibition of discrimination  
32280-32289 Comprehensive safety plan  
35181 Governing board authority to set policy on responsibilities of students  
35291-35291.5 Rules  
44807 Duty concerning conduct of students  
48900-48925 Suspension and expulsion  
51512 Prohibition against electronic listening or recording device in classroom without permission

**CIVIL CODE**

1714.1 Liability of parents and guardians for willful misconduct of minor

**PENAL CODE**

288.2 Harmful matter with intent to seduce  
313 Harmful matter  
417.25-417.27 Laser scope or laser pointer  
647 Use of camera or other instrument to invade person's privacy; misdemeanor  
653.2 Electronic communication devices, threats to safety

**VEHICLE CODE**

23123-23124 Prohibitions against use of electronic devices while driving

**CODE OF REGULATIONS, TITLE 5**

300-307 Duties of students

**UNITED STATES CODE, TITLE 42**

2000h-2000h6 Title IX, 1972 Education Act Amendments

**COURT DECISIONS**

J.C. v. Beverly Hills Unified School District, (2010) 711 F.Supp.2d 1094  
LaVine v. Blaine School District, (2000, 9th Cir.) 257 F.3d 981  
Emmett v. Kent School District No. 415, (2000) 92 F.Supp. 1088  
Bethel School District No. 403 v. Fraser, (1986) 478 U.S. 675  
New Jersey v. T.L.O., (1985) 469 U.S. 325  
Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503



**Management Resources:**

**CSBA PUBLICATIONS**

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

Providing a Safe, Nondiscriminatory School Environment for All Students, Policy Brief, April 2010

Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

Bullying at School, 2003

**WEB SITES**

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

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

Center for Safe and Responsible Internet Use: <http://cyberbully.org>

National School Boards Association: <http://www.nsba.org>

National School Safety Center: <http://www.schoolsafety.us>

U.S. Department of Education: <http://www.ed.gov>

**Policy CENTER UNIFIED SCHOOL DISTRICT**

**adopted: October 17, 2012 Antelope, California**



New (add)

## **CSBA Sample Board Policy**

**Students**

**BP 5131.8(a)**

### **MOBILE COMMUNICATION DEVICES**

**Note: The following optional policy may be revised to reflect district practice. Education Code 48901.7, as added by AB 272 (Ch. 42, Statutes of 2019), authorizes the Governing Board to limit or prohibit student use of smartphones while at school or while under the supervision and control of a district employee, except for specified purposes. In addition, Education Code 48901.5 authorizes the district to regulate the use of electronic signaling devices that operate through the transmission or receipt of radio waves unless essential for a student's health.**

**Districts that choose to regulate mobile communication devices differently based on grade level may revise this policy accordingly.**

**The Governing Board recognizes that the use of smartphones and other mobile communication devices on campus may be beneficial to student learning and well-being, but could be disruptive of the instructional program in some circumstances. The Board permits limited use of mobile communication devices on campus in accordance with law and the following policy.**

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 5131.2 - Bullying)*

*(cf. 5131.4 - Student Disturbances)*

*(cf. 5131.9 - Academic Honesty)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5141.52 - Suicide Prevention)*

*(cf. 6163.4 - Student Use of Technology)*

**Students may use cell phones, smart watches, pagers, or other mobile communication devices on campus during noninstructional time as long as the device is utilized in accordance with law and any rules that individual school sites may impose.**

**Mobile communication devices shall be turned off during instructional time. However, a student shall not be prohibited from possessing or using a mobile communication device under any of the following circumstances: (Education Code 48901.5, 48901.7)**

- 1. In the case of an emergency, or in response to a perceived threat of danger**
- 2. When a teacher or administrator grants permission to the student to possess or use a mobile communication device, subject to any reasonable limitation imposed by that teacher or administrator**
- 3. When a licensed physician or surgeon determines that the possession or use is necessary for the student's health and well-being**

**MOBILE COMMUNICATION DEVICES (continued)**

- 4. When the possession or use is required by the student's individualized education program**

*(cf. 6159 - Individualized Education Program)*

**Smartphones and other mobile communication devices shall not be used in any manner which infringes on the privacy rights of any other person.**

**Note:** A search of a student's personally owned mobile communication device may be subject to the Fourth Amendment of the U.S. Constitution which prohibits unreasonable search and seizure. When school officials want to search a student's mobile communication device as part of an investigation of suspected student misconduct, the legality of the search will depend on whether the search is "reasonable" (New Jersey v. T.L.O.). The "reasonableness" of a search depends on (1) whether there is individualized suspicion that the search will turn up evidence of a student's violation of the law or school rules and (2) whether the search is reasonably related to the objectives of the search and not excessively intrusive in light of the student's age, gender, and/or the nature of the infraction. It is recommended that the district consult with legal counsel as appropriate. See BP/AR 5145.12 - Search and Seizure.

**When a school official reasonably suspects that a search of a student's mobile communication device will turn up evidence of the student's violation of the law or school rules, such a search shall be conducted in accordance with BP/AR 5145.12 - Search and Seizure.**

*(cf. 5145.12 - Search and Seizure)*

*(cf. 5145.2 - Freedom of Speech/Expression)*

**When a student uses a mobile communication device in an unauthorized manner, the student may be disciplined and a district employee may confiscate the device. The employee shall store the device securely until it is returned to the student or turned over to the principal or designee, as appropriate.**

**Note:** The following optional paragraph addresses students' off-campus conduct during nonschool hours. In general, the courts have upheld districts' discipline of students for off-campus conduct that posed a threat to the safety of other students, staff, or school property or presented a risk of substantial disruption of school activities, provided that the district was able to document the impact or disruption that the conduct had, or could be expected to have, on school activities.

Pursuant to Education Code 48900, districts have the authority to suspend or expel students who engage in cyberbullying off campus, provided that the act meets the criteria specified in the definition of "bullying" in Education Code 48900 (i.e., a severe or pervasive physical or verbal act or conduct that has or can be reasonably predicted to have the effect of placing a reasonable student in fear of harm to the student's person or property, causing a substantially detrimental effect on the student's physical or mental health, causing substantial interference with the student's academic performance, or causing substantial interference with the student's ability to participate in or benefit from school services, activities, or privileges); see BP 5131.2 - Bullying.



## **MOBILE COMMUNICATION DEVICES (continued)**

**In adopting policy related to off-campus conduct, districts should consult with legal counsel to ensure that the policy does not violate students' First Amendment rights to freedom of speech or expression. Also see BP 5145.2 - Freedom of Speech/Expression.**

**A student may also be subject to discipline, in accordance with law, Board policy, or administrative regulation, for off-campus use of a mobile communication device which poses a threat or danger to the safety of students, staff, or district property or substantially disrupts school activities.**

**The Superintendent or designee shall inform students that the district will not be responsible for a student's mobile communication device which is brought on campus or to a school activity and is lost, stolen, or damaged.**

*Legal Reference: (see next page)*

## MOBILE COMMUNICATION DEVICES (continued)

### ***Legal Reference:***

#### **EDUCATION CODE**

***200-262.4 Prohibition of discrimination***

***32280-32289 Comprehensive safety plan***

***35181 Governing board authority to set policy on responsibilities of students***

***35291-35291.5 Rules***

***44807 Duty concerning conduct of students***

***48900-48925 Suspension and expulsion, especially:***

***48901.5 Regulation of possession or use of electronic signaling devices***

***48901.7 Limitation or prohibition of student use of cell phones***

***51512 Prohibition against electronic listening or recording device in classroom without permission***

#### **CIVIL CODE**

***1714.1 Liability of parents and guardians for willful misconduct of minor***

#### **PENAL CODE**

***288.2 Harmful matter with intent to seduce***

***313 Harmful matter***

***647 Use of camera or other instrument to invade person's privacy; misdemeanor***

***653.2 Electronic communication devices, threats to safety***

#### **VEHICLE CODE**

***23123-23124 Prohibitions against use of electronic devices while driving***

#### **CODE OF REGULATIONS, TITLE 5**

***300-307 Duties of students***

#### **UNITED STATES CODE, TITLE 20**

***1681-1688 Discrimination based on sex or blindness***

#### **COURT DECISIONS**

***J.C. v. Beverly Hills Unified School District (2010) 711 F.Supp.2d 1094***

***New Jersey v. T.L.O. (1985) 469 U.S. 325***

***Tinker v. Des Moines Independent Community School District (1969) 393 U.S. 503***

### ***Management Resources:***

#### **CSBA PUBLICATIONS**

***Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011***

***Cyberbullying: Policy Considerations for Boards, Policy Brief, July 2007***

#### **CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

***Bullying at School, 2003***

#### **WEB SITES**

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

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

***Center for Safe and Responsible Internet Use: <https://www.ewa.org/organization/center-safe-and-responsible-internet-use>***

***National School Safety Center: <http://www.schoolsafety.us>***

***U.S. Department of Education: <http://www.ed.gov>***

# CSBA Sample Board Policy

Students

BP 5132(a)

## DRESS AND GROOMING

Note: The following policy may be revised to reflect district practice. Pursuant to Education Code 35183, districts that adopt a school uniform policy are **mandated** to include specified provisions; see section on "Uniforms" below.

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or ~~is likely to~~ causes a substantial disruption to the educational program.

*(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)*

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

**Note: Education Code 212.1, as amended by SB 188 (Ch. 58, Statutes of 2019), defines "race," for purposes of prohibiting discrimination, as including traits historically associated with race, such as hair texture and protective hairstyles.**

**In addition, the dress code shall not discriminate against students based on hair texture and protective hairstyles, including, but not limited to, braids, locks, and twists. (Education Code 212.1)**

Note: While students do not lose their constitutional rights by virtue of entering school grounds, numerous court decisions have found that the First Amendment rights of public school students are not necessarily the same as the rights of adults in other settings and must be viewed in light of the special circumstances of the school environment. In Hazelwood School District v. Kuhlmeier, the U.S. Supreme Court ruled that a school may limit student expression as long as its decision is reasonably related to "legitimate pedagogical concerns." For instance, districts may prohibit clothing that is vulgar or causes a substantial disruption to the educational program. Districts may also prohibit clothing that promotes drug use. While districts can regulate clothing that causes a "substantial disruption," districts cannot regulate student clothing simply because the district does not approve of the message displayed. The district's ability to prohibit "hate speech," including clothing with derogatory or demeaning messages, is unclear. The 9th Circuit Court in Harper v. Poway Unified School District ruled that a school could prohibit a student from wearing a t-shirt

## **DRESS AND GROOMING (continued)**

with a religious viewpoint against homosexuality, citing a provision in Tinker v. Des Moines which held that schools may prohibit speech that "intrudes upon the rights of other students" and interferes with their learning. However, because the student had graduated, the U.S. Supreme Court vacated the Harper decision on appeal and thus its analysis cannot be relied upon. It is recommended that the district consult legal counsel in the development of this policy and whenever it has questions about the appropriate enforcement of this policy based on student expression.

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

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

*(cf. 0415 - Equity)*

*(cf. 5145.2 - Freedom of Speech/Expression)*

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

*(cf. 5144 - Discipline)*

## **Gang-Related Apparel**

Note: Education Code 35183 authorizes the Governing Board to approve a site-initiated plan that prohibits the school's students from wearing gang-related apparel. The definition of "gang-related apparel" must be limited to apparel that reasonably could be determined to threaten the health and safety of the school environment, and the Board's approval must be based on a determination the policy is necessary for the health and safety of the school environment. In Marvin H. Jeglin et al v. San Jacinto Unified School District et al, a federal district court held that in order to justify a gang-related dress code, there must be evidence of a gang presence at a school and actual or threatened disruption or material interference with school activity. Education Code 32282 specifies that for the purpose of establishing a schoolwide dress code, gang-related apparel shall not be considered a protected form of speech pursuant to Education Code 48950.

District policy should not include a districtwide prohibition against wearing gang-related apparel. Pursuant to Education Code 35183, such a dress code must be initiated at the school-site level and apply only to the school where it is initiated.



## **DRESS AND GROOMING (continued)**

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 5136 - Gangs)*

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

### **Uniforms**

Note: In Jacobs v. Clark County School District, the 9th Circuit Court of Appeals held that a district policy requiring students to wear school uniforms did not violate students' First Amendment right to freedom of speech or expression, as such policies are viewpoint-neutral and content-neutral and not intended to suppress the expression of particular ideas.

Pursuant to Education Code 35183, the Board may approve a school-initiated plan that requires a school's students to wear uniforms when the Board determines that the policy is necessary for the health and safety of the school environment.

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety.

Note: If the Board adopts a dress code policy requiring uniforms for any school, Education Code 35183 requires that the Board provide a method whereby parents/guardians may choose to have their children exempted from the adopted school uniform policy. Education Code 35183 **mandates** that the Board policy include a statement that such students shall not be penalized academically, otherwise discriminated against, or denied attendance to school.

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code 35183)

*Legal Reference: (see next page)*

## DRESS AND GROOMING (continued)

### *Legal Reference:*

#### EDUCATION CODE

**212.1 Nondiscrimination based on race or ethnicity**

220 Nondiscrimination

32281 School safety plans

35183 School dress codes; uniforms

35183.5 Sun-protective clothing

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

#### COURT DECISIONS

Jacobs v. Clark County School District (2008) 26 F. 3d 419

Harper v. Poway Unified School District (2006) 445 App. 3d 166

Marvin H. Jeglin et al v. San Jacinto Unified School District et al (C.D. Cal. 1993)

827 F.Supp. 1459

Arcadia Unified School District v. California Department of Education (1992) 2 Cal. 4th 251

Hazelwood School District v. Kuhlmeier (1988) 108 S. Ct. 562

Hartzell v. Connell (1984) 35 Cal. 3d 899

Tinker v. Des Moines Independent Community School District (1969) 393 U.S. 503

(10/96 5/19) 10/19



# **Center Unified SD**

## **Board Policy**

### **Dress And Grooming**

**BP 5132**

#### **Students**

The Governing Board believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process.

(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

The principal or designee is authorized to enforce this policy and shall inform any student who does not conform to the dress code. The dress code shall not be enforced in a manner that discriminates in any unlawful manner.

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

(cf. 0415 - Equity)

(cf. 5145.2 - Freedom of Speech/Expression)

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in



disciplinary action.

(cf. 5144 - Discipline)

#### **Gang-Related Apparel**

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5136 - Gangs)

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

#### **Uniforms**

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety.

The Superintendent or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code 35183)

#### **Legal Reference:**

##### **EDUCATION CODE**

220 Nondiscrimination

32281 School safety plans

35183 School dress codes; uniforms

35183.5 Sun-protective clothing

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

##### **COURT DECISIONS**



Jacobs v. Clark County School District, (2008) 26 F. 3d 419  
Harper v. Poway Unified School District, (2006) 445 App. 3d 166  
Marvin H. Jeglin et al v. San Jacinto Unified School District et al, (C.D. Cal. 1993)  
827 F.Supp. 1459  
Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th  
251  
Hazelwood School District v. Kuhlmeier, (1988) 108 S. Ct. 562  
Hartzell v. Connell, (1984) 35 Cal. 3d 899  
Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503

Policy CENTER UNIFIED SCHOOL DISTRICT  
adopted: September 18, 2019 Antelope, California



# CSBA Sample

## Administrative Regulation

Students

AR 5141.26(a)

### TUBERCULOSIS TESTING

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

Any student ~~with~~ **who is reasonably suspected of having** active tuberculosis shall be excluded from attendance at a district school ~~in accordance with AR 5112.2 - Exclusions from Attendance until the student provides evidence of a certificate showing that the student is free of communicable tuberculosis. (Health and Safety Code 121485, 121495, 121505)~~

*(cf. 5112.2 - Exclusions from Attendance)*

~~Note: Item #1 below is for use by districts that maintain elementary schools. See AR 5141.32 - Health Screening for School Entry for detailed requirements of the comprehensive health screening required by Health and Safety Code 124085. Pursuant to Health and Safety Code 124040, this health screening must include screening for tuberculosis.~~

Students shall be screened or tested for tuberculosis under the following circumstances:

Note: Item #1 below is for use by districts that maintain elementary schools. See AR 5141.32 - Health Screening for School Entry for detailed requirements of the comprehensive health screening required by Health and Safety Code 124040, 124085, and 124105. The Child Health and Disability Prevention (CHDP) office of the California Department of Health Care Services (DHCS) and the California Department of Public Health (CDPH) clarify that this health screening includes screening for tuberculosis when required by the local health department. See DHCS' CHDP School Handbook: School Entry Health Examination Requirements and CDPH's California Immunization Handbook: Pre-Kindergarten (Child Care) and School Immunization Requirements for further information.

1. **When required by the local health department as** As part of the comprehensive health screening required for school entry, parents/guardians shall, within 90 days after their child's entry into first grade, provide ~~evidence within 90 days after their child's entry into first grade~~ **certification evidencing** that their child has been screened for risk of tuberculosis within the preceding 18 months. **Such certification shall be on a form approved by the California Department of Health Care Services. (Health and Safety Code 124040, 124085, 124105)**

**In lieu of the certificate, parents/guardians may submit a signed waiver indicating that they do not want or are unable to obtain the health screening and evaluation services for their child and, if applicable, the reasons that they are unable to obtain the services. (Health and Safety Code 124085)**

*(cf. 5141.32 - Health Screening for School Entry)*

**TUBERCULOSIS TESTING (continued)**

Note: Health and Safety Code 121515 requires the Governing Board to cooperate with the county or city health officer in carrying out any programs ordered by the health officer for the tuberculosis examinations of individuals applying for first admission to any elementary or secondary school in the district, as provided in item #2 below. The Board is authorized to use district funds, property, and personnel for this purpose.

Pursuant to 22 CCR 41301-41303, the following requirements also pertain to children enrolling in a child care center or preschool.

2. Whenever ordered by the local health officer **for the preservation and protection of public health**, students seeking admission for the first time to a district school at any grade level shall submit to tuberculosis testing. ~~Any student~~ **Students who are** subject to the **health officer's** order shall be admitted to school as follows:

- a. The Superintendent or designee shall unconditionally admit ~~the student if he/she, any student who~~, prior to admission, submits a certificate, signed by any public or private medical provider, indicating that ~~he/she the student~~ has completed an approved tuberculosis examination and is free from active tuberculosis. (Health and Safety Code 121485, 121490, 121500; 22 CCR 41305, 41311, 41313)

*(cf. 5141.3 - Health Examinations)*

*(cf. 5141.6 - School Health Services)*

*(cf. 5148 - Child Care and Development)*

*(cf. 5148.3 - Preschool/Early Childhood Education)*

~~A student shall not be required to obtain the~~ **The Superintendent or designee shall exempt a student from the requirement to submit a certificate if his/her the student's parent/guardian, or custodian the student if an emancipated minor, provides the Superintendent or designee with an affidavit stating that the required examination is contrary to his/her one's personal beliefs. If there is probable cause to believe that such a student has active tuberculosis, he/she the student may be excluded from school until the Superintendent or designee is satisfied that he/she the student is not afflicted.** (Health and Safety Code 121505)

- b. A student who has not submitted the certificate **or personal beliefs affidavit** may be ~~conditionally~~ **admitted provided on condition** that ~~he/she the student~~ receives an approved tuberculin skin test within 10 school days after admission. A student who **has** had a positive skin test and has not subsequently obtained a chest x-ray may be ~~conditionally~~ **admitted if he/she on condition that the student** receives a chest x-ray within 20 school days after admission. Any student who fails to provide the certificate within those time periods shall be prohibited from further attendance until ~~he/she provides~~ **the certificate is provided.** (Health and Safety Code 121495; 22 CCR 41315, 41327)

**TUBERCULOSIS TESTING (continued)**

- c. Whenever the local health officer so orders, a student may be required to complete an additional examination and provide another certificate indicating that ~~he/she~~ **the student** is free of communicable tuberculosis. (Health and Safety Code 121485)
  - d. At the discretion of the local health officer, the district may admit a student without a certificate if ~~he/she~~ **the student** is undergoing or has already undergone preventive treatment for tuberculosis infection or treatment for tuberculosis disease. (22 CCR 41319)
3. Whenever the Superintendent or designee suspects that a student who has not been examined for tuberculosis either has the disease or has been exposed, ~~he/she~~ **the Superintendent or designee** shall immediately report by telephone to the local health officer. When required by the local health officer, the district shall exclude the student from school until ~~he/she~~ **the student** is certified to be free of communicable tuberculosis. (22 CCR 41329)

The Superintendent or designee shall maintain a record of any student's tuberculosis examination as part of the student's mandatory permanent student record. (22 CCR 41323)

*(cf. 5125 - Student Records)*

The Superintendent or designee shall annually file a report with the local health department on the results of tuberculosis examinations for all ~~individuals~~ **new district students** required to complete such examinations in accordance with item #2 above, including, but not necessarily limited to, the number of ~~individuals~~ **students** unconditionally and conditionally admitted and the number of ~~individuals~~ **students** exempted on the basis of their personal beliefs. (22 CCR 41325)

Note: The following paragraph is optional.
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All district staff shall receive information on how tuberculosis is spread and how it can be prevented and treated.

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*  
*(cf. 4119.43/4219.43/4319.43 - Universal Precautions)*  
*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*  
*(cf. 5141.22 - Infectious Diseases)*



## **TUBERCULOSIS TESTING (continued)**

### *Legal Reference:*

#### **EDUCATION CODE**

48213 Prior parent notification of exclusion; exemption

49451 Parent's refusal to consent to health examination

#### **HEALTH AND SAFETY CODE**

120230 Exclusion of persons from school when residence is in isolation or quarantine

121365 Duties of local health officer re: tuberculosis control

121475-121520 Tuberculosis tests for students

124025-124110 Child Health and Disability Prevention Program

#### **CODE OF REGULATIONS, TITLE 5**

202 Exclusion of students with contagious disease

432 Student records

3030 Eligibility for special education; tuberculosis that adversely affects educational performance

#### **CODE OF REGULATIONS, TITLE 22**

41301-41329 Tuberculosis tests for students

### *Management Resources:*

#### **CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES PUBLICATIONS**

**CHDP School Handbook: School Entry Health Examination Requirements, rev. January 2006**

#### **CALIFORNIA DEPARTMENT OF PUBLIC HEALTH PUBLICATIONS**

**California Immunization Handbook: Pre-Kindergarten (Child-Care) and School Immunization Requirements, 10th Edition, July 2019**

#### **WEB SITES**

American Lung Association: <http://www.lungusa.org>

California Department of Health Care Services: <https://www.dhcs.ca.gov>

California Department of Public Health, Tuberculosis Control: <http://www.cdph.ca.gov/programs/tb>

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/TBCB.aspx>

Centers for Disease Control and Prevention, Tuberculosis: <http://www.cdc.gov/tb>

Health Officers Association of California: <http://www.calhealthofficers.org>



# **Center Unified SD**

## **Administrative Regulation**

### **Tuberculosis Testing**

AR 5141.26

#### **Students**

Any student with active tuberculosis shall be excluded from attendance at a district school in accordance with AR 5112.2 - Exclusions from Attendance.

(cf. 5112.2 - Exclusions from Attendance)

Students shall be screened or tested for tuberculosis under the following circumstances:

1. As part of the comprehensive health screening required for school entry, parents/guardians shall provide evidence within 90 days after their child's entry into first grade that their child has been screened for risk of tuberculosis within the preceding 18 months. (Health and Safety Code 124040, 124085)

(cf. 5141.32 - Health Screening for School Entry)

2. Whenever ordered by the local health officer, students seeking admission for the first time to a district school at any grade level shall submit to tuberculosis testing. Any student subject to the order shall be admitted to school as follows:

a. The Superintendent or designee shall unconditionally admit the student if he/she, prior to admission, submits a certificate, signed by any public or private medical provider, indicating that he/she has completed an approved tuberculosis examination and is free from active tuberculosis. (Health and Safety Code 121485, 121490, 121500; 22 CCR 41305, 41311, 41313)

(cf. 5141.3 - Health Examinations)

(cf. 5141.6 - School Health Services)

(cf. 5148 - Child Care and Development)

(cf. 5148.3 - Preschool/Early Childhood Education)

A student shall not be required to obtain the certificate if his/her parent/guardian or custodian provides the Superintendent or designee with an affidavit stating that the required examination is contrary to his/her beliefs. If there is probable cause to believe that such a student has active tuberculosis, he/she may be excluded from school until the Superintendent or designee is satisfied that he/she is not afflicted. (Health and Safety Code 121505)

b. A student who has not submitted the certificate may be conditionally admitted



provided that he/she receives an approved tuberculin skin test within 10 school days after admission. A student who had a positive skin test and has not subsequently obtained a chest x-ray may be conditionally admitted if he/she receives a chest x-ray within 20 school days after admission. Any student who fails to provide the certificate within those time periods shall be prohibited from further attendance until he/she provides the certificate. (Health and Safety Code 121495; 22 CCR 41315, 41327)

c. Whenever the local health officer so orders, a student may be required to complete an additional examination and provide another certificate indicating that he/she is free of communicable tuberculosis. (Health and Safety Code 121485)

d. At the discretion of the local health officer, the district may admit a student without a certificate if he/she is undergoing or has already undergone preventive treatment for tuberculosis infection or treatment for tuberculosis disease. (22 CCR 41319)

3. Whenever the Superintendent or designee suspects that a student who has not been examined for tuberculosis either has the disease or has been exposed, he/she shall immediately report by telephone to the local health officer. When required by the local health officer, the district shall exclude the student from school until he/she is certified to be free of communicable tuberculosis. (22 CCR 41329)

The Superintendent or designee shall maintain a record of any student's tuberculosis examination as part of the student's mandatory permanent student record. (22 CCR 41323)

(cf. 5125 - Student Records)

The Superintendent or designee shall annually file a report with the local health department on the results of tuberculosis examinations for all individuals required to complete such examinations in accordance with item #2 above, including, but not necessarily limited to, the number of individuals unconditionally and conditionally admitted and the number of individuals exempted on the basis of their personal beliefs. (22 CCR 41325)

All district staff shall receive information on how tuberculosis is spread and how it can be prevented and treated.

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4119.43/4219.43/4319.43 - Universal Precautions)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

(cf. 5141.22 - Infectious Diseases)



**Legal Reference:**

**EDUCATION CODE**

48213 Prior parent notification of exclusion; exemption

49451 Parent's refusal to consent to health examination

**HEALTH AND SAFETY CODE**

120230 Exclusion of persons from school when residence is in isolation or quarantine

121365 Duties of local health officer re: tuberculosis control

121475-121520 Tuberculosis tests for students

124025-124110 Child Health and Disability Prevention Program

**CODE OF REGULATIONS, TITLE 5**

202 Exclusion of students with contagious disease

432 Student records

3030 Eligibility for special education; tuberculosis that adversely affects educational performance

**CODE OF REGULATIONS, TITLE 22**

41301-41329 Tuberculosis tests for students

**Management Resources:**

**WEB SITES**

American Lung Association: <http://www.lungusa.org>

California Department of Public Health, Tuberculosis Control:

<http://www.cdph.ca.gov/programs/tb>

Centers for Disease Control and Prevention, Tuberculosis: <http://www.cdc.gov/tb>

Health Officers Association of California: <http://www.calhealthofficers.org>

Regulation      CENTER UNIFIED SCHOOL DISTRICT

approved: June 16, 2010      Antelope, California

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# CSBA Sample Board Policy

Students

BP 5142(a)

## SAFETY

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

~~The~~ Under the California Tort Claims Act (Government Code 810-996.6), ~~provides that~~ a district may be held liable for personal injuries caused by dangerous conditions on school property and ~~could be liable~~ for its employees' failure to use reasonable care to prevent foreseeable injuries resulting from school activities. The court in Dailey v. Los Angeles Unified School District held that, within ~~Within~~ the scope of their employment, school staff must exercise the degree of care "which a person of ordinary prudence, charged with (comparable) duties, would exercise under the same circumstances." (~~Dailey v. Los Angeles Unified School District~~) In J.H. v. Los Angeles Unified School District, the court held that the district had a duty to use ordinary care in supervising the after-school program.

With regard to sports athletic activities, the court in Kahn v. East Side Union High School District held that schools have no legal duty to eliminate risks inherent in the sport activity itself because students are deemed to assume those risks by participating in the activity. However, ~~but~~ schools do have a duty to use exercise due care not to increase the risks over and above those inherent in the sport. (~~Kahn v. East Side Union High School District~~)

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

The Governing Board recognizes the importance of providing a safe school environment that is conducive to learning and ~~helps ensure~~ promotes student safety and well-being, ~~and the prevention of student injury. The Superintendent or designee shall implement appropriate practices—measures shall be implemented~~ to minimize the risk of harm to students, including, but not limited to, ~~practices relative to protocols for maintaining safe conditions on school grounds, promoting safe use of school facilities and equipment, the outdoor environment, and guiding student participation in educational programs and school-sponsored activities.~~

- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 3320 - Claims and Actions Against the District)
- (cf. 3514 - Environmental Safety)
- (cf. 3514.1 - Hazardous Substances)
- (cf. 3514.2 - Integrated Pest Management)
- (cf. 3515 - Campus Security)
- (cf. 3515.21 - Unmanned Aircraft Systems (Drones))
- (cf. 3516 - Emergencies and Disaster Preparedness Plan)
- (cf. 3530 - Risk Management/Insurance)
- (cf. 3542 - School Bus Drivers)
- (cf. 3543 - Transportation Safety and Emergencies)
- (cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
- (cf. 4119.43/4219.43/4319.43 - Universal Precautions)
- (cf. 5131 - Conduct)
- (cf. 5131.1 - Bus Conduct)
- (cf. 5141 - Health Care and Emergencies)
- (cf. 5141.22 - Infectious Diseases)
- (cf. 5142.1 - Identification and Reporting of Missing Children)

## **SAFETY (continued)**

*(cf. 5143 - Insurance)*

*(cf. ~~5144 - Discipline~~)*

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

*(cf. 6145.2 - Athletic Competition)*

*(cf. 6163.2 - Animals at School)*

*(cf. 7111- Evaluating Existing Buildings)*

**Staff-School staff** shall be responsible for the proper supervision of students **at all times when students are subject to district rules, including, but not limited to,** during school hours, **during** school-sponsored activities, **before and after-school programs, morning drop-off and afternoon pick-up,** and while students are using district transportation ~~to and from school.~~

The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety **and emergency procedures,** as well as injury and disease prevention.

*(cf. 5141.7 - Sun Safety)*

*(cf. 6142.8 - Comprehensive Health Education)*

### **Crossing Guards/Student Safety Patrol**

Note: The following section is **optional**. School crossing guards may be employed by the **Governing** Board pursuant to Education Code 45450-45451 and by cities and counties pursuant to Vehicle Code 42200 and 42201. Education Code 49300 authorizes the Board to establish a ~~school~~ student safety patrol at any district school **for the purpose of assisting students in safely crossing streets.** See the accompanying administrative regulation for requirements pertaining to ~~school~~-safety patrols.

To assist students in safely crossing streets adjacent to or near school sites, the Board may employ crossing guards and/or establish a **student** safety patrol at any district school. The Superintendent or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed.

*(cf. 5142.2 - Safe Routes to School Program)*

### **Student Identification Cards and Safety Information**

**Note:** The following section is for use by districts that serve students in grades 7-12.

Education Code 215.5 requires districts that issue student identification cards to have printed on either side of the card the telephone number of the National Suicide Prevention Lifeline (1-800-273-8255), and allows to have printed on the card the Crisis Text Line (texting HOME to 741741) and/or a local suicide prevention hotline telephone number.

Effective October 1, 2020, Education Code 215.5, as amended by SB 316 (Ch. 270, Statutes of 2019), requires districts to have the telephone number of the National Domestic Violence Hotline (1-800-799-7233) on either side of student identification cards.

**SAFETY** (continued)

<p>If, as of January 1, 2020, the district has a supply of unissued student identification cards that do not comply with the above requirements, the cards may be issued until the supply is depleted.</p>
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**Student identification cards of students in grades 7-12 shall have printed on them safety information, including the following: (Education Code 215.5, 217)**

- 1. The National Suicide Prevention Lifeline telephone number and, at the district's discretion, the Crisis Text Line and/or a local suicide prevention hotline telephone number**

*(cf. 5141.52 - Suicide Prevention)*

- 2. The National Domestic Violence Hotline**

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

*Legal Reference: (see next page)*

**SAFETY (continued)**

*Legal Reference:*

EDUCATION CODE

8482-8484.65 *After School Education and Safety Program*  
17280-17317 *Building approvals (Field Act)*  
17365-17374 *Fitness of school facilities for occupancy*  
32001 *Fire alarms and drills*  
32020 *School gates; entrances for emergency vehicles*  
32030-32034 *Eye safety*  
32040 *First aid equipment*  
32225-32226 *Two-way communication devices in classrooms*  
32240-32245 *Lead-free schools*  
32250-32254 *CDE school safety and security resources unit*  
32280-32289 *Safety plans*  
44807 *Duty of teachers concerning conduct of students*  
44808 *Exemption from liability when students are not on school property*  
44808.5 *Permission for students to leave school grounds; notice (high school)*  
45450-45451 *Crossing guards*  
48900 *Hazing*  
49300-49307 *School safety patrol*  
49330-49335 *Injurious objects*  
49341 *Hazardous materials in school science laboratories*  
51202 *Instruction in personal and public health and safety*

GOVERNMENT CODE

810-996.6 *California Tort Claims Act*

HEALTH AND SAFETY CODE

115725-115735 *Playground safety*  
115775-115800 *Wooden playground equipment*  
~~115810-115816 *Playground safety and recycling grants*~~  
**116046 *Issuance of best practices guidelines for K-12 pool safety***

PENAL CODE

245.6 *Hazing*

PUBLIC RESOURCES CODE

5411 *Purchase of equipment usable by ~~physically disabled~~ persons with disabilities*

VEHICLE CODE

21100 *Rules and regulations; crossing guards*  
**21201 *Rules for operation of bicycle on roadway***  
21212 *Use of helmets*  
42200 *Fines and forfeitures, disposition by cities*  
42201 *Fines and forfeitures, disposition by counties*

CODE OF REGULATIONS, TITLE 5

202 *Exclusion of students with a contagious disease*  
570-576 *School safety patrols*  
5531 *Supervision of social activities*  
5552 *Playground supervision*  
5570 *When school shall be open and teachers present*  
**14030 *Standards for development of plans for the design and construction of school facilities***  
14103 *Bus driver; authority over pupils*

*Legal Reference continued: (see next page)*



## SAFETY (continued)

### *Legal Reference: (continued)*

#### **COURT DECISIONS**

**J.H. v. Los Angeles Unified School District, (2010) 183 Cal.App.4th 123**

**Lane v. City of Sacramento, (2010) 183 Cal. App. 4th. 1337**

**Wiener v. Southcoast Childcare Centers, (2004) 32 Cal.4th 1138**

**Kahn v. East Side Union High School District, (2003) 31 Cal.4th 990**

**Knight v. Jewett, (1992) 3 Cal.4th 296, 313**

**Hoyem v. Manhattan Beach City School District, (1978) 22 Cal. 3d 508**

**Dailey v. Los Angeles Unified School District, (1970) 2 Cal 3d 741**

### *Management Resources:*

#### **AMERICAN SOCIETY FOR TESTING AND MATERIALS**

**F 1487-05, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, 2005 2017**

#### **CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

**Science Safety Handbook for California Public Schools, 2014**

#### **U.S. CONSUMER PRODUCT SAFETY COMMISSION PUBLICATIONS**

**Handbook for Public Playground Safety Pub. No. 325, 1994, rev. 1997 Handbook, 2010**

#### **WEB SITES**

**American Society for Testing and Materials: <http://www.astm.org>**

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

**California Department of Public Health: <http://www.cdph.ca.gov>**

**Centers for Disease Control and Prevention: <http://www.cdc.gov>**

**Environmental Protection Agency: <http://www.epa.gov>**

**U.S. Consumer Product Safety Commission: <http://www.cpsc.gov>**

**U.S. Department of Education, Safe Schools: <http://www.ed.gov/about/offices/list/osers/osep/gtss.html>**

(11/02 7/06) 10/19



# **Center Unified SD**

## **Board Policy**

### **Safety**

#### **BP 5142**

#### **Students**

The Governing Board recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure student safety and the prevention of student injury. The Superintendent or designee shall implement appropriate practices to minimize the risk of harm to students, including, but not limited to, practices relative to school facilities and equipment, the outdoor environment, educational programs, and school-sponsored activities.

- (cf. 0450 - Comprehensive Safety Plan)
- (cf. 3320 - Claims and Actions Against the District)
- (cf. 3514 - Environmental Safety)
- (cf. 3514.1 - Hazardous Substances)
- (cf. 3514.2 - Integrated Pest Management)
- (cf. 3516 - Emergencies and Disaster Preparedness Plan)
- (cf. 3530 - Risk Management/Insurance)
- (cf. 3542 - School Bus Drivers)
- (cf. 3543 - Transportation Safety and Emergencies)
- (cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
- (cf. 4119.43/4219.43/4319.43 - Universal Precautions)
- (cf. 5131 - Conduct)
- (cf. 5131.1 - Bus Conduct)
- (cf. 5141 - Health Care and Emergencies)
- (cf. 5141.22 - Infectious Diseases)
- (cf. 5142.1 - Identification and Reporting of Missing Children)
- (cf. 5143 - Insurance)
- (cf. 5144 - Discipline)
- (cf. 5144.1 - Suspension and Expulsion/Due Process)
- (cf. 6145.2 - Athletic Competition)
- (cf. 6161.3 - Toxic Art Supplies)
- (cf. 6163.2 - Animals at School)
- (cf. 7111 - Evaluating Existing Buildings)

Staff shall be responsible for the proper supervision of students during school hours, during school-sponsored activities, and while students are using district transportation to and from school.

The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety, as well as injury and disease prevention.



(cf. 5141.7 - Sun Safety)

(cf. 6142.8 - Comprehensive Health Education)

### Crossing Guards/Safety Patrol

To assist students in safely crossing streets adjacent to or near school sites, the Board may employ crossing guards and/or establish a safety patrol at any district school. The Superintendent or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed.

### Legal Reference:

#### EDUCATION CODE

8482-8484.6 After School Education and Safety Program

17280-17317 Building approvals (Field Act)

17365-17374 Fitness of school facilities for occupancy

32001 Fire alarms and drills

32020 School gates; entrances for emergency vehicles

32030-32034 Eye safety

32040 First aid equipment

32225-32226 Two-way communication devices in classrooms

32240-32245 Lead-free schools

32250-32254 CDE school safety and security resources unit

32280-32289 Safety plans

44807 Duty of teachers concerning conduct of students

44808 Exemption from liability when students are not on school property

44808.5 Permission for students to leave school grounds; notice (high school)

45450-45451 Crossing guards

48900 Hazing

49300-49307 School safety patrol

49330-49335 Injurious objects

49341 Hazardous materials in school science laboratories

51202 Instruction in personal and public health and safety

#### GOVERNMENT CODE

810-996.6 California Tort Claims Act

#### HEALTH AND SAFETY CODE

115725-115735 Playground safety

115775-115800 Wooden playground equipment

115810-115816 Playground safety and recycling grants

#### PENAL CODE

245.6 Hazing

#### PUBLIC RESOURCES CODE

5411 Purchase of equipment usable by physically disabled persons

#### VEHICLE CODE



21100 Rules and regulations; crossing guards  
21212 Use of helmets  
42200 Fines and forfeitures, disposition by cities  
42201 Fines and forfeitures, disposition by counties  
CODE OF REGULATIONS, TITLE 5  
202 Exclusion of students with a contagious disease  
570-576 School safety patrols  
5531 Supervision of social activities  
5552 Playground supervision  
5570 When school shall be open and teachers present  
14103 Bus driver; authority over pupils

#### **COURT DECISIONS**

Wiener v. Southcoast Childcare Centers, (2004) 32 Cal.4th 1138  
Kahn v. East Side Union High School District, (2003) 31 Cal.4th 990  
Hoyem v. Manhattan Beach City School District, (1978) 22 Cal. 3d 508  
Dailey v. Los Angeles Unified School District, (1970) 2 Cal 3d 741

#### **Management Resources:**

##### **AMERICAN SOCIETY FOR TESTING AND MATERIALS**

F 1487-05, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, 2005

##### **U.S. CONSUMER PRODUCT SAFETY COMMISSION PUBLICATIONS**

Handbook for Public Playground Safety, Pub. No. 325, 1994, rev. 1997

##### **WEB SITES**

American Society for Testing and Materials: <http://www.astm.org>

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

California Department of Public Health: <http://www.cdph.ca.gov>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

Environmental Protection Agency: <http://www.epa.gov>

U.S. Consumer Product Safety Commission: <http://www.cpsc.gov>

U.S. Department of Education, Safe Schools:  
<http://www.ed.gov/about/offices/list/osep/osep/gtss.html>

**Policy CENTER UNIFIED SCHOOL DISTRICT**

**adopted: October 18, 2006 Antelope, California**



# Center Unified SD

## Administrative Regulation

### Safety

AR 5142  
Students

Each principal or designee shall establish school rules for the safe and appropriate use of school equipment and materials and for student conduct consistent with law, Board policy, and administrative regulation. Copies of the rules shall be distributed to parents/guardians and shall be readily available at the school at all times.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

1. The adult is the student's custodial parent/guardian.

(cf. 5021 - Noncustodial Parents)

2. The adult has been authorized on the student's emergency card as someone to whom the student may be released when the custodial parent/guardian cannot be reached, and the principal or designee verifies the adult's identity.

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

3. The adult is an authorized law enforcement officer acting in accordance with law.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5145.11 - Questioning and Apprehension)

4. The adult is taking the student to emergency medical care at the request of the principal or designee.

(cf. 5141 - Health Care and Emergencies)

### Supervision of Students

Teachers shall be present at their respective rooms and shall open them to admit students when school starts. (5 CCR 5570)

Every teacher shall hold students accountable for their conduct on the way to and from school, on the playgrounds, and during recess. (Education Code 44807)

The principal or designee shall require all individuals supervising students to remain alert in spotting for unauthorized persons and dangerous conditions, promptly report any such ~~conditions~~ observations to the principal or designee, and file a written report on ~~such conditions~~ as appropriate.

(cf. 1250 - Visitors/Outsiders)  
(cf. 3530 - Risk Management/Insurance)

In arranging for appropriate supervision on playgrounds, the principal or designee shall:

1. Where playground supervision is not otherwise provided, provide for certificated employees to supervise the conduct and safety, and direct the play, of students who are on school grounds before and after school and during recess and other intermissions (5 CCR 5552)
2. Clearly identify supervision zones on the playground and require all playground supervisors to remain outside at a location from which they can observe their entire zone of supervision
3. Consider the size of the playground area, the number of areas that are not immediately visible, and the age of the students to determine the ratio of playground supervisors to students

The Superintendent or designee shall ensure that teachers, teacher aides, playground supervisors, yard aides, and volunteers who supervise students receive training in safety practices and in supervisory techniques that will help them to forestall problems and resolve conflicts. Such training shall be documented and kept on file.

(cf. 1240 - Volunteer Assistance)  
(cf. 3515.2 - Disruptions)  
(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 5131.4 - Student Disturbances)  
(cf. 5138 - Conflict Resolution/Peer Mediation)

#### Student Safety Patrols

School safety patrols shall be used only at those locations where the nature of traffic will permit their safe operation. The locations where school safety patrols are used should be determined jointly with the local law enforcement agency. (5 CCR 572)

A school safety patrol shall be composed of students of the school who are selected by the principal and shall serve only with written consent from their parent/guardian. Patrol members shall be at least 10 years old and at least in the fifth grade. (Education Code 49302; 5 CCR 571)

Patrol members shall be under the supervision and control of the principal or designee and shall receive training in proper procedures, including, but not limited to, the operations specified in 5 CCR 573-574. Whenever on duty, patrol members shall wear the standard uniform required by 5 CCR 576.

#### Playground Safety

Any new playground or any replacement of equipment or modification of components inside an existing playground shall conform to standards set forth by the American Society for Testing and Materials and the guidelines set forth by the U.S. Consumer Product Safety Commission. (Health and Safety Code 115725)

Any playground installed between January 1, 1994, and December 31, 1999, shall conform to these standards not later than 15 years after the date of installation. (Health and Safety Code 115725)

#### Activities with Safety Risks

Because of concerns about the risk to student safety, the principal or designee shall not permit the following activities on campus or during school-sponsored events unless the activity is properly supervised, students wear protective gear as appropriate, and each participant has insurance coverage:

1. Trampolining
2. Scuba diving
3. Skateboarding or use of scooters
4. In-line or roller skating or use of skate shoes
5. Sailing, boating, or water skiing
6. Snow trips
7. Motorcycling
8. Target shooting
9. Horseback riding
10. Rodeo
11. Other activities determined by the principal to have a high risk to student safety

(cf. 5143 - Insurance)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6153 - School-Sponsored Trips)

Students who operate or ride as a passenger on a bicycle, nonmotorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail shall wear a properly fitted and fastened bicycle helmet that meets the standards of law. Students also shall be required to wear such helmets while wearing in-line or roller skates. (Vehicle Code 21212)

#### Laboratory Safety

The principal of each school offering laboratory work shall develop procedures for laboratory safety and designate a trained certificated employee to implement and regularly review these procedures.

#### Hearing Protection

The Superintendent or designee shall monitor students' exposure to excessive noise in classrooms and provide protection as necessary. The Superintendent or designee also may provide hearing conservation education to teach students ways to protect their hearing.

#### Eye Safety Devices

The Superintendent or designee shall provide schools with eye safety devices for use whenever students, teachers, or visitors are engaged in or observing an activity or using hazardous substances likely to cause injury to the eyes. Eye safety devices may be sold to students for an amount not to exceed their actual cost to the district. (Education Code 32030, 32031, 32033)

(cf. 3260 - Fees and Charges)

#### Protection Against Insect Bites

To help protect students against insect bites or stings that may spread disease or cause allergic reactions, students shall be allowed to apply insect repellent provided by their parents/guardians, under the supervision of school personnel, and in accordance with the manufacturer's directions, when engaging in outdoor activities.



# **Center Unified SD**

## **Administrative Regulation**

### **Safety**

AR 5142

#### **Students**

Each principal or designee shall establish school rules for the safe and appropriate use of school equipment and materials and for student conduct consistent with law, Board policy, and administrative regulation. Copies of the rules shall be distributed to parents/guardians and shall be readily available at the school at all times.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

#### **Release of Students**

Students shall be released during the school day only to the custody of an adult if:

1. The adult is the student's custodial parent/guardian.

(cf. 5021 - Noncustodial Parents)

2. The adult has been authorized on the student's emergency card as someone to whom the student may be released when the custodial parent/guardian cannot be reached, and the principal or designee verifies the adult's identity.

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(cf. 3515.2 - Disruptions)

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49302; 5 CCR 571)

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(cf. 5143 - Insurance)  
(cf. 6145 - Extracurricular and Cocurricular Activities)  
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(cf. 3260 - Fees and Charges)

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Regulation      CENTER UNIFIED SCHOOL DISTRICT  
approved: October 17, 2007   Antelope, California



# CSBA Sample

## Board Policy

Facilities

BP 7140(a)

### ARCHITECTURAL AND ENGINEERING SERVICES

Note: ~~Education Code 17302 requires districts to employ a licensed and certified architect or structural engineer to prepare building plans, estimates and specifications and supervise the construction of building projects.~~ Pursuant to Education Code 17266, when professional design services are used for construction or modernization of school facilities, districts are responsible for the selection of a licensed architect and/or structural engineer for necessary structural engineering and supervision of construction. Article 22 of the California Constitution allows districts to contract with qualified private entities for architectural and engineering services for all public works projects. Sample contracts are available from the American Institute of Architects, California Council.

Pursuant to Education Code 17262, the district may purchase sets of plans and specifications provided by the State Allocation Board (SAB) for use in constructing a school building of the type desired by the district.

~~In order to ensure safe construction and protect the investment of public funds, the Governing Board requires that~~ **The Governing Board desires to provide school facilities that support the educational program and meet all applicable safety and design standards. When required by law, the Board shall employ or contract with a licensed and certified architect and/or structural engineer** ~~be employed~~ to design and supervise the construction of district schools and other facilities.

*(cf. 7110 - Facilities Master Plan)*

**The architect and/or structural engineer shall be responsible for preparing all construction plans, specifications, and estimates and for the observation of the work of construction. (Education Code 17302)**

Note: Education Code 17070.50 requires the California Department of Education (CDE) to review and approve plans and specifications for new construction and modernization of school facility projects funded by SAB. During this review, CDE's School Facilities Planning Division verifies project consistency with the design standards specified in Title 5 of the Code of Regulations. Pursuant to CDE forms SFPD 4.07, Plan Submission Requirements for New Construction, and SFPD 4.08, Plan Submission Requirements for Modernization Projects, facilities projects subject to this review include those funded through the Leroy F. Greene School Facilities Act (Education Code 17070.10-17079.30) and projects that receive state funding for overcrowding relief, critically overcrowded schools, career technical education facilities, joint use facilities, or modernization funding. Board-approved educational specifications must be submitted when the project involves construction of a new school or demolition and rebuilding of 50 percent or more of the existing school's square footage.

Construction plans for school facility projects that are not funded by SAB are not required to be submitted to CDE for review and approval. However, locally funded projects must still comply with Title 5 design standards. Pursuant to Education Code 17251, a district may request that CDE, at district expense, review plans and specifications for locally funded school facility projects.

## ARCHITECTURAL AND ENGINEERING SERVICES (continued)

Pursuant to Education Code 17267, all plans and specifications for school construction projects must also be filed with the Department of General Services, Division of the State Architect (DSA) to ensure compliance with Title 24 of the Code of Regulations. See DSA's web site for information regarding this process.

To ensure compliance with state design and safety standards, preliminary and final plans for any state-funded school facility project, including Board-approved educational specifications for school design when necessary, shall be submitted to the California Department of Education and the Department of General Services, Division of the State Architect. (Education Code 17267; 5 CCR 14030-14032)

Note: ~~As added by SB 50 (Ch. 407, Statutes of 1998), Education Code 17070.50 prohibits the State Allocation Board SAB from apportioning state facilities funds under the new program unless the district has certified that the services of an architect, a structural engineer, or other design professional has been selected using a "competitive process" consistent with Government Code 4526 4525-4529.5. The process required by Government Code 4526 requires that the competitive process must be based on "demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required." See AR-7140 the accompanying administrative regulation.~~

The Superintendent or designee shall devise a competitive process for the selection of architects, ~~and~~ structural engineers, ~~and other design professionals~~ that is based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. For each project, ~~he/she the Superintendent or designee~~ shall recommend ~~specific~~ architectural and engineering firms to the Board ~~for approval~~. The Board shall pay fair and reasonable amounts warranted by the provider's qualifications and competence. The Board need not select the lowest responsible bidder.

(cf. 3311 - Bids)

(cf. 3311.3 - Design-Build Contracts)

Note: ~~Although contracts for architectural and other professional services are exempted from the bidding requirements detailed in Public Contract Code 20111, State Allocation Board policy still requires a three percent disabled veteran business participation goal when contracts exceeding \$10,000 for lease-purchase building projects and certain contracts in the State Relocatable Classroom Program are awarded by school districts and funded by the State Allocation Board. Architects and other professionals who are not disabled veteran business enterprises can comply with this policy by using subcontractors for goal attainment or by meeting specified "good faith" efforts.~~

Legal Reference: (see next page)

## ARCHITECTURAL AND ENGINEERING SERVICES (continued)

### *Legal Reference:*

#### EDUCATION CODE

***17070.10-17079.30 Leroy F. Greene School Facilities Act, especially:***

***17070.50 Conditions for apportionment***

***17250.10-17250.55 Design-build contracts***

***17251 School construction; duties of the California Department of Education***

***17262-17268 School construction plans***

***17280-17316 Approvals, especially:***

***17302 Persons qualified to prepare plans, specifications and estimates and supervise construction***

***17316 Contract provision regarding school district property***

***17371 Limitation on liability of governing board***

#### BUSINESS AND PROFESSIONS CODE

***5500-5502 Architecture***

***5550-5558 Architects, licensure***

***6700-6706.3 Engineers***

***6750-6766 Engineers, licensure***

#### GOVERNMENT CODE

***4525-4529.5 Contracts with private architects, engineering, land surveying, and construction project management firms***

***14837 Definition of small business***

***87100 Public officials; financial interest***

#### PUBLIC CONTRACT CODE

***20111 School district contracts***

#### CODE OF REGULATIONS, TITLE 5

***14001 Minimum standards for school facilities***

***14030-14036 Standards, planning, and approval of school facilities***

#### CODE OF REGULATIONS, TITLE 24

***101 et seq. California Building Standards Code***

#### CALIFORNIA CONSTITUTION

***Article 22 Architectural and engineering services***

### *Management Resources:*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

***Plan Submission Requirements for Modernization Projects, Form SFPD 4.08***

***Plan Submission Requirements for New Construction, Form SFPD 4.07***

#### OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

***School Facility Program Handbook, January 2019***

#### WEB SITES

***American Institute of Architects California Council: <https://alacalifornia.org>***

***California Department of Education, Facilities: <http://www.cde.ca.gov/ls/fa>***

***Department of General Services, Division of the State Architect: <https://www.dgs.ca.gov/DSA>***

***Department of General Services, Office of Public School Construction: <https://www.dgs.ca.gov/OPSC>***

(10/96 2/99) 10/19



# **Center Unified SD**

## **Board Policy**

### **Architectural And Engineering Services**

**BP 7140**

#### **Facilities**

In order to ensure safe construction and protect the investment of public funds, the Governing Board requires that a licensed and certified architect or structural engineer be employed to design and supervise the construction of district schools and other facilities.

The Superintendent or designee shall devise a competitive process for the selection of architects and structural engineers that is based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. For each project, he/she shall recommend specific architectural and engineering firms to the Board. The Board shall pay fair and reasonable amounts warranted by the provider's qualifications and competence. The Board need not select the lowest responsible bidder.

(cf. 3311 - Bids)

(cf. 3312.11 - State Allocation Board Contracts)

#### **Legal Reference:**

##### **EDUCATION CODE**

17070.50 Conditions for apportionment

17280-17316 Approvals, especially:

17302 Persons qualified to prepare plans, specifications and estimates and supervise construction

17316 Contract provision re school district property

17371 Limitation on liability of governing board

##### **GOVERNMENT CODE**

4525-4529.5 Contracts with private architects, engineering, land surveying, and construction project management firms

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87100 Public officials; financial interest

##### **PUBLIC CONTRACT CODE**

20111 School district contracts

**Policy CENTER UNIFIED SCHOOL DISTRICT**

**adopted: May 26, 1999**

**Antelope, California**



# CSBA Sample

## Administrative Regulation

Facilities

AR 7140(a)

### ARCHITECTURAL AND ENGINEERING SERVICES

~~The Governing Board shall engage the services of a licensed architect(s) holding a valid certificate or engineer(s) holding a valid certificate for the preparation of plans, specifications or estimates for any construction project, through a signed contract. (Education Code 17302)~~

~~(cf. 3312—Contracts)~~

Note: ~~As a condition to the receipt of state funding, Education Code 17070.50, as added by SB 50 (Ch. 407, Statutes of 1998), requires districts to select architectural and engineering services pursuant to the competitive process outlined below. When applying for state facilities funding, the district will be required to certify that any professional design services used for the project were selected using a qualification-based selection process. The Office of Public School Construction, in its School Facility Handbook, advises districts to consult with legal counsel to ensure that its process for selecting architects or structural engineers is a qualification-based selection process and complies with all other legal requirements, including the Public Contract Code and requirements for disabled veterans business enterprises.~~

Contractors for any architectural, landscape architectural, engineering, environmental, land surveying, or construction project management services shall be selected, at fair and reasonable prices, on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required. (Government Code 4526)

Note: Government Code 4526 requires that the district's selection process include at least items #1-3 below; however, the law does not prescribe the exact procedures that must be followed. Generally, elements of a "competitive process" include advertising and notice of the need for services, objective evaluation and selection criteria, and an appeals process for use by those not selected. Districts may wish to develop procedures consistent with these and other requirements in consultation with legal counsel.

The Superintendent or designee shall ensure that the selection process for projects receiving state funding: (Government Code 4526)

1. ~~Ensures that projects entail~~ **Assures** maximum participation by small business firms as defined pursuant to Government Code 14837
2. Prohibits practices which might result in unlawful activity such as rebates, kickbacks, or other unlawful consideration
3. Prohibits district employees from participating in the selection process when they have a relationship with a person or business entity seeking a contract which would subject the employee to the prohibition of Government Code 87100

~~(cf. 9270 - Conflict of Interest)~~

## **ARCHITECTURAL AND ENGINEERING SERVICES (continued)**

**Note:** Pursuant to Government Code 4527, the following items are optional and may be revised to reflect district practice.

The selection process may also include: (Government Code 4527)

1. ~~Detailed evaluations~~ **Evaluation** of current statements of ~~prospective contractors'~~ qualifications and performance data **on file with the district and evaluation of statements that may be submitted by other firms regarding the proposed project**
2. Discussion with at least three firms **regarding anticipated concepts and the relative utility** of alternative approaches for furnishing the **required services** ~~with at least three firms~~
3. Selection, in order of preference, of at least three firms deemed to be the most highly qualified to provide the required services in accordance with established **district criteria** ~~and recommended in order of preference~~

**Note:** The following paragraph is optional and may be revised to reflect district practice. Government Code 4528 authorizes, but does not require, the district to implement the following procedures.

**The district shall negotiate a contract with the best qualified firm at compensation determined by the district to be fair and reasonable. If the district is unable to negotiate a contract with the most qualified firm, the district shall negotiate a contract with the second most qualified firm and, if unsuccessful, with the third most qualified firm. If the district is unable to negotiate a satisfactory contract with any of the selected firms, the district shall select additional firms in order of their competence and qualification and continue negotiations until an agreement is reached. (Government Code 4528)**

**The above procedures shall not apply if the Superintendent or designee determines that the services needed are more of a technical nature and involve little professional judgment and that requiring bids would be in the public interest. (Government Code 4529)**

*(cf. 3311 - Bids)*

**Contracts shall specify that all plans, including, but not limited to, record drawings, specifications, and estimates prepared by the ~~contractor~~ architect or structural engineer shall become the property of the district. The contract shall also specify terms and conditions for reuse within the district of any plans prepared by the architect or structural engineer. (Education Code 17316)**

**ARCHITECTURAL AND ENGINEERING SERVICES (continued)**

**A contract may be awarded to a single entity for both design and construction of any school facility in excess of \$1,000,000 in accordance with AR 3311.3 - Design-Build Contracts. (Education Code 17250.20)**

*(cf. 3311.3 - Design-Build Contracts)*



# **Center Unified SD**

## **Administrative Regulation**

### **Architectural And Engineering Services**

**AR 7140**  
**Facilities**

The Governing Board shall engage the services of a licensed architect(s) holding a valid certificate or engineer(s) holding a valid certificate for the preparation of plans, specifications or estimates for any construction project, through a signed contract.  
(Education Code 17302)

(cf. 3312 - Contracts)

Contractors for any architectural, landscape architectural, engineering, environmental, land surveying or construction project management services shall be selected, at fair and reasonable prices, on the basis of demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required.  
(Government Code 4526)

The Superintendent or designee shall ensure that the selection process for projects receiving state funding: (Government Code 4526)

1. Ensures that projects entail maximum participation by small business firms as defined pursuant to Government Code 14837
2. Prohibits practices which might result in unlawful activity such as rebates, kickbacks, or other unlawful consideration
3. Prohibits district employees from participating in the selection process when they have a relationship with a person or business entity seeking a contract which would subject the employee to the prohibition of Government Code 87100

(cf. 9270 - Conflict of Interest)

The selection process may also include: (Government Code 4527)

1. Detailed evaluations of current statements of prospective contractors' qualifications and performance data
2. Discussion of alternative approaches for furnishing the services with at least three firms
3. Selection of at least three firms deemed to be the most highly qualified to provide



the required services, in accordance with established criteria and recommended in order of preference

Contracts shall specify that all plans, specifications and estimates prepared by the contractor shall become the property of the district. (Education Code 17316)

Regulation      CENTER UNIFIED SCHOOL DISTRICT  
approved: May 26, 1999      Antelope, California



# CSBA Sample

## Board Bylaw

### Board Bylaws

BB 9323(a)

### MEETING CONDUCT

Note: Education Code 35010 **mandates** the Governing Board to "prescribe and enforce" rules for its own governance. These rules must not be inconsistent with law or with regulations prescribed by the State Board of Education. The following bylaw provides suggested rules and procedures for meeting conduct and reflects provisions of law as applicable.

#### Meeting Procedures

All Governing Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

*(cf. 9322 - Agenda/Meeting Materials)*

Note: The law does not specify that a particular set of procedures must govern Board meetings. Although Robert's Rules of Order can serve as a useful guide, the Board may adopt any procedure that allows for the efficient and consistent conduct of meetings.

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

*(cf. 9121 - President)*

Note: The following **optional** paragraph limits the length of Board meetings and should be revised to reflect district practice.

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at ~~10:30~~ 9:00 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

*(cf. 9320 - Meetings and Notices)*

Note: In Rubin v. City of Burbank, an appellate court held that inclusion of "sectarian prayer" at city council meetings, which communicated a preference for a particular religious faith and advanced one faith over another, was unconstitutional by directing the prayer "in the name of Jesus." The court held that it would be constitutional to require the city to advise those people conducting the prayer of this limitation. This opinion is consistent with an unpublished 9th Circuit federal court opinion which stated that an invocation "in the name of Jesus" was unconstitutional in that it displayed allegiance to a particular faith.

## MEETING CONDUCT (continued)

Some general guidelines for invocations can be found in an Attorney General's opinion (76 Ops.Cal.Atty.Gen. 281 (1993)) which stated that a county board of supervisors could open its sessions with an invocation when the invocation is (1) not required by law as a condition to the official proceedings, (2) not part of the deliberative agenda, (3) not offered, supervised, or approved as to content by a public officer, (4) not officially limited to a particular religion, (5) not disparaging of others, and (6) not directed towards proselytizing. However, because this is an unsettled area of law that is subject to frequent litigation, it is strongly recommended that districts consult legal counsel if they wish to open meetings with an invocation. Note that a different legal analysis applies to student-led or student-initiated prayer; see BP 5127 - Graduation Ceremonies and Activities.

### Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board. (Education Code 35164)

(cf. 9323.2 - Actions by the Board)

Note: According to an Attorney General opinion (61 Ops.Cal.Atty.Gen. 243 (1978)), members of a public body have a duty to vote on issues before them so that the public is represented and receives the services which the public body was created to provide. Issues arise when a motion is tied and one Board member has abstained. The general parliamentary rule is that an abstention is counted as agreeing with the action taken by the majority of those who vote, whether affirmatively or negatively (66 Ops.Cal.Atty.Gen. 336 (1983)). However, a stronger argument could be made that the parliamentary rule is in conflict with Education Code 35164 which requires a majority vote of all of the membership of the Board in order for the Board to act (i.e., a majority of all of the membership of the Board must vote affirmatively in order to approve any action). In 55 Ops.Cal.Atty.Gen. 26 (1972), the Attorney General opined that, when a statutory requirement exists that requires an affirmative action of at least a majority of the members of the Board, the general rule that members not voting were deemed to have agreed with the action taken by the majority of those that voted is not applicable.

The following **optional** paragraph is consistent with CSBA's opinion that a majority of the Board must vote affirmatively for a motion to carry, but the law is not settled and contrary legal opinions may exist. It is strongly recommended that the district consult with legal counsel and modify the following paragraph to ensure consistency with district practice.

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, ~~his/her~~ the abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

(cf. 9270 - Conflict of Interest)

Note: The following paragraph applies only to districts with seven member boards and **should be deleted by districts with a three or five member board.**

~~Provided the Board typically has seven members and there are no more than two vacancies on the Board, the vacant position(s) shall not be counted for purposes of determining how~~



## MEETING CONDUCT (continued)

~~many members of the Board constitute a majority. In addition, whenever any provisions of the Education Code require unanimous action of all or a specific number of the members, the vacant position(s) shall not be counted for purposes of determining the total membership constituting the Board. (Education Code 35165)~~

### Public Participation

Note: Pursuant to Government Code 54953.3, ~~a~~ members of the public cannot be required to register ~~his/her~~ **their** names, complete a questionnaire, or provide other information as a condition of attending a Board meeting. If an attendance list or similar document is posted near the entrance or circulated during the meeting, it must clearly state that signing or completing the document is voluntary.

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

Note: Education Code 35145.5 **mandates** the Board to adopt regulations which ensure that the public can address the Board regarding agenda items, as specified below.

District employees have the same right as members of the public to address the Board during a public Board meeting. In 90 Ops.Cal.Atty.Gen. 47 (2007), the Attorney General opined that, under the Ralph M. Brown Act, an administrative district employee cannot be prohibited from attending a Board meeting or from speaking during the public comment period, including comments on an employment-related issue.

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5; Government Code 54954.3)
2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5; Government Code 54954.2)
3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the

**MEETING CONDUCT** (continued)

public, a Board **members** or staff members may ask a question for clarification, make a brief announcement, or make a brief report on ~~his/her~~ **their** own activities. (Government Code 54954.2)

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)

(cf. 9130 - Board Committees)

5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

Note: Government Code 54954.3 authorizes **reasonable** regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker. **Such reasonable regulations must ensure that the intent of allowing the public an adequate opportunity to speak to the Board is carried out.** The following paragraph should be revised to reflect district practice.

~~If the Board limits the time for public comment, Government Code 54954.3, as amended by AB 1787 (Ch. 507, Statutes of 2016), requires the Board to provide at least twice the allotted time to a member of the public who utilizes a translator, as provided below.~~

**In general, individual speakers shall will be allowed three minutes to address the Board on each agenda or nonagenda item, and Tthe Board shall will limit the total time for public input on each item to 20 minutes. However, in exceptional circumstances when necessary to ensure full opportunity for public input, With Board consent, the Board president may, with Board consent, increase or decrease adjust the amount of time allowed for public presentation input, depending on the topic and the number of persons wishing to be heard and/or the time allotted for each speaker. Any such adjustment shall be done equitably so as to allow a diversity of viewpoints. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. The president may also ask members of the public with the same viewpoint to select a few individuals to address the Board on behalf of that viewpoint.**

**MEETING CONDUCT (continued)**

In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

6. The Board president may rule on the appropriateness of a topic, subject to the following conditions:
  - a. If a topic would be suitably addressed at a later time, the Board president may indicate the time and place when it should be presented.
  - b. The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3)

Note: The following **optional** item addresses the issue of specific charges or complaints against district employees in open Board meetings. Although the Board may inform the speaker of appropriate district complaint procedures, it cannot prohibit criticisms of the district and its employees, no matter how harsh. Board members and staff may briefly respond to the concerns raised by the complainant at the meeting.

In Baca v. Moreno Valley Unified School District, a federal district court issued a preliminary injunction against the district prohibiting it from enforcing its policy barring criticism of employees at public Board meetings. The court found that the district's policy violated the plaintiff's First Amendment rights by restricting the content of her speech. The court further noted that the district could not legally prevent a person from speaking in open session, even if the speech was clearly defamatory. It is recommended that the Board consult legal counsel if a question arises regarding public criticism of a district employee.

- c. The Board shall not prohibit public criticism of district employees. However, whenever a member of the public initiates specific complaints or charges against an individual employee, the Board president shall inform the complainant of the appropriate complaint procedure.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 9321 - Closed Session Purposes and Agendas)

Note: As provided in item #7 below, Government Code 54957.9 authorizes the Board to remove persons who willfully disrupt or disturb a meeting. Examples of disruptive conduct might include conduct that is extremely loud, disturbing, or creates a health or safety risk. In McMahon v. Albany Unified School District, the court held that a speaker's constitutional rights were not violated when he was removed from a Board meeting after dumping a substantial amount of garbage on the floor of the meeting room. Because the speaker was not removed based on the content of his speech, the court upheld his conviction for a willful disruption of a public meeting. In City of San Jose v. Garbett, the court held that a legislative body may exclude from a meeting a person who has expressed a credible threat of violence that would place a reasonable persons in fear for ~~his/her~~ their safety or the safety of ~~his/her~~ their immediate family and that serves no legitimate purpose.



## MEETING CONDUCT (continued)

However, the courts have found that a person's conduct must actually disrupt the meeting in order to warrant ejection. In Norse v. City of Santa Cruz, the court held that the city council improperly ejected a member of the public who gave the council a silent Nazi salute, on the grounds that the action did not interfere with the proceedings of the meeting.

7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group or any conduct or statements that threaten the safety of any person(s) at the meeting shall be grounds for the president to terminate the privilege of addressing the Board.

The Board may remove disruptive individuals and order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement as necessary.

## Recording by the Public

Note: Government Code 54953.5 provides that any person attending an open meeting may record it with an audio or video recorder or a still or motion picture camera unless the Board makes a reasonable finding that the recording cannot continue without noise, illumination, or obstruction of view which would persistently disrupt the meeting. Government Code 54953.6 requires a similar finding before the Board can prohibit or restrict a broadcast of its meetings.

The following paragraph extends the right to record an open meeting to include recordings made by other devices such as a cell phone.

Members of the public may record an open Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The Superintendent or designee may designate locations from which members of the public may make such recordings without causing a distraction.

*(cf. 9324 - Board Minutes and Recordings)*

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

*Legal Reference: (see next page)*

## MEETING CONDUCT (continued)

### *Legal Reference:*

#### EDUCATION CODE

- 5095 Powers of remaining board members and new appointees
- 32210 Willful disturbance of public school or meeting a misdemeanor
- 35010 Prescription and enforcement of rules
- 35145.5 Agenda; public participation; regulations
- 35163 Official actions, minutes and journal
- 35164 Vote requirements
- 35165 Effect of vacancies upon majority and unanimous votes by seven member board

#### CODE OF CIVIL PROCEDURE

##### 527.8 Workplace Violence Safety Act

#### GOVERNMENT CODE

- 54953.3 Prohibition against conditions for attending a board meeting
- 54953.5 Audio or video recording of proceedings
- 54953.6 Broadcasting of proceedings
- 54954.2 Agenda; posting; action on other matters
- 54954.3 Opportunity for public to address legislative body; regulations
- 54957 Closed sessions
- 54957.9 Disorderly conduct of general public during meeting; clearing of room

#### PENAL CODE

- 403 Disruption of assembly or meeting

#### COURT DECISIONS

- City of San Jose v. Garbett* (2010) 190 Cal.App.4th 526
- Norse v. City of Santa Cruz* (9th Cir. 2010) 629 F.3d 966
- McMahon v. Albany Unified School District* (2002) 104 Cal.App.4th 1275
- Rubin v. City of Burbank* (2002) 101 Cal.App.4th 1194
- Baca v. Moreno Valley Unified School District* (1996) 936 F.Supp. 719

#### ATTORNEY GENERAL OPINIONS

- 90 *Ops. Cal. Atty. Gen.* 47 (2007)
- 76 *Ops. Cal. Atty. Gen.* 281 (1993)
- 66 *Ops. Cal. Atty. Gen.* 336 (1983)
- 63 *Ops. Cal. Atty. Gen.* 215 (1980)
- 61 *Ops. Cal. Atty. Gen.* 243, 253 (1978)
- 59 *Ops. Cal. Atty. Gen.* 532 (1976)
- 55 *Ops. Cal. Atty. Gen.* 26 (1972)

### *Management Resources:*

#### CSBA PUBLICATIONS

- Call to Order: A Blueprint for Great Board Meetings*, 2015
- The Brown Act: School Boards and Open Meeting Laws*, rev. 2014

#### ATTORNEY GENERAL PUBLICATIONS

- The Brown Act: Open Meetings for Local Legislative Bodies*, 2003

#### WEB SITES

- CSBA: <http://www.csba.org>
- California Attorney General's Office: <https://oag.ca.gov>

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### **Policy Reference UPDATE Service**

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# **Center Unified SD**

## **Board Bylaw**

### **Meeting Conduct**

BB 9323

#### **Board Bylaws**

##### **Meeting Procedures**

All Governing Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

(cf. 9322 - Agenda/Meeting Materials)

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

(cf. 9121 - President)

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at 9:00 p.m. unless extended to a specific time determined by a majority of the Board. The meeting shall be extended no more than once and subsequently may be adjourned to a later date.

(cf. 9320 - Meetings and Notices)

##### **Quorum and Abstentions**

The Board shall act by majority vote of all of the membership constituting the Board.  
(Education Code 35164)

(cf. 9323.2 - Actions by the Board)

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, his/her abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

(cf. 9270 - Conflict of Interest)

##### **Public Participation**



Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5; Government Code 54954.3)
2. At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5; Government Code 54954.2)
3. Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. (Government Code 54954.2)

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. (Government Code 54954.2)

4. The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item.

However, if the Board determines that the item has been substantially changed since the committee heard the item, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)

(cf. 9130 - Board Committees)

5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

Individual speakers shall be allowed three minutes to address the Board on each agenda



or nonagenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add.

In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously. (Government Code 54954.3)

6. The Board president may rule on the appropriateness of a topic, subject to the following conditions:

- a. If a topic would be suitably addressed at a later time, the Board president may indicate the time and place when it should be presented.
- b. The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions. (Government Code 54954.3)
- c. The Board shall not prohibit public criticism of district employees. However, whenever a member of the public initiates specific complaints or charges against an individual employee, the Board president shall inform the complainant of the appropriate complaint procedure.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 9321 - Closed Session Purposes and Agendas)

7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group or any conduct or statements that threaten the safety of any person(s) at the meeting shall be grounds for the president to terminate the privilege of addressing the Board.

The Board may remove disruptive individuals and order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement as necessary.

Recording by the Public



Members of the public may record an open Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The Superintendent or designee may designate locations from which members of the public may make such recordings without causing a distraction.

(cf. 9324 - Board Minutes and Recordings)

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

**Legal Reference:**

**EDUCATION CODE**

5095 Powers of remaining board members and new appointees  
32210 Willful disturbance of public school or meeting a misdemeanor  
35010 Prescription and enforcement of rules  
35145.5 Agenda; public participation; regulations  
35163 Official actions, minutes and journal  
35164 Vote requirements  
35165 Effect of vacancies upon majority and unanimous votes by seven member board

**CODE OF CIVIL PROCEDURE**

527.8 Workplace Violence Safety Act

**GOVERNMENT CODE**

54953.3 Prohibition against conditions for attending a board meeting  
54953.5 Audio or video recording of proceedings  
54953.6 Broadcasting of proceedings  
54954.2 Agenda; posting; action on other matters  
54954.3 Opportunity for public to address legislative body; regulations  
54957 Closed sessions  
54957.9 Disorderly conduct of general public during meeting; clearing of room

**PENAL CODE**

403 Disruption of assembly or meeting

**COURT DECISIONS**

City of San Jose v. Garbett, (2010) 190 Cal.App.4th 526  
Norse v. City of Santa Cruz, (9th Cir. 2010) 629 F3d 966  
McMahon v. Albany Unified School District, (2002) 104 Cal.App.4th 1275  
Rubin v. City of Burbank, (2002) 101 Cal.App.4th 1194  
Baca v. Moreno Valley Unified School District, (1996) 936 F.Supp. 719

**ATTORNEY GENERAL OPINIONS**

90 Ops.Cal.Atty.Gen. 47 (2007)  
76 Ops.Cal.Atty.Gen. 281 (1993)  
66 Ops.Cal.Atty.Gen. 336 (1983)  
63 Ops.Cal.Atty.Gen. 215 (1980)



61 Ops.Cal.Atty.Gen. 243, 253 (1978)  
59 Ops.Cal.Atty.Gen. 532 (1976)  
55 Ops.Cal.Atty.Gen. 26 (1972)

**Management Resources:**

**CSBA PUBLICATIONS**

Call to Order: A Blueprint for Great Board Meetings, 2015

The Brown Act: School Boards and Open Meeting Laws, rev. 2014

**ATTORNEY GENERAL PUBLICATIONS**

The Brown Act: Open Meetings for Local Legislative Bodies, 2003

**WEB SITES**

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

California Attorney General's Office: <https://oag.ca.gov>

**Bylaw CENTER UNIFIED SCHOOL DISTRICT**

approved: September 20, 2017      Antelope, California



# change in policy #

## Center Unified SD

### Board Policy

#### Student Activity Trips

~~BP 5131.8~~ **BP 6153.1**

#### Students

The Governing Board directs the Superintendent to develop and implement rules and regulations to ensure the safety of students and to provide for the proper conduct and control of students while they are away from the school campus on school-sponsored activities.

The students on such activity trips are to be under supervision of school personnel or authorized parents at all times whether the students are members of a school group such as an athletic team, musical group, pep squad, authorized school club, or representing the school newspaper.

Students taking the team, activity or rooters' bus are under the authority of the bus driver while on the bus, and under the authority of the activity sponsor, coach, musical director, or advisor of the school club from the time they leave the bus until they return, except that rooters shall be on their own until they return. While such students are not a legal responsibility of the school district while they are away from the bus, they will be held responsible for their behavior when it brings disrepute to the school.

Students providing their own transportation to a school-sponsored activity as observers or rooters shall not be considered to be under school supervision and the district shall not be held responsible for their safety or control, but the students are to be held accountable for their acts if they are such as to bring disrepute to the school.

#### Legal Reference:

##### EDUCATION CODE

44807 Duty concerning conduct of pupils; limitation on criminal prosecution

44808 Exemption from responsibility or liability for conduct and safety of pupils off-campus; exceptions

44808.5 Permission for pupils to leave school grounds; notice (high school)

51202 Instruction in personal and public health and safety

##### ADMINISTRATIVE CODE, TITLE 5

14103 Authority of the driver

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: October 1, 1986 Antelope, California



# change in policy #

## Center Unified SD

### Board Policy

#### Academic Freedom

**BP 4119.24 BP 4119.29**

#### Personnel

##### Intent

The Governing Board believes that the existence and progress of a democratic society demands that there be freedom of teaching the curriculum as approved by the Board and freedom of learning in schools. The Board is responsible for the protection of these freedoms for students, teachers, and others directly concerned with the school program.

The Governing Board has the responsibility to ensure that the school fulfills its obligations to society at the local, state, and national levels. The obligation in behalf of academic freedom requires that the Board cooperate with educational personnel and with the community in a judicious and open-minded manner in policies and decisions for the preservation of that freedom.

The proper role of the Governing Board requires providing all possible support within the law to the teachers, administrators, and other staff members who are making use of their abilities and resources to maintain a climate of intellectual freedom, without license, in the schools.

Successful action in matters of academic freedom depends greatly upon the Governing Board's ability to see the true relationship between the total objectives of the educational program and the values of academic freedom. Under this criteria the Board will work with its administration for a practical and defensible balance in this relationship and will attempt to so interpret it to the community.

##### Criteria

Basis for judgment in matters pertaining to academic freedom within the district shall be:

1. The welfare of students, individually and collectively, in the present and for the future.
2. The intellectual maturity of the students.
3. The standards and beliefs of citizens of the community.
4. The security and dignity of teachers, administrators, and other employees.



5. The status of the problem or issue within the framework of law.
6. In the case of instructional materials, the informative, literary, and general cultural values which may assist students in intellectual growth and habits of critical thought.
7. Informed opinion in policy statements regarding academic freedom available from organizations of teachers, administrators, parents/guardians, Governing Board members, and other citizens with special interest in public education.

In cases of alleged offense, the Board will concern itself with the maintenance of fair hearing and appeal procedures. The Board will collaborate with the government, the State Board of Education, and the courts to ensure just protection of the responsible exercise of academic freedom.

**Legal Reference:**

**EDUCATION CODE**

- 51500 Prohibited instruction or activity (re adverse reflection upon persons because of race, color, creed, national origin or ancestry)
- 51501 Prohibited means of instruction
- 51510 Prohibited study or supplemental materials
- 51511 Religious matters properly included in courses of study
- 51512 Prohibited use of electronic listening or recording device; penalties
- 51530 Prohibition and definition (re advocating or teaching communism with the intent to indoctrinate, etc.)

**Policy CENTER UNIFIED SCHOOL DISTRICT**  
**adopted: September 17, 1986Antelope, California**



## *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

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

**Date:** January 9, 2020

**Action Item** X

**To:** Board of Trustees

**Information Item**

**From:** Michael Jordan

Director of Curriculum, Instruction, and Special Education

**Initials:** MJ

**15 # Attached Pages**

**SUBJECT:** MOU with American River College for Dual Enrollment Courses

The CJUSD would like to enter into an agreement with American River College for independent study dual enrollment courses. There is no cost to the student and the credits are transferable.

**RECOMMENDATION:** CJUSD Board of Trustees approve the MOU as written.

**MEMORANDUM OF UNDERSTANDING  
REGARDING DUAL ENROLLMENT  
BETWEEN THE LOS RIOS COMMUNITY COLLEGE DISTRICT,  
AMERICAN RIVER COLLEGE  
AND THE  
CENTER JOINT UNIFIED SCHOOL DISTRICT**

This Memorandum of Understanding ("MOU") is between the Los Rios Community College District and its respective colleges ("LRCCD"), and Center Joint Unified School District ("DISTRICT"). For identification purposes only this MOU is dated January 1, 2020. Collectively LRCCD and CJUSD shall be referred to as the Parties.

**RECITALS**

**WHEREAS**, LRCCD is a multi-college District whose mission includes providing educational programs and services that are responsive to the needs of the students and communities within the DISTRICT

**WHEREAS**, DISTRICT is a Unified School District located in the County of Sacramento;

**WHEREAS**, the Parties desire to enter into a College and Career Access Pathways ("CCAP") Partnership to collaborate and provide college credit and courses pursuant to Assembly Bill 288;

**WHEREAS**, the purpose of this MOU is to offer and expand dual enrollment opportunities for students who may not already be college-bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness;

**WHEREAS**, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by the Legislature and LRCCD;

**WHEREAS**, the Parties desire to enter into a MOU, which sets forth their mutual rights and responsibilities and governs their relationship in regard to the CCAP program;

**WHEREAS**, this MOU contemplates that the Parties will enter into a related course agreement ("CA") for the individual courses offered under this MOU ("Courses"), that each CA will fully incorporate the terms of this MOU, and that each CA will set out the necessary details specific to the subject Programs/Courses;

**WHEREAS**, the Parties intend for LRCCD to report full-time equivalent students ("FTES") and obtain state apportionment for the subject Courses given through this MOU in accordance with California Education Code section 76004 and the appropriate portions of Title 5 of the California Code of Regulations ("CCR");

**WHEREAS**, all Courses will be held within LRCCD's District boundaries;



**NOW, THEREFORE,** the Parties mutually agree as follows:

**TERMS**

1. **Recitals.** The above recitals are incorporated herein and made a part of this MOU.
2. **Effective Date and Duration.** This MOU shall be effective on the date authorized representatives of both Parties sign it and continue in effect until June 1, 2021, with an annual renewal through January 1, 2027, unless duly modified or terminated by the Parties.
3. **Early Termination.** This MOU may be terminated by either party with cause if another party fails to comply with the insurance or indemnification requirements or otherwise commits a material breach of this MOU. Termination will be effective no sooner than 15 calendar days after a written demand to comply or cure is provided and the party fails to comply or cure. This remedy is in addition to any other remedy which may be provided for by law.

This MOU may be terminated without cause and for any reason by any party. The party desiring early termination without cause must provide written notice to the other party at least 45 days' prior to the end of a semester of its intent to terminate the Agreement. All classes currently in progress shall continue until the completion of the semester. Any students currently enrolled in LRCCD courses under this MOU shall be allowed to complete those courses prior to the termination of this MOU

The indemnification provisions contained in this MOU shall survive termination.

4. **Course Agreements.** The terms of this MOU are deemed to be part of and fully incorporated into any and all presently existing or future CAs unless expressly modified by a related CA. Related CAs will typically address the scope, nature, time, date, location, number of educational hours, LRCCD credits offered, number of students, and other specifics related to each Course. The terms of this MOU may be modified by individual CA as necessary, including eligibility requirements for students to enroll in a particular course or courses. Any inconsistency between the MOU and an express provision of a CA will be resolved in favor of this MOU.

5. **Required CCAP Terms.**

- A. The total number of high school students to be served pursuant to this MOU will be 100. (Education Code section 76004(c)(1).)
- B. The total number of full time equivalent students projected to be claimed by LRCCD for apportionment under this MOU will be 9.714 FTES. (Education Code section 76004(c)(1).)

The criteria to assess the ability of pupils to benefit from those courses is as follows: School Principal recommendation, School Counselor recommendation, demonstrated maturity, and American River College Faculty recommendation. (Education Code section 76004(c)(1).)

- C. The point of contact for LRCCD is Vice Chancellor Jamey Nye and the American River College President, Thomas Greene. The point of contact for DISTRICT is Mike Jordan, Director of Curriculum, Instruction and Special Education. (Education Code section 76004(c)(2).)
- D. DISTRICT shall be the employer of record for purposes of assignment monitoring and reporting to the County Office of Education if required and shall assume reporting responsibilities pursuant to applicable federal teacher quality mandates. (Education Code section 76004(m)(2).) Copies of documents provided to the County Office of Education shall be provided to the DISTRICT and LRCCD.
- E. All sharing of information between LRCCD and the DISTRICT shall be in compliance with federal and state laws, including the Federal Educational Rights and Privacy Act ("FERPA") and the California Education Code. Where exceptions to those laws allow LRCCD and the DISTRICT to share information without the consent of the students and/or parents/legal guardian(s), LRCCD and the DISTRICT will follow the requirements of FERPA and State law. No data shall be shared by either party until the other party is satisfied, in its sole discretion, as to the safety and security of that data in the other party's control. Where there is no exception, sharing information will require a signed, dated release from the student explicitly authorizing the sharing of personally identifiable information about the student. (Education Code section 76004(c)(1).) Parent(s)/legal guardian(s) shall have access to District-related student education records. For purposes of this MOU, LRCCD and DISTRICT shall not utilize Joint Use Facilities. Instruction shall occur on the campuses of either the DISTRICT or LRCCD. (Education Code section 76004(c)(1).)
- F. Parent(s)/legal guardian(s) shall be required to sign a form consenting to the enrollment of their pupils in community college courses offered by the LRCCD pursuant to this MOU. The consent form shall be submitted to and be maintained by LRCCD. A copy of the consent form shall be retained by the DISTRICT. Pursuant to LRCCD Policy and Regulation, LRCCD data concerning a student shall not be shared with parents without a signed, dated release from the student authorizing the sharing of that data, unless required by federal or state law.

**6. Required CCAP Partnership Certifications.**

- A. The Board of Trustees of both LRCCD and DISTRICT will pass a resolution approving this MOU as required under Education Code section 76004. The resolution shall be in the form provided in Exhibit "A" to this MOU.
- B. All college course faculty will be employees of LRCCD.
- C. All LRCCD faculty teaching a course on a DISTRICT campus have not been convicted of any sex offenses as defined in Education Code section 86010 or any

controlled substance offense as defined by Education Code section 87011. (Education Code section 76004(h).)

- D. LRCCD faculty teaching a course at a DISTRICT campus will not displace or result in the termination of an existing DISTRICT teacher teaching the same course on that DISTRICT campus. (Education Code section 76004(i).)
- E. A qualified DISTRICT teacher teaching a course offered for college credit at a DISTRICT high school campus will not displace or result in the termination of an existing LRCCD faculty member teaching the same course on a partnering LRCCD campus. ((Education Code section 76004(j).)
- F. Community college courses offered for college credit at the DISTRICT campus will not reduce access to the same courses offered at the LRCCD campus. (Education Code section 76004(k).)
- G. Any LRCCD community college course that is oversubscribed or has a waiting list at LRCCD will not be offered pursuant to this MOU. (Education Code section 76004(k)(2).)
- H. Participation in the CCAP partnership is consistent with the core mission of the community colleges pursuant to Education Code section 66010.4. (Education Code section 76004(k)(3).)
- I. High school students participating in the CCAP partnership will not lead to enrollment displacement of otherwise eligible adults at LRCCD colleges. (Education Code section 76004(k)(3).)
- J. Both LRCCD and DISTRICT will comply with local bargaining requirements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching an AB 288 CCAP Partnership Agreement courses offered for high school credit. (Education Code section 76004(l).)
- K. Any remedial course taught by LRCCD faculty (which includes a qualified high school teacher teaching a college course as an "employee" of the community college district pursuant to Title 5, CCR section 58058(b)) at a DISTRICT high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both based on an interim assessment in grade 10 or 11, as determined by the DISTRICT, and that the delivery of these remedial courses shall involve a collaborative effort between the DISTRICT high school and LRCCD faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon high school graduation. (Education Code section 76004(n).)



7. **Regulatory Requirements for State Apportionment Purposes Applicable to All Courses Conducted Under the Terms of This MOU.** These provisions may not be voided, modified nor waived by a related CA unless otherwise expressly provided herein:

**Responsibilities of the Parties**

- A. **LRCCD and DISTRICT policies and procedures apply.** LRCCD in collaboration with the DISTRICT is responsible for the Courses. The Courses will comply with all applicable regulations, procedures, prerequisites and standards applicable to LRCCD, as well as any corresponding local policies, practices, and requirements of the DISTRICT.
- B. **Enrollment Period.** The enrollment period shall be determined by LRCCD in accordance with its guidelines, policies, pertinent statutes, and regulations. The DISTRICT's calendar shall also be considered for purposes of the enrollment period.
- C. **Number of Course Hours Sufficient to Meet the Stated Performance Objectives.** LRCCD will determine the student learning outcomes for each of the Courses and the number of course hours necessary to meet the performance objectives. The performance objectives and corresponding course hours shall be specified in the related CA.
- D. **Supervision and Evaluation of Students.** Supervision and evaluation of students shall be in accordance with LRCCD guidelines, Board Policies, Administrative Regulations, pertinent statutes, and regulations or as mutually agreed upon by the Parties. All students will be under the immediate supervision of an employee of LRCCD. For purposes of this paragraph all DISTRICT employees who are teaching the courses shall be deemed to be employees of LRCCD. For courses conducted on DISTRICT campuses, the DISTRICT shall be responsible for all ADA and Individual Education Plan ("IEP") issues for its students; LRCCD shall be responsible for any academic accommodations deemed necessary through the LRCCD DSPS program.
- E. **Withdrawal Prior to Completion of the Course.** A student's withdrawal prior to completion of the Course shall be in accordance with LRCCD and the DISTRICT guidelines, policies, pertinent statutes and regulations.
- F. **Right to Control and Direct Instructional Activities.** LRCCD is responsible for the Courses and has the sole right to control and direct the instructional activities of all faculty teaching those Courses, including those who are also DISTRICT personnel.
- G. **Minimum Qualifications for Faculty Teaching Courses.** All faculty that teach Courses shall meet the minimum qualifications to provide instruction in a California community college.

- H. Facilities. The Parties will provide adequate classroom space at their facilities, or other mutually agreed upon location, to conduct the contemplated instruction and do so without charge to either party or students. The Parties agrees to clean, maintain, and safeguard their premises. The Parties warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- I. Equipment. DISTRICT and/or the Parties will furnish, at its own expense, all course materials, specialized equipment, and other necessary equipment for all DISTRICT students. It is understood that whichever Party supplies any equipment and materials such equipment and materials shall be the sole property of the Party. The faculty shall determine the type, make, and model of all equipment and materials to be used during each Course. The Parties understands that no equipment or materials fee may be charged to District students enrolled in classes pursuant to this MOU.
- J. CCAP Enrollment. Enrollment shall be open to any DISTRICT pupil who has been admitted to LRCCD and meets all applicable prerequisites. Applicable prerequisite courses, training, or experience will be determined by LRCCD. Applicants must meet the standards and prerequisites of the LRCCD.

In coordination with the DISTRICT, LRCCD will be responsible for processing student applications. LRCCD will provide the necessary admission forms and procedures and both LRCCD and DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.

In coordination with the DISTRICT, LRCCD will ensure that each student completes the admissions procedure, the course enrollment process, and otherwise process student applications and enroll students in the Courses, as appropriate. DISTRICT will assist LRCCD, as necessary. A successful enrollment requires that each student has completed an enrollment application provided by LRCCD, completed the parental permission form, the application and parental permission form has been delivered to and accepted by LRCCD's Admissions and Registration Office, all enrollment and other applicable fees have been paid, and the applicant has met all requirements, to include the standard LRCCD student liability and medical care coverage, if applicable.

- K. Enrollment Fees. Pursuant to LRCCD Board Policy, Education Code sections 76300(f) and 76004, students enrolled in courses under this MOU shall be exempt from fees described in Education Code sections 76060.5 (student body fee), 76140 (nonresident tuition), 76223 (copies of records), 76300 (student fee), 76350 (apprenticeship fees), and 79121 (child development center fees). Students enrolled in these courses will pay all other applicable fees (i.e. Universal Transit Fee, Student Representation Fee, Health Center Fee, etc.), as long as permissible under state and federal law.

- L. Records of Student Attendance and Achievement. All records of student attendance and achievement shall be submitted to LRCCD periodically, or upon demand, and shall be maintained by LRCCD, copies of said documents shall also be maintained by the DISTRICT.
- M. Ancillary Support Services for Students. Both LRCCD and DISTRICT shall ensure that students enrolled in the Courses are provided ancillary and support services as may be needed, including but not limited to counseling and guidance and placement assistance.
8. Liaison. At no cost to the DISTRICT, LRCCD will provide the services of faculty members who will facilitate coordination and cooperation between LRCCD and DISTRICT. LRCCD will provide DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this MOU, including conducting appropriate student assessments, outreach/recruitment activities and the LRCCD's application procedures.
9. Support Staff. These provisions may not be voided, modified nor waived by a related CA unless otherwise expressly provided herein:
- A. DISTRICT to Provide Support Services. Unless otherwise provided for in a related CA, DISTRICT will provide personnel to perform the following services on its campus: clerical services and services associated with outreach activities, recruiting students, assessing students, processing student applications, enrolling qualified students, and other related services as may be necessary.
- B. DISTRICT is Responsible for its Own Personnel. DISTRICT'S personnel will perform these services on duty time. DISTRICT personnel performing these services will be employees solely of DISTRICT, subject to the authority of DISTRICT, but will also be subject to the direction of LRCCD, specifically with regard to their duties pertaining to the Courses described in the related CAs. LRCCD has the primary right to control and direct Course activities.
10. Faculty. These provisions may not be voided, modified nor waived by a related CA unless otherwise expressly provided herein:
- A. Selection and Employment of Faculty. With the input of the DISTRICT, LRCCD will select faculty pursuant to its own policies, regulations and the law. DISTRICT personnel selected to be faculty shall be employees solely of LRCCD during the time they teach LRCCD courses, but will also be subject to the authority of DISTRICT, specifically with regard to their duties as DISTRICT employees. The LRCCD faculty shall be subject to the LRCCD Collective Bargaining Agreement with the Los Rios College Federation of Teachers in effect at the time the course is offered. DISTRICT certificated staff shall be subject to the Collective Bargaining Agreement between the DISTRICT and the Center USD Teachers Association in effect at the time the course is offered.



- B. Faculty. LRCCD shall ensure that all faculty are experienced, competent, dedicated personnel who have the personal attributes necessary for providing instruction in the Courses. LRCCD shall ensure that all faculty possess all minimum qualifications, any certificates or other training requirements that may be required including, but not limited to the qualification requirements of Title 5, CCR 53410 and 58060.
  - C. LRCCD Shall Determine Faculty Requirements. LRCCD shall determine the number of faculty, the ratio of faculty to students, and the subject areas of instruction.
  - D. Orientation Meeting. Faculty shall attend an orientation meeting if scheduled and LRCCD shall provide manuals, course outlines, curriculum materials, and testing and grading procedures as necessary.
11. Instruction. All lectures will conform to LRCCD approved curriculum and course outlines and recommendations of experienced LRCCD faculty. All courses must follow LRCCD's required hours of instruction and meet LRCCD's minimum enrollment requirements. Instructional presentations will incorporate planned practical demonstrations, as may be necessary, and use audiovisual techniques or equipment and vocational equipment. Course instruction must also comply with DISTRICT policies and regulations.
12. Facilities. The Parties contemplate that primarily, the facilities of the DISTRICT will be utilized to carry out the goals of this MOU and any related CA, although from time to time LRCCD facilities may be utilized subject to the mutual MOU by the Parties as expressed in a related CA. The Parties agree to defend, hold harmless, and indemnify each other and their respective governing board, officers, employees, administrators, independent contractors, subcontractors, and other representatives from all damages, losses, or expenses, including litigation costs such as attorney's fees, should a student, faculty, or third party be injured as a result of or connected with the condition of the Parties' premises, in whole or in part. The indemnity shall survive termination of this MOU and is in addition to any other rights or remedies LRCCD may have under law or otherwise.
13. Workers' Compensation. DISTRICT shall be the "primary employer" for all its personnel who perform services as support staff. DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective DISTRICT personnel made in connection with performing services and receiving instruction under this MOU or any related CA. DISTRICT agrees to hold harmless, indemnify, and defend LRCCD from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by DISTRICT personnel connected with providing services under this MOU or any related CA. DISTRICT is not responsible for non-District personnel who may serve as faculty or students who are not affiliated with the DISTRICT. These provisions may not be voided, modified nor waived by a related CA.

LRCCD shall be the "primary employer" for all its personnel who perform services as support staff. LRCCD shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective LRCCD personnel made in connection with performing services and receiving instruction under this MOU or any related CA. LRCCD agrees to hold harmless, indemnify, and defend DISTRICT from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by LRCCD personnel connected with providing services under this MOU or any related CA. LRCCD is not responsible for non-LRCCD personnel who may serve as faculty or students who are not affiliated with LRCCD. These provisions may not be voided, modified nor waived by a related CA.

**14. Reporting Requirements.** Annually, LRCCD and DISTRICT shall report all of the following information to the office of the Chancellor of the California Community Colleges:

- A. The total number of high school pupils by school-site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
- B. The total number of community college courses by course category and type and by school-site enrolled in by partnership participants.
- C. The total number and percentage of successful course completions, by course category and type and by school-site, of partnership participants.
- D. The total number of full-time equivalent students generated by CCAP partnership community college district participants.

**15. Indemnification.**

- A. DISTRICT shall defend, hold harmless, and indemnify LRCCD, its governing board, officers, administrators, agents, employees, independent contractors, subcontractors, consultants, and other representatives from and against any and all liabilities, claims, demands, costs, losses, damages, or expenses, including reasonable attorney fees and costs, including but not limited to consequential damages, death, sickness, or injury to any person(s) or damage to any property, from any cause whatsoever arising from or connected with its responsibilities hereunder that may arise out of or result from, in whole or in part, the negligent, wrongful, or willful acts or omissions of DISTRICT, its employees, agents, subcontractors, independent contractors, consultants, or other representatives.
- B. LRCCD shall defend, hold harmless, and indemnify DISTRICT, its governing board, officers, administrators, agents, employees, independent contractors, subcontractors, consultants, and other representatives from and against any and all liabilities, claims, demands, costs, losses, damages, or expenses, including

reasonable attorney fees and costs, including but not limited to consequential damages, death, sickness, or injury to any person(s) or damage to any property, from any cause whatsoever arising from or connected with its responsibilities hereunder that may arise out of or result from, in whole or in part, the negligent, wrongful, or willful acts or omissions of LRCCD, its employees, agents, subcontractors, independent contractors, consultants, or other representatives.

- C. DISTRICT shall have no obligation to defend, hold harmless, or indemnify LRCCD, its governing board, officers, administrators, agents, employees, independent contractors, subcontractors, consultants, and/or other representatives for their sole negligence or willful misconduct; and LRCCD shall have no obligation to defend, hold harmless, or indemnify DISTRICT, its governing board, officers, administrators, agents, employees, independent contractors, subcontractors, consultants, and/or other representatives for their sole negligence or willful misconduct.
- D. This indemnity shall survive termination of this MOU or any related CA, and is in addition to any other rights or remedies that DISTRICT or LRCCD may have under law and/or otherwise.
- E. These provisions may not be voided, modified nor waived by any related CA.

**16. Insurance Requirements.**

- A. During the entire term of this Agreement, each party shall, at its own expense, maintain, and shall require all subcontractors to maintain insurance as set forth below and shall provide the additional insured endorsements that name the other party as an additional insured on the each party's General Liability policy and Automobile Liability policy. Minimum Scope of Insurance: Coverage shall be:
  - 1. Commercial General Liability. \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage; and a \$3,000,000 aggregate. Any combination of General Liability, and Excess Coverage amounting to a minimum of \$3,000,000 in coverage will be acceptable. The Commercial General Liability additional insured endorsement shall be as broad as the Insurance Services Inc.'s (ISO) additional insured, Form B CG 20101001.
  - 2. Automobile Liability. "Any Auto" with \$1,000,000 combined single limit per accident for bodily injury and property damage.
  - 3. Workers' Compensation. As required by the Labor Code of the State of California, and Employers' Liability Insurance; with limits as required by the Labor Code of the State of California and Employers' Liability limits of \$1,000,000 per accident.



- B. If the above liability coverage is written on a claims-made form, it shall have a retroactive date of placement prior to or coinciding with the effective date of this Agreement and continue for at least three full years following the completion of any services/work under this Agreement. Any deductibles, self-insured retentions, or changes in these items must be declared to and approved by the other party. Each insurance policy required by this Agreement shall be endorsed to state that coverages shall not be canceled except after thirty (30) days prior written notice has been given to the other party. Each party shall provide the other with certificates of insurance and required executed endorsements, evidencing compliance with this section, prior to the commencement of any Courses. On request, each party shall furnish copies of any and/or all of the required insurance policies.
- C. Nothing in this section concerning minimum insurance requirements shall reduce a party's liability or obligations under the indemnification provisions of this MOU.
- D. The Parties acknowledge that both parties are permissibly self-insured under California law.
- E. These provisions may not be voided, modified nor waived by a related CA.
17. **Discrimination and Harassment.** Each party agrees it will not unlawfully discriminate, harass, or allow harassment against any employee or other person because of ethnic group identification, race, color, gender, sexual orientation, sexual identity, religion, age (over forty), national origin, ancestry, mental or physical disability, political affiliation or belief, military and veteran status, or marital status, and shall comply with all applicable laws pertaining to employment.
18. **Entire Agreement.** This MOU and any related CAs constitute the entire agreement between the parties with regard to the Courses and supersedes any prior or contemporaneous understanding or agreement. No party has been induced to enter into this MOU by, nor is any party relying on, any representation or promise outside those expressly set forth in this MOU and any related CA.
19. **Amendment.** The provisions of this MOU may be modified only by mutual MOU of the parties. No modification shall be binding unless it is in writing and signed by the party against whom enforcement of the modification is sought.
20. **Waiver.** Unless otherwise precluded by the terms of this MOU, terms or conditions may be waived by the party entitled to the benefit of the term or condition, but no such waiver shall affect or impair the right of the waiving party to require observance, performance, or satisfaction of that term or condition as it applies on a subsequent occasion.

21. **Assignment.** Neither party may assign any rights or benefits or delegate any duty under this MOU without written consent of the other party. Any purported assignment without written consent shall be void.
22. **Parties in Interest.** Nothing in this MOU, whether express or implied, is intended to confer any rights or remedies under or by reason of this MOU on any person other than the parties to it and their respective successors and assigns, nor is anything in this MOU intended to relieve or discharge the obligation or liability of any third person to any party to this MOU, nor shall any provision give any third person any right to subrogation or action against any party to this MOU.
23. **Severability.** If any provision of this MOU is held by an arbitrator or court of competent jurisdiction to be invalid or unenforceable, the remainder of the MOU shall continue in full force and effect and shall in no way be impaired or invalidated.
24. **Notices.** Any notice under this MOU shall be in writing, and any written notice or other document shall be deemed to have been duly given on the date of personal service on the parties or on the second business day after mailing if the document is mailed by registered or certified mail, addressed to the parties at the addresses set forth below, or at the most recent address specified by the addressee through written notice under this provision. Failure to conform to the requirement that mailings be done by registered or certified mail shall not defeat the effectiveness of notice actually received by the addressee.
25. **Authority to Enter Into MOU.** Each party to this MOU represents and warrants that it has the full power and authority to enter into this MOU and to carry out the transactions contemplated by it and that it has taken all action necessary to authorize the execution, delivery, and performance of this MOU.
26. **Status of the Parties.** Neither party is a partner, joint venture, co-principal, employer, or co-employer of the other or of an employee of the other party. DISTRICT shall be solely responsible for paying all salaries, wages, benefits, and other compensation which its employees or subcontractors may be entitled to receive in connection with performing services under this MOU and any related CA. DISTRICT shall be solely responsible for withholding and paying all applicable payroll taxes and contributions, including federal, state, and local income taxes, FICA, FUTA, and state unemployment, workers' compensation, and disability insurance in connection with performing services under this MOU and any related CA.
27. LRCCD shall be solely responsible for paying all salaries, wages, benefits, and other compensation which its employees or subcontractors may be entitled to receive in connection with performing services under this MOU and any related CA. LRCCD shall be solely responsible for withholding and paying all applicable payroll taxes and contributions, including federal, state, and local income taxes, FICA, FUTA, and state unemployment, workers' compensation, and disability insurance in connection with performing services under this MOU and any related CA.

28. **Retention and Audit of Records.** Each party shall maintain records pertaining to this MOU and related CAs as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.
29. **Governing Law and Venue.** This MOU will be governed by and construed in accordance with California law and venue of any action or proceeding in connection with this MOU shall be Sacramento County, California.

**IN WITNESS WHEREOF**, the Parties hereto have caused this MOU to be executed the day and year first above written.

AGREED TO AND ACCEPTED:

**LOS RIOS COMMUNITY COLLEGE DISTRICT**

AGREED TO AND ACCEPTED:

**CENTER JOINT UNIFIED SCHOOL DISTRICT**

BY: \_\_\_\_\_

Jamey Nye, Ph.D.  
Vice Chancellor  
1919 Spanos Court  
Sacramento, CA 95825  
(916) 568-3031

By: \_\_\_\_\_

Scott Loehr  
Superintendent  
8408 Watt Ave.  
Antelope, CA 95843  
(916) 338-6400



## **COURSE AGREEMENT**

This course agreement is entered into between the Los Rios Community College District College Name College ("LRCCD") and Center Joint Unified School District ("DISTRICT") regarding dual enrollment courses to be taught at DISTRICT.

1. The memorandum of understanding ("MOU") entered into by LRCCD and DISTRICT is incorporated by reference as if fully set forth herein. In the event of a conflict between the terms of this course agreement and the MOU the terms of the MOU shall govern.

2. The name(s) of the course(s) to be taught are:

### Fall 2020

- TBD
- TBD
- TBD

### Spring 2021

- TBD
- TBD
- TBD

### Fall 2021

- TBD
- TBD
- TBD

- 
3. The name(s) of the Faculty for the course are: TBD
  4. Classroom instruction for the course shall commence on or about date of August 5, 2020 and shall continue until the conclusion of the courses on or about December 18, 2021.
  5. The approved curriculum and course outlines applicable to this course are incorporated herein as Attachment A to this agreement.

LOS RIOS COMMUNITY COLLEGE  
DISTRICT

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

By: Jamey Nye  
Deputy Chancellor

CENTER JOINT UNIFIED SCHOOL  
DISTRICT

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

By: Scott Loehr  
Superintendent