

COTTONWOOD UNION SCHOOL DISTRICT

20512 West First Street

Cottonwood, CA 96022

AGENDA FOR Tuesday, April 23, 2019, 6:30 P.M.

Regular Board Meeting, West Cottonwood Library

Rules and Procedures

The Cottonwood Union School District Board desires that its meetings be conducted in an open fashion and encourages public participation. Persons attending a meeting who wish to speak concerning an agenda item should notify the Board Chairperson of their desire to speak prior to the start of the meeting and should come forward during the time set aside for public comment and communication. It may be necessary, at times, for the Chairperson to limit discussions due to time considerations.

Arrangements to place an item on the agenda and make a presentation concerning said item must be established with the Superintendent, or any Board Member, at least ten calendar days in advance of the meeting. The request to address the Board shall be submitted in writing and the proposed stated in, or with, the request.

1.0 Call Regular Meeting to Order

2.0 Pledge of Allegiance

3.0 Approval of Agenda

4.0 Recognition (Students, Staff, Curriculum) Curriculum Review Star Performers – North Cottonwood Elective Presentation – West Cottonwood

5.0 Public Forum/Hearing of Person Wishing to Address the Board

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: 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) 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. Comments shall be limited to 3 minutes per person and 20 minutes for all comments, unless different time limits are set by the Chairman subject to the approval of the Board.

6.0 Consent Agenda

6.1 Review of Consent Agenda

6.1.1 Approval of Board Meetings for:

Regular Board Meeting held on **Tuesday, March 19, 2019** (4-6)

Special Board Meeting held on **Monday, April 8, 2019** (7)

6.1.2 Approval to hire: Shana Barker- Teacher, Aaron Hunter- Teacher, Jamie Ives- Teacher, Jarred Ives- Teacher, Denise Atterberry- Bustodian, Laura Spence, Bustodian

6.1.3 Consider approval of following contracts:

Anderson Union School District – Foreign Language (Spanish) teacher for 2019/20 (8)

Anderson Union School District – Agriculture Science Teacher for 2019/20 (9)

Anderson Union School District – Provide Technology Support for 2019/20 (10-11)

Shasta County Office of Education - Provide Transportation Services during the 2019 Extended year Session (12)
Shasta County Office of Education - Provide Transportation of Special Education Students for 2019/20 (13-15)
School Innovations & Achievement - Provide Program Advisory Services (16-20)
Total Compensation Systems, Inc. – Consulting Services for 2019/20 (21-25)

6.2 Approval of Consent Agenda

7.0 Discussion/Action items

7.1 Consider approval of the Commercial Warrants (26-49)

7.2 Consider approval of proposed salary schedules and job descriptions for Preschool Director and Preschool Lead Teacher (50-53)

7.3 Consider approval of the District Credit Card Policy (54-55)

7.3 Consider approval of Resolution # 2019-3 Authorizing a Credit Card Usage for Preschool (56)

7.4 Consider approval: Board Policies/Administrative Regulations Policy Guide (57-58)

AR 3543 – Transportation Safety and Emergencies (59-67)

AR 4200 – Classified Personnel (68-69)

AR 5113 – Absences and Excuses (70-75)

AR 5131.41 – Use of Seclusion and Restraint (76-79)

BP/AR 5141.52 - Suicide Prevention (80-89)

AR 6173.2 – Education of Children of Military Families (90-96)

AR 6183 – Home and Hospital Instruction (97-100)

BB 9322 – Agenda/Meeting Materials (101-107)

BB 9324 – Minutes and Recordings (108-111)

7.5 Consider approval of the AB1200 and Tentative Agreement with the Cottonwood Teachers' Association for July 1, 2018 through June 30, 2022 (112-115)

7.6 Consider approval of the following Personnel Request Form: Additional 4th Grade Teacher (116)

8.0 Informational Items:

8.1 CTA Report

8.2 Superintendent's Report

8.3 Principal's Report

8.3.1 Annual Update: North Cottonwood Junior High
 Presented by: Don Ray, Principal

9.0 Information/Communication Items.

9.1 Enrollment (117)

9.2 Williams Uniform Complaints Quarterly Report (January – March 2019) (118)

10.0 Governing Board Discussion and Suggested Agenda Items

11.0 Future Meetings:

11.1 Regular Board Meeting, Tuesday, May 21, 2019, 6:30 p.m. in the West Cottonwood School Library, 20512 w. First Street, Cottonwood, CA 96022.

12.0 Closed Session: Adjournment to Closed Session during this meeting to consider and/or take action upon the following items:

12.1 Pursuant to Government Code Section 54957
Public Employee / Discipline / Dismissal / Release

Public Notice of Action Taken in Closed Session

13.0 Adjournment

AMERICAN WITH DISABILITIES ACT NOTICE

In compliance with the Americans with Disabilities Act, those requiring special assistance to access the Board of Trustees meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the District Office at (530) 347-3165. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodation, auxiliary aids or services.

DOCUMENT AVAILABILITY

Documents provided to a majority of the Governing Board regarding an open session item on this agenda, including documents distributed to the board less than 72 hours in advance of a board meeting are available for public inspection at the District office located at 20512 West First Street, Cottonwood, CA 96022 during normal business hours.

NOTE: Copies of the agenda, approved board minutes and board packets may be reviewed/downloaded on the Cottonwood Union School District's website at www.cwusd.com Each month's board packet will be available on the website after 3:00 p.m. on the Friday prior to the Regular Board Meeting.

To review and/or print a board packet:

Go to www.cwusd.com

Click on [Board of Trustees](#) in the right hand column

Click on [Board Meeting Documents](#) in the left hand column, and

Click on [Meeting Agendas, Minutes, or Board Meeting Packets](#) to review or download as you would like.

COTTONWOOD UNION SCHOOL DISTRICT
20512 West First Street
Cottonwood, CA 96022

MINUTES FOR Tuesday, March 19, 2019, 6:30 P.M.
Regular Board Meeting, West Cottonwood Library

Members Present: Mrs. Cordova, Mrs. McDougall, Mr. Iles, Mrs. Semingson, Mr. Vazquez
Members Absent: None
Others Present: Superintendent: Doug Geren
Principals: Don Ray, Terri Wright
Assistant Principal: Christine Hill
Laura Merrick, CBO
Terri Stratte, Administrative Assistant
Staff: Four staff members were present along with approximately sixty community members.

- 1.0 Call Regular Meeting to Order** – Mrs. Cordova called the meeting to order at 6:31 p.m.
- 2.0 Pledge of Allegiance** – led by Mrs. Cordova
- 3.0 Approval of Agenda**
ACTION: Tom Vazquez moved, seconded by Judy Semingson, to approve the agenda as presented.
VOTE: Unanimous in favor.
- 4.0 Recognition (Students, Staff, Curriculum) Curriculum Review**
Star Performers – North Cottonwood – Mr. Ray, Principal, recognized fourteen students.
- 5.0 Public Forum/Hearing of Person Wishing to Address the Board**
None at this time
- 6.0 Consent Agenda**
 - 6.1 Review of Consent Agenda**
 - 6.1.1 Approval of Board Meetings for:**
Regular Board Meeting held on **Tuesday, February 12, 2019**
 - 6.1.2 Accept Letter of Resignation from:**
Jennifer Duncan – Teacher
 - 6.1.3 Consider approval of Memorandum of Understanding with SCOE to provide Psychologist services for the 2019/20 school year.**
 - 6.2 Approval of Consent Agenda**
ACTION: Tom Vazquez moved, seconded by Matt Iles, to approve the Consent Agenda as presented
VOTE: Unanimous in favor.

7.0 Discussion/Action Items:

- 7.1 Consider approval of the Commercial Warrants**
ACTION: Judy Semingson moved, seconded by Deidre McDougall to approve the Commercial Warrants.
VOTE: Unanimous in favor.
- 7.2 Consider approval to accept the Request for Proposal Bid from World Telecom & Surveillance, Inc. for 2019-TECH1 District Cabling (\$7,428.00)**
ACTION: Judy Semingson moved, seconded by Deidre McDougall, to approve the bid from World Telecom & Surveillance, Inc. for 2019-TECH1 District Cabling.
VOTE: Unanimous in favor.
- 7.3 Consider approval to accept the Request for Proposal Bid from GigaKOM for 2019-TECH2 District Network Electronics (\$17,354)**
ACTION: Judy Semingson moved, seconded by Deidre McDougall, to approve the bid from GigaKOM for 2019-TECH-2 District Network Electronics.
VOTE: Unanimous in favor.
- 7.4 Consider approval to operate a District Preschool Program at North Cottonwood**
ACTION: Judy Semingson moved, seconded by Tom Vazquez to approve the operation of a District Preschool Program at North Cottonwood School.
VOTE: Unanimous in favor.
- 7.5 Consider approval of Memorandum of Understanding between Cottonwood Little League and Cottonwood Union School District**
 Item was set aside until the next board meeting when MOU is in final form.
- 7.6 Consider approval of the Second Interim Budget for the 2018/19 fiscal year.**
 The CBO will present information on the General Fund, Cafeteria Fund, Special Reserve Fund, Non-Capitol Projects, Retiree Fund, Capital Facilities Fund, Bond Fund Narrative
 Ending Fund Balance
 Cash Flow
 MYP
 SACS Report
 Criteria & Standards Review
 Charter School Second Interim Report
ACTION: Judy Semingson moved, seconded by Tom Vazquez, to approve the Second Interim Budget for the 2018/19 fiscal year
VOTE: Unanimous in favor
- 7.7 Consider approval: Board Policies/Administrative Regulations**
Policy Guide
 BP/AP 0420 – School Plans/Site Councils
 BP/AR 0450 – Comprehensive Safety Plan
 BP/AP 0460 – Local Control and Accountability
 AR 1220 - Citizen Advisory Committees
 AR 3311.1 – Uniform Public Construction Cost Accounting Procedures
ACTION: Tom Vazquez moved, seconded by Matt Iles, to approve the Board Policies and Administrative Regulations – Option 1 for Board Policy BP 0450.
VOTE: Unanimous in favor.

8.0 Informational Items:

8.1 CTA Report – Mrs. King reported the sunshine committee is busy planning the retirees event. They are pleased the District is interviewing for teachers early. They are very appreciative for all the Professional Development the District has provided. They would like the district to hire an additional fourth grade teacher next year. They are looking forward to negotiations.

8.2 Superintendent’s Report – Mr. Geren reported buildings have been approved by DSA for the mini campus. The purchase of 1.4 acres from the Community Center is moving along. Interviews for teaching positions will be held this Thursday. All door locks have been installed at North Cottonwood, still working on installation at West Cottonwood. Mr. Geren did a demonstration of the new cameras that have been installed.

8.3 Principal’s Report

8.3.1 Annual Update from Terri Wright, Principal, West Cottonwood Junior High – Mrs. Wright stated in her Annual Update to the Board, their motto this year has been “Every Student, Every Day”. Her Update covered SBAC Scores, Goals, Professional Development, Curriculum and Instruction, PLC and plans for new electives.

9.0 Information/Communication Items.

9.1 Enrollment

9.2 Shasta County Pooled Investment Reports for January 31, 2019 & February 28, 2019.

10.0 Governing Board Discussion and Suggested Agenda Items

None at this time.

11.0 Future Meetings:

11.1 Regular Board Meeting, **Tuesday, April 9, 2019, 6:30 p.m.** in the West Cottonwood School Library, 20512 w. First Street, Cottonwood, CA 96022.

12.0 Closed Session: Adjournment to Closed Session at 7:45 p.m.to consider and/or take action upon the following items:

12.1 Pursuant to Government Code Section 54957
Public Employee / Discipline / Dismissal / Release

Public Notice of Action Taken in Closed Session

The Board voted to approve the Leave of Absence for Classified Employee #480272 through the end of the 2018/19 school year.

13.0 Adjournment –the meeting adjourned at 8:17 p.m.

Cottonwood Union School District
20512 W. First Street
Cottonwood, CA 96022

SPECIAL BOARD MEETING
MINUTES for Monday, April 8, 2019, 4:00 P.M.
In the District Office Conference Room

Members Present: Mrs. Cordova, Mrs. McDougall, Mrs. Semingson, Mr. Vazquez
Members Absent: Mr. Iles
Staff Present: Superintendent Geren, Mrs. Merrick, CBO.

- 1.0 Call Meeting to Order** – Mrs. Cordova called the special meeting to order at 4:04 p.m.
- 2.0 Pledge of Allegiance** – Mrs. Cordova led the flag salute.
- 3.0 Approval of Agenda**
ACTION: Mrs. McDougall moved, seconded by Mrs. Semingson, to approve the agenda as presented.
VOTE: Unanimous in favor.
- 4.0 Public Forum/Hearing of Persons Wishing to Address the Board** – None at this time.
- 5.0 Closed Session: The board adjourned to Closed Session at 4:07 p.m. to consider and/or take action on the following item:**
- 5.1 Pursuant to Government Code Section 54957.6,**
Conference with Labor Negotiator: District Negotiator: Superintendent Geren
RE: Cottonwood Teacher’s Association
- Public Notice of Action Taken In Closed Session**
The Board reconvened in Open Session at 5:16 p.m. Mrs. Cordova announced that no action had been taken during Closed Session.
- 6.0 Adjournment** – the meeting adjourned at 5:17 p.m.

Approved: April 23, 2019

Kim Cordova, President

Matt Iles, Clerk

Deidre McDougall, Member

Judy Semingson, Member

Tom Vazquez, Member

**MEMORANDUM OF
UNDERSTANDING FOR
FOREIGN LANGUAGE
TEACHER SERVICES**



**Anderson Union High School
District**

1469 Ferry Street, Anderson, CA 96007
530/378-0568 • www.auhsd.net
Tim Azevedo, Superintendent

This agreement is entered into by and between Anderson Union High School District ("Anderson"), the Cottonwood Union School District ("Cottonwood") and Ed Grant ("Grant") or Jeanette Mojica ("Mojica").

Anderson will provide foreign language (Spanish) teacher services to Cottonwood during the 2019/20 school year by assigning Grant or Mojica part-time to Cottonwood, and Cottonwood hereby contracts for such services on a part-time basis as set forth herein.

1. The cost of these services is calculated to be approximately \$20,300.00 (salary, statutory benefits, and health and welfare insurance benefits) plus indirect costs of \$1302.00 for the 2019/20 school year. This cost is based on 20% of the employee's costs. In the event that Grant's or Mojica's salary changes because of a negotiated settlement or step/column increase in the collective bargaining agreement, it is agreed that Cottonwood will reimburse Anderson at the newly negotiated rate.
2. For employee reporting purposes, Grant or Mojica shall remain a full-time certificated employee of Anderson.
3. Grant or Mojica will be dedicated to serving Cottonwood .2 of a full time equivalent and will have designated time in which he is located at the Cottonwood school sites.
4. Cottonwood will pay mileage to Grant or Mojica for his/her travel between Cottonwood school sites in connection with his providing services to Cottonwood.
5. The services to be provided include the implementation/delivery of foreign language (Spanish) curriculum and evaluation of student progress.
6. This agreement is in effect July 1, 2019 and will expire June 30, 2020. Prior to February 3, 2020, the parties will determine in writing whether to continue the agreement for the 2020/21 school year.

Signature below acknowledges agreement with the Memorandum of Understanding among Anderson, Cottonwood, and Grant providing services to both districts.

Date: _____

Doug Geren, Superintendent
Cottonwood Union School District

Date: 3/22/2019

Tim Azevedo, Superintendent
Anderson Union High School District

**MEMORANDUM OF
UNDERSTANDING FOR
AGRICULTURAL SCIENCE
I TEACHER SERVICES**



**Anderson Union High School
District**

1469 Ferry Street, Anderson, CA 96007
530/378-0568 • www.auhsd.net
Tim Azevedo, Superintendent

This agreement is entered into by and between Anderson Union High School District ("Anderson"), the Cottonwood Union School District ("Cottonwood") and Marleigh Hollmer ("Hollmer").

Anderson will provide Agricultural Science I teacher services to Cottonwood during the 2019/20 school year by assigning Hollmer part-time to Cottonwood, and Cottonwood hereby contracts for such services on a part-time basis as set forth herein.

1. The cost of these services is calculated to be approximately \$15,297.00 (salary, statutory benefits, and health and welfare insurance benefits) plus indirect costs of \$981.00 for the 2019/20 school year. This cost is based on 20% of the employee's costs. In the event that Hollmer's salary changes because of a negotiated settlement or step/column increase in the collective bargaining agreement, it is agreed that Cottonwood will reimburse Anderson at the newly negotiated rate.
2. For employee reporting purposes, Hollmer shall remain a full-time certificated employee of Anderson.
3. Hollmer will be dedicated to serving Cottonwood .2 of a full time equivalent and will have designated time in which she is located at the Cottonwood school sites.
4. Cottonwood will pay mileage to Hollmer for her travel between Cottonwood school sites in connection with her providing services to Cottonwood.
5. The services to be provided include the implementation/delivery of Agricultural Science I curriculum and evaluation of student progress.
6. This agreement is in effect July 1, 2019 and will expire June 30, 2020. Prior to February 3, 2020, the parties will determine in writing whether to continue the agreement for the 2020/21 school year.

Signature below acknowledges agreement with the Memorandum of Understanding among Anderson, Cottonwood, and Hollmer providing services to both districts.

Date: _____

Doug Geren, Superintendent
Cottonwood Union School District

Date: 3/22/2019

Tim Azevedo, Superintendent
Anderson Union High School District



Anderson Union High School District

1469 Ferry St., Anderson, CA 96007 • (530) 378-0568 • FAX (530) 378-0834

Tim Azevedo, Superintendent

Memorandum of Understanding

Cottonwood Union School District Shared Services Agreement - Technology Services

The Anderson Union High School District ("AUHSD") and Cottonwood Union School District ("CUSD") agree to this Memorandum of Understanding with all conditions listed below as it relates to services provided by the AUHSD Technology Services Department. It is understood and agreed to that the following items exist in their entirety and may not be individually separated without agreement of AUHSD and CUSD.

Services Provided:

- 1) AUHSD will provide general technology support for CUSD, including:
 - a. Site level data processing/data systems (software) support for all software owned by CUSD
 - b. Site level network infrastructure (hardware) support on all equipment owned by CUSD
 - c. Support of all required data reporting through CalPADS systems using Student Information System data (Aeries)
 - d. Support of online curriculum and testing
 - e. Support for IP security cameras and security camera software
 - f. Project management for requested IT projects (infrastructure, hardware/software, construction, modernization, etc.)
 - g. Assistance advising technology purchasing
 - h. Assistance advising board and updating/implementing technology-related policies (CIPA compliance, etc.)
 - i. E-waste disposal
 - j. IT-related contract oversight (contract price negotiations, co-terminating and pricing alignment with the technology consortium) whenever possible and beneficial for CUSD
 - k. Coordination with E-rate service provider (currently CSM Consulting)
 - l. Coordination of service/repair/replacement, including warranty service and coverage
 - m. Full support and management of specific projects to provide necessary network services (network firewall, anti-spam filter, content filter, email solution, Google integration, wi-fi)

- 2) On-site IT staff, via a 0.7 FTE Technology Systems Technician
 - a. The Technology Systems Technician will be employed by AUHSD as a classified employee, under the Technology Systems Technician job description, salary schedule, and collective bargaining agreement.
 - b. The Technician will be assigned to work at CUSD for 70% of a full time, 12-month position (8 hours/260 days), on a schedule to be agreed upon by CUSD. Overtime or additional hours may only be assigned to the technician with prior approval of the CUSD Superintendent.



Anderson Union High School District

1469 Ferry St., Anderson, CA 96007 • (530) 378-0568 • FAX (530) 378-0834

Tim Azevedo, Superintendent

- c. The Technician will be supervised and directed by the AUHSD Director of Technology to meet the technology support needs of CUSD, however individual projects and tasks may be assigned to the technician by the CUSD Superintendent as needed.
- d. There will be an annual written evaluation of the Technology Systems Technician, which will be a collaborative effort of the Director, and the CUSD Superintendent.

3) Direct Costs

- a. Per user CIPA compliant content filtering licensing \$1560.
- b. Mileage for required travel (excluding travel between sites) at current rate.

By signing below, CUSD agrees to pay AUHSD for the services listed in section 1) above at a flat rate of \$28,000 for the period from July 1, 2019 through June 30, 2020.

By signing below, CUSD agrees to pay AUHSD for the services listed in section 2) above for actual expenses, not to exceed \$45,500, for the period from July 1, 2019 through June 30, 2020.

By Signing below, CUSD agrees to pay AUHSD for the reimbursement of direct costs associated with providing the services listed in sections 1), 2), and 3) for the period from July 1, 2019 through June 30, 2020.

Anderson Union High School District

4-3-19

Date

Cottonwood Union School District

Date



SHASTA COUNTY OFFICE OF EDUCATION

To be leaders in educational excellence, offering support to schools and community to ensure Shasta County students receive a quality education preparing them for high school graduation and success in career and college.

Superintendent
Judy Flores

Board of Education
Kathy Barry
Robert Brown
Rhonda Hull
Steve MacFarland
Laura Manuel
Denny Mills
Elizabeth "Buffy" Tanner

MEMORANDUM OF UNDERSTANDING

Between the
Shasta County Office of Education
1644 Magnolia
Redding, Ca. 96001
And the
Cottonwood Union School District
20512 West First Street
Cottonwood, CA 96022

The Shasta County Office of Education hereinafter referred to as "SCOE" will provide transportation services during the 2019 extended year session to the Cottonwood Union School District, hereinafter referred to as "Cottonwood".

SCOE agrees to provide school buses and certified school bus drivers to transport students to and from the extended year program. SCOE agrees to maintain all licenses, permits, qualifications, insurance, and approvals necessary to provide this service.

Cottonwood agrees to compensate SCOE for services provided based on the following cost estimate:

Students enrolled in the extended year programs that are included on December 1, 2018, or the March 1, 2019 student counts will be transported at no additional cost. The transportation of students not listed on December 1, 2018, or March 1, 2019 student counts will be billed at the rate of \$15.50 per day for each day of the extended year session.

SCOE will invoice Cottonwood at the completion of the extended year session.

SHASTA COUNTY OFFICE OF
EDUCATION

Judy Flores
Superintendent

3-9-19

Date

COTTONWOOD UNION SCHOOL
DISTRICT

Doug Geren
Superintendent

Date

**AGREEMENT FOR TRANSPORTATION OF
SPECIAL EDUCATION STUDENTS
BETWEEN
THE SHASTA COUNTY OFFICE OF EDUCATION
AND
COTTONWOOD UNION SCHOOL DISTRICT**

This agreement is made and entered into on the first day of July 2019, by and between the COTTONWOOD UNION SCHOOL DISTRICT, hereinafter referred to as "DISTRICT" with principal offices at 20512 West First Street Cottonwood, CA 96022 and the SHASTA COUNTY OFFICE OF EDUCATION hereinafter referred to as "SCOE" with principal offices at 1644 Magnolia Avenue, Redding, CA 96001. The DISTRICT and SCOE hereby agree to the following:

TERM

The effective date of this Agreement is July 1, 2019, and ending June 30, 2020, and shall be renewed under like terms from year to year thereafter unless terminated as provided herein. A signed contract will be returned to SCOE by the DISTRICT no later than June 1st of each year to ensure uninterrupted transportation service for the next school year.

TERMINATION

This Agreement may be terminated by either party with six (6) months advance written notice thereof to the other party.

SCOE OBLIGATIONS

SCOE will provide and administer home-to-school transportation service for those special education students referred by the DISTRICT under the terms of the contract. Students served by SCOE shall have a current IEP in place and the IEP shall stipulate that transportation is a related service for the student. The DISTRICT shall request SCOE transportation based on the definition of qualified students and the level of service required as outlined in the current Shasta County SELPA Guidelines.

Field trip services will be provided to the DISTRICT under a separate MOU. SCOE shall invoice the DISTRICT at the end of the month for the costs associated with the requested trip.

Upon receipt of a completed transportation request, SCOE shall assign students to the most effective bus with consideration to the length of the bus ride, class times, and any special medical or physical requirement of the student. This assignment may take up to 5 school days to accomplish. Student transportation requests submitted after the beginning of the school year will be scheduled pending bus and staff availability. SCOE staff shall notify parents of the bus schedule.

SCOE shall provide appropriate and well trained licensed school bus drivers who are familiar with and have received specialized training in transporting students with special needs. Driver training shall include instruction for ensuring no student is left unattended on a school bus.

DISTRICT OBLIGATIONS

The DISTRICT shall provide to the SCOE Transportation Department the name, title and telephone number of the person(s) authorized to refer students pursuant to this Agreement.

The DISTRICT shall request transportation services on a standard form provided by SCOE and signed by the authorized DISTRICT personnel. The DISTRICT shall notify SCOE as soon as possible the names of all students who drop from the program and no longer require transportation. If a transportation request is submitted before December 1st and a drop

notice is received prior to December 1st, the student will still be included in the December 1st count. This is also applicable for student transportation requests submitted after December 1st and a drop notice is received prior to March 1st, the student will still be included in the March 1st count for cost indexing purposes.

The DISTRICT shall provide to SCOE all required information regarding special medical or physical needs of the students who require SCOE transportation services.

The DISTRICT shall provide to SCOE a current school calendar outlining class times, minimum days, holidays, and professional development days. The DISTRICT shall agree to a common calendar for special education transportation purposes; this calendar will be based on up to a 183 day school year. Any requested transportation outside of the common calendar shall be billed according to the "Cost Indexing" outlined below.

The DISTRICT and SCOE shall work together to ensure discipline and safe riding practices are adhered to by the students and shall consult and confer with appropriate school staff to develop plans to ensure student compliance.

COST INDEXING

The cost for transportation services to the DISTRICT shall be determined by SCOE utilizing the "chargeback" method. Total costs of operations will be determined annually upon the close of the fiscal year. This cost includes all salaries and benefits for drivers, dispatchers, clerical support and transportation supervision. In addition, operating costs for fuel, repairs, training, and supplies will be included. From the total operating costs, SCOE will deduct the transportation funding received as part of the Local Control Funding Formula. The net amount is referred to as the "excess cost chargeback". This excess cost chargeback will be evenly distributed with one half allocated to each district based on a pupil count and one half allocated based on a mileage count.

Twice during each school year, December 1st and March 1st all students enrolled in the SCOE transportation services database will be counted. If the 1st falls on a weekend, the count will be determined on the following Monday. The mileage count will be from each student's requested pick up location, to the school of attendance on a one-way basis as of December 1st and March 1st.

The excess cost will be divided by the total number of ALL students driven and the total number of ALL miles (one day, one way) to determine a cost per student and cost per mile. DISTRICT will be charged the cost per pupil and cost per mile for their district pupils. The excess cost chargeback will be invoiced after the books are closed (billed a year in arrears). This invoice will become due and payable immediately upon receipt.

Transportation chargeback costs are calculated based on all participating districts following a common school calendar. In the event that transportation services are requested outside of this common calendar, the requesting district shall be billed for all associated costs related to the transportation operation for that special request day. SCOE shall invoice the district for this direct charge after the books are closed (billed a year in arrears). This invoice shall be due and payable immediately upon receipt.

EXTENDED YEAR TRANSPORTATION

SCOE will provide special education student transportation to extended year programs upon request by the DISTRICT. This service will be at no additional cost to the DISTRICT providing the student is already included in the December 1st and/or March 1st student count. If the student is not included in the count the DISTRICT shall reimburse SCOE for this service. A fee per student will be determined prior to the beginning of the extended year program and communicated to the DISTRICT through a separate MOU. The MOU outlines the cost estimate and will be sent to the DISTRICT by April 1st of each school year. A separate request form provided by SCOE shall be submitted to SCOE by the DISTRICT by May 1st of that school year.

INDEMNIFICATION

The DISTRICT shall defend, save harmless and indemnify the SCOE and it's officers, agents and employees from all liabilities and claims for damages for death, sickness or injury to persons or property, including without limitation, all consequential damages, from any cause whatsoever arising from or connected with the operations or the services of the DISTRICT hereunder, resulting from the conduct, negligent or otherwise, of the DISTRICT or it's employees.

The SCOE shall defend, save harmless and indemnify the DISTRICT and it's officers, agents and employees from all liabilities and claims for damages for death, sickness or injury to persons or property, including without limitation, all consequential damages, from any cause whatsoever arising from or connected with the operations or the services of the SCOE resulting from the conduct, negligent or otherwise, of the SCOE or it's employees.

NOTICES

Any and all notices to the DISTRICT required by the terms of this Agreement shall be given in writing addressed to COTTONWOOD UNION SCHOOL DISTRICT, 20512 West First Street, Cottonwood, CA 96022.

Any and all notices to the SCOE required by the terms of this Agreement shall be given in writing addressed to SHASTA COUNTY OFFICE OF EDUCATION, 1644 Magnolia Ave., Redding CA. 96001.

ENTIRE AGREEMENT

This Agreement contains all the terms and conditions agreed upon by the parties. Except as expressly provided herein, no other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

COTTONWOOD UNION SCHOOL DISTRICT

SHASTA COUNTY OFFICE OF EDUCATION

By: _____
Doug Green, Superintendent

By:  _____
Judy Flores, Superintendent

Date: _____

Date: 3-11-19 _____



GOOD GOVERNANCE AND PROGRAM ADVISORY SERVICES AGREEMENT
Between
SCHOOL INNOVATIONS & ACHIEVEMENT
And
COTTONWOOD UNION ELEMENTARY SCHOOL DISTRICT

THIS AGREEMENT, dated _____, 2019, (the “Agreement”) is made by and between Cottonwood Union Elementary School District (“District”), and School Innovations & Achievement, a California corporation (“SI&A”), each being a “Party” and collectively the “Parties.”

RECITALS

WHEREAS, District is authorized to retain consulting services to assist District in the preparation and filing of reimbursement claims for the costs of the Mandate Reimbursement Process Program, legislatively mandated by the State of California (“State”), as well as an assessment of compliance practices in place as it relates to the Mandated Block Grant Program, and SI&A is qualified to perform such services; and

WHEREAS, it is necessary and desirable that SI&A be retained by District for the purpose of performing consulting services;

AGREEMENT

NOW, THEREFORE, the Parties agree as follows:

1. **Agreement Term.** This Agreement begins July 1, 2019 (the “Effective Date”). The first year of the Agreement will be July 1, 2019 through June 30, 2020. Each subsequent year will begin on July 1st and end on June 30th. The initial term of this Agreement (the “Initial Term”) shall be three (3) years and shall automatically renew for successive three (3) year terms (each a “Successive Term” and together with the Initial Term, the “Term”) unless either Party provides written notice at least 60 days prior to the end of such Initial or Successive Term or this Agreement is terminated sooner pursuant to Exhibit A, Section 3.

Notwithstanding the foregoing, the Term shall be automatically extended for three (3) years from the effective date of any Addendum to this Agreement and all terms and conditions of this Agreement shall remain in effect for the duration thereof.

2. **Base Services.** SI&A agrees to provide District the following consulting services (“Services”) during the Agreement Term:
 - (a) Prepare and file (based on the District’s Participation Status in the Mandate Block Grant Program, with information provided by the District):
 - (1) Any applicable prior year reimbursement claims based on program participation;

- (2) Late and amended reimbursement claims, based on program participation; and
 - (3) Newly claimable programs approved by the Commission on State Mandates (“Commission”) if the filing deadline is within the Agreement Term.
- (b) Hold training sessions for District’s staff during the Agreement Term, as necessary or appropriate (as reasonably determined by SI&A);
 - (c) Conduct interviews with District staff and document processes regarding mandate programs;
 - (d) Conduct a review of the District’s Comprehensive School Safety Plan to determine areas of deficiency and training needs;
 - (e) Provide interim and annual reports on:
 - (1) Program performance;
 - (2) Claim performance for all applicable claims; and
 - (3) Analysis comparing Mandated Program options in preparation for the Districts yearly program election decision.
 - (f) Monitor District’s mandated cost tracking systems;
 - (g) Research and assist District with data collection for test claims approved by the Commission during the Agreement Term;
 - (h) Serve as a liaison with the State Controller’s Office and Commission regarding
 - (i) statewide cost estimate request responses, and (ii) general questions from the State Controller’s Office;
 - (i) Provide representation of District with respect to any State audit of mandate reimbursement claims that were prepared and submitted with SI&A’s assistance pursuant to this Agreement, unless prior to claim submission SI&A advised District that SI&A would not provide audit assistance, due to potentially unresolved audit issues (such as documentation or data problems) or claim rejection concerns; and
 - (j) Free access to K-12 Daily. K-12 Daily is an online trusted source for what’s News in Education. Reporting is aimed at an audience of educators, school administrators and policy-makers.

3. **District’s Obligations.**

3.1 **District Responsibilities and Obligations.** District shall be responsible for the following:

- (a) ensuring District has record retention policies sufficient to maintain original documentation used in support of claims (for audit or examination by any State or regulatory agency); and
- (b) maintaining original supporting documents for a period of four (4) years after the State’s first payment of the claim; and (c) District shall provide SI&A all records and information relevant to any claim in a timely manner and contact information for District’s personnel to whom SI&A may direct inquiries. District understands and agrees that the results of SI&A’s inquiries, the

documentation obtained from District and other corroborating information may be used by SI&A for filing and/or supporting the reimbursement claims, or responding to audits or investigations.

3.2 **Claim Approval.** Upon presentation of a claim for District’s approval, District agrees to review the claim and respond to SI&A by either: (a) certifying to SI&A, under penalties of perjury, that the time, costs and other data collected by District and furnished to SI&A in support of the claim are true and correct; or (b) provide SI&A with notice specifying why the foregoing certification may not be true. All notices and certifications must comply with the requirements of Section 4 of the Standard Terms and Conditions.

3.3 **For Districts that Elect the Mandate Block Grant.** The District acknowledges and agrees that the Good Governance and Program Advisory Services, provided by SI&A, in connection with potential audit matters, consists of providing recommendations and support with forms and back-up documentation collected. It is the District’s responsibility to ensure the District’s compliance with all mandate block grant requirements.

4. **California False Claims Act.** District acknowledges that reimbursement claims filed under this Agreement constitute “claims” under the California False Claims Act (California Government Code Section 12650, et seq.) (“False Claims Act”) and consequently, District, its employees, contractors and other persons acting on its behalf, may be subject to the provisions of the False Claims Act. Among other things, the False Claims Act imposes liability for treble damages, penalties and costs of civil recovery actions upon persons who “knowingly” present or cause to be presented false claims, or who “knowingly” make or cause to be made false records or statements in support of a claim. Under the False Claims Act, “knowingly” means that a person, with respect to information, has actual knowledge of the information or acts in deliberate ignorance or reckless disregard of the truth or falsity of the information.

5. **Payment of Fees.**

5.1 **Fees.** For Services provided pursuant to the terms of this Agreement, as outlined in Section 2, above, District agrees to pay SI&A:

- **\$4,500** annually (“Discounted Annual Fee”) if Agreement is received on or before March 31, 2019, or
- **\$4,700** annually (“Standard Annual Fee”) if Agreement is received after March 31, 2019.

5.2 **Payment Plan.** The Fee is payable as follows:

	Agreement Received By Date	<u>Year 1</u> <u>07/01/19 - 06/30/20</u> Due 07/01/19	<u>Years 2 and beyond</u> <u>July 1st to June 30th</u> <u>for fiscal years 20/21 and beyond</u> Due July 1st of years 2020 and beyond
Discounted Annual Fee	On or Before March 31, 2019	\$4,500	\$4,500
Standard Annual Fee	After March 31, 2019	\$4,700	\$4,700

5.3 Travel; Lodging Expenses. If SI&A reasonably determines that travel to District's site is necessary, SI&A and District shall schedule mutually convenient dates and times for such meetings. All travel and lodging expenses incurred by SI&A in connection with the Initial Scope of Services are included in the Fee.

- 6. Entire Agreement. This Agreement, including, without limitation, the Standard Terms and Conditions attached hereto as Exhibit A is the final expression of, and contains the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior understandings with respect thereto.
- 7. Exhibits. All exhibits referred to in this Agreement are attached and incorporated herein by this reference.
- 8. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, including copies sent to a party by facsimile transmission or in portable document format (pdf), as against the party signing such counterpart, but which together shall constitute one and the same instrument.


IN WITNESS WHEREOF, the District and SI&A have made and executed this Agreement as set forth below.

SI&A:

DISTRICT:

**SCHOOL INNOVATIONS
& ACHIEVEMENT**

**COTTONWOOD UNION ELEMENTARY
SCHOOL DISTRICT**

Signature: 
Date Signed: 1/30/2019
Print Name: Jeffrey C. Williams
Title: Chief Executive Officer
Company: School Innovations & Achievement
Address: 5200 Golden Foothill Parkway
El Dorado Hills, CA 95762
Phone: (800) 487-9234
Fax: (888) 487-6441

Signature: _____
Date Signed: _____
Print Name: _____
Title: _____
Address: _____
Phone: _____
Fax: _____
Email: _____

EXHIBIT A - STANDARD TERMS AND CONDITIONS

1. **Scope of Services; Independent Contractor.** SI&A's services described in the Agreement (the "Services") detail the initial scope of services anticipated by SI&A as of the effective date of the Agreement ("Initial Scope of Services"). District acknowledges that the Fee is based on this Initial Scope of Services. If SI&A determines that the Initial Scope of Services may be or has been increased anytime during the Agreement Term, SI&A reserves the right to increase the Fee to compensate for the unanticipated or additional services as mutually agreed upon in writing by both Parties. This Agreement is not for lobbying services and SI&A is not being retained to provide lobbying services to District. The Parties agree that School Innovations & Achievement is an independent contractor and the Agreement shall not be construed to create a relationship of agent, servant, employee, partnership, joint venture, association or any other relationship.
2. **Termination.** Either Party may terminate the Agreement, with or without cause, by delivering written notice of termination to the other Party not later than sixty (60) days prior to expiration of the current Term (Initial or Successive) within the Agreement Term. The effective date of termination shall be the expiration of such current Term of the Agreement. Upon termination, SI&A will invoice District for any Fees owing and District shall pay the full invoice amount within thirty (30) days after receipt of SI&A's invoice. Except as set forth in this Section 2, neither Party shall have any liability to the other for damages resulting solely from a Party's termination of this Agreement in accordance with this Section 2.
3. **Termination Due to Changes in State Law.** If Legislation is enacted that eliminates or suspends K-12 education mandates, thereby making the filing of mandate reimbursement claims impossible or futile, District may immediately terminate this Agreement. Upon termination, SI&A will invoice District for any Fees owing and District shall pay the full invoice amount within thirty (30) days after receipt of SI&A's invoice. All other terminations shall be subject to the terms and conditions set forth in Section 2, above.
4. **Notice.** All Agreement notices must be in writing, directed to the Party's address set forth below such Party's signature in the Agreement and shall be deemed to be received in accordance with the following: (a) in the case of personal delivery, on the date of such delivery; (b) in the case of facsimile transmission, on the date upon which the sender receives confirmation by facsimile transmission that such notice was received by the addressee, provided that a copy of such transmission is additionally sent by mail as set forth in (d) below; (c) in the case of overnight courier, on the second business day following the day such notice was sent, with receipt confirmed by the courier; and (d) in the case of mailing by first class certified mail, postage prepaid, return receipt requested, on the fifth business day following such mailing. A Party may change the address stated in the Agreement by giving notice to the other Party.
5. **District's General Responsibilities; District Acknowledgment.** During the Agreement Term, in addition to the obligations set forth in the Agreement, District is responsible for the following: (a) ensuring that District, its employees and contractors properly identify and comply with laws and regulations applicable to District's activities; (b) completing any documents required by SI&A for any service obtained by District; (c) importing only data that reflects student performance to the grade level into the school site plan to ensure confidentiality and consistency with FERPA guidelines; and (d) monitoring assignments of login and passwords to assure FERPA compliance. District acknowledges that SI&A's full, accurate and timely performance under this Agreement is materially dependent upon District's reasonable cooperation and assistance. District further acknowledges that SI&A's Initial Scope of Services and Fee presume a reasonable amount of cooperation and assistance from District, such as District's timely provision of certain information, documentation and personnel. SI&A has explained its requirements in this regard to District and District agrees to meet these requirements.
6. **Further Assurances.** Upon request of the other Party, SI&A or District shall execute and deliver additional instruments and take additional actions as may be necessary or appropriate to perform the Agreement.
7. **Assignment Prohibited.** Neither Party may assign any rights or obligations under this Agreement without the prior written consent of the other Party. Any purported assignment in violation of the provisions of this Section 7 shall be null and void.
8. **Family Educational Rights and Privacy Act ("FERPA"); California Education Code.** SI&A may have limited access to student information only for purposes of providing the legally required notification services, if any, specified in this Agreement. SI&A performs the Services as an agent of District and has no right to access or utilize student information for any other purpose. SI&A, its officers and employees, shall comply with the Family Educational Rights and Privacy Act and California Education Code sections 49073 et seq. and/or sections 76240 et seq. at all times.
9. **Confidential and Proprietary Materials of SI&A.** During performance of the Agreement, SI&A may provide materials or disclose information to District that SI&A considers proprietary or confidential including, but not limited to SI&A's training handbooks, policy manuals, instructions, copyrighted checklists and forms ("SI&A's Materials"). District agrees that District acquires no interest of any kind in SI&A's Materials. At all times during and after the Agreement Term, District agrees (a) to keep SI&A's Materials in confidence and trust for SI&A; (b) not to disclose, duplicate or otherwise use SI&A's Materials, except in furtherance of SI&A's performance per the Agreement; (c) to limit access to SI&A's Materials to District's employees and/or contractors who have a "need to know," and (d) to promptly return all copies of SI&A's Materials to SI&A after a request is made.
10. **Limitation of Liability; Indemnification.** In no event shall SI&A's liability to District, for any reason arising out of this Agreement, exceed the amount of the Fee actually received by SI&A under this Agreement. SI&A shall not be liable for any consequential damages. Each Party agrees to defend, hold harmless, and indemnify the other Party (and its officers, employees, trustees, agents, successors, and assigns) against all claims, suits, expenses (including reasonable attorney's fees), losses, penalties, fines, costs, and liability whether in contract, tort, or strict liability (including but not limited to personal injury, death at any time, and property damage) arising out of or made necessary by the indemnifying Party's breach of the terms of this Agreement. In the event that any action or proceeding is brought against a Party by reason of any claim or demand discussed in this Section 10, upon notice from the Party, the indemnifying Party shall defend the action or proceeding at the indemnifying Party's expense, through counsel reasonably satisfactory to the other Party. The obligations to indemnify set forth in this Section 10 shall include reasonable attorney's fees and investigation costs and all other reasonable costs, expenses, and liabilities from the time of giving the first notice of any claim or demand. The indemnifying Party's obligations under this Section 10 shall apply regardless of whether the other Party (or any of its officers, employees, trustees, or agents) is actively or passively negligent, but shall not apply to any loss, liability, fine, penalty, forfeiture, cost, or damage caused solely by the active negligence or by the willful misconduct of the other Party.
11. **Governing Law; Enforcement Costs.** The Agreement shall be governed by and construed in accordance with the substantive laws of California. If any legal action (including arbitration) is commenced to enforce the Agreement's terms or a Party's rights or obligations under this Agreement, then the prevailing Party shall be entitled to recover all fees and costs incurred by the action, including reasonable attorneys' fees and arbitrators' fees, in addition to any other relief to which the Party may be entitled.
12. **Judicial Reference.** In the event a dispute is not resolved through discussions and negotiations among the Parties, the dispute shall be decided by general reference procedures pursuant to Code of Civil Procedure Section 638 et seq., as modified by the provisions of this Section 12, and any subsequent provisions mutually agreed upon in writing by the Parties. The reference shall be conducted in accordance with California law, including, but not limited to, the Code of Civil Procedure and the Evidence Code. The Parties shall be allowed to conduct discovery in the manner provided by Code of Civil Procedure Section 2017 et seq. **BOTH PARTIES HEREBY WAIVE A JURY TRIAL OR PROCEEDING IN CONNECTION WITH ANY DISPUTE ARISING OUT OF THIS AGREEMENT.** All general reference proceedings hereunder shall, unless all Parties hereto otherwise agree, be conducted in a mutually agreeable location in the County of Sacramento, State of California.
13. **Modification; Interpretation; Severability; Construction.** No modification or supplement to any provision of the Agreement shall be valid, unless executed in writing by both Parties. No provision of the Agreement shall be construed to require the commission of any act contrary to law. If any term, provision, covenant or condition of the Agreement is held to be invalid or otherwise unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated. The headings preceding each Section and subsection of this Agreement are solely for convenience of reference only, are not part of the Agreement, and shall be disregarded in the interpretation of any portion of the Agreement. Whenever required by the context of the Agreement, the singular shall include the plural and the masculine shall include the feminine and vice versa. The Agreement shall not be construed as if it had been prepared by one of the Parties, but rather as if both Parties had prepared the same. Unless otherwise indicated, all references to paragraphs, Sections, subparagraphs and subsections are to the Agreement.
14. **Waiver.** Either Party's failure at any time to enforce any default or right reserved to it, or to require performance of any of the Agreement's terms, covenants, provisions by the other Party at the time designated, shall not be a waiver of any such default or right to which the Party is entitled, nor shall it in any way affect the right of the Party to enforce such provisions thereafter.
15. **Force Majeure.** A Party shall not be liable under the Agreement as a result of any delay, failure or interruption caused by the other Party or third parties, an act of God, acts or orders of governmental authorities, acts of civil or military authorities, catastrophes or other cause (other than financial) beyond the Party's reasonable control, and such nonperformance will not be a default hereunder or a ground for termination of the Agreement.

TCS Total Compensation Systems, Inc.

April 4, 2019

Laura Merrick
Chief Business Official
Cottonwood Union School District
20512 1st St
Cottonwood, CA 96022-8808

Dear Laura,

This letter is our proposal for GASB 74/75 actuarial valuation services. GASB 74/75 dramatically change the way services are provided, resulting in changes to our contracting practices.

As you know, GASB 75 requirements can be met every second year by using a streamlined "roll-forward" valuation (unless circumstances require a full valuation). It is only viable for a roll-forward valuation to be performed by the same actuary that performed the original full valuation. For this reason, we are including in this proposal a second year roll-forward valuation. Cottonwood Union School District can elect not to proceed with the second year "roll-forward" or can choose to have a full valuation in the second year at the fee shown below for a full valuation.

To confidently schedule existing clients, we are providing an incentive for clients who make a commitment in advance of the valuation date. To reserve a place in our schedule, please send the signed contract and non-refundable deposit of one-half of the full valuation fee by June 1, 2019. The deposit is non-refundable because of the preliminary work we do to streamline valuations, as well as to compensate for downtime of resources that could result from cancelled contracts. By reserving a spot, Cottonwood Union School District not only guarantees a valuation slot, but is given priority over every client that didn't reserve one. As a further incentive to reserve early, we are giving a 10% discount of the full valuation fee (i.e. excluding the meeting fee and ADC funding valuation fee) – as well as of the roll-forward valuation fee – to those who reserve a spot by June 1, 2019. That means that, to reserve a spot, we must receive the signed contract and a check for \$1,980 – i.e. one-half of 90% of \$4,400 – by June 1, 2019. The following table shows the new fees under GASB 74/75:


	<u>Full GASB 74/75</u>	<u>GASB 74/75 w/ 10% Discount</u>
Fee for Full Valuation	\$4,400	\$3,960
* Roll-forward Valuation for 2 nd Year	\$2,200	\$1,980
ADC Funding Valuation Fee* (optional)	\$1,300	\$1,300
Meeting Fee* (optional)	\$1,900	\$1,900

*Not subject to 10% discount

If you choose *NOT* to reserve a spot, we still hope to work with you on the GASB 74/75 valuation, though it will be at the full fee quoted above. Should you choose to proceed, attached is a one pager describing our information needs. Depending on your plan, we may need to request additional information.

Please let me know if you have any questions about the above or about retiree health benefits, in general. We would very much appreciate once again having the opportunity to work with Cottonwood Union School District.

Sincerely,



Geoffrey L. Kischuk, FSA, FCA, MAAA
Consultant
gkischuk@totcomp.com

encl.

CONSULTING SERVICES AGREEMENT

This Agreement is entered into effective the 1st day of June, 2019 by and between Total Compensation Systems, Inc. ("Consultant"), a California corporation with principal offices located at 5655 Lindero Canyon Road, Suite 223, Westlake Village, California, 91362 and Cottonwood Union School District ("Customer").

The following shall govern the provision of consulting services by Consultant to Customer.

1. Consulting Services. Consultant shall provide the consulting services described on Schedule 1 attached hereto.
2. Compensation to Consultant. Customer shall pay Consultant for the consulting services described on Schedule 1 attached hereto the compensation set forth on Schedule 2 attached hereto.
3. Term and Termination. (a) Term. This Agreement shall commence on the date first written above and shall continue in effect until February 29, 2020, or until all consulting services described on Schedule 1 have been performed, whichever occurs first, unless sooner terminated in accordance with the provisions of this Agreement. (b) Termination Without Cause. This agreement may be terminated at any time by either party upon sixty (60) days prior written notice to the other party. (c) Termination With Cause. Either party shall have the right to terminate this Agreement upon the failure of either party to observe any of the covenants and agreements required to be observed by it under this Agreement, and such failure continues for a period of thirty (30) days after written notice thereof. (d) Rights and Obligations after Termination. Termination of this agreement shall not relieve either party of any rights or obligations arising out of the Agreement prior to termination, with the exception that the amount of the final payment that shall be made by Customer shall be based solely upon the percentage of work that was completed by Consultant.
4. Customer Will Provide Information. Customer shall provide Consultant with the information necessary for Consultant to provide the consulting services described on Schedule 1 attached hereto.
5. Authorization to Acquire Information. Customer hereby authorizes Consultant to acquire the necessary information reasonably required by Consultant to provide the consulting services described on Schedule 1 attached hereto from any agency, agencies, source or sources.
6. Customer's Right to Provide Information. Customer represents and warrants to Consultant that it has the right to provide the information that will be given by Customer to Consultant, or which will be acquired by Consultant pursuant to paragraphs 4 and 5 above.
7. Limitation on Services. Customer understands that Customer retains sole authority and responsibility for the operation and design of all Customer's employee benefit plans.
8. Ownership of Systems and Materials. All systems, programs, operating instructions, forms and other documentation prepared by or for Consultant shall be and remain the property of Consultant. All data source documents provided by Customer shall remain the property of Customer.
9. Indemnification. (a) By Customer. Customer hereby agrees to defend and indemnify Consultant and hold Consultant harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Customer's gross negligence or willful misconduct. (b) By Consultant. Consultant hereby agrees to defend and indemnify Customer and hold Customer harmless against any claims, injury, costs or damages (including actual attorneys' fees incurred) resulting from Consultant's gross negligence or willful misconduct.

10. General.

- a. Relationship of the Parties. The relationship between Consultant and Customer established by this Agreement is that of independent contractors. Consultant and Customer shall each conduct its respective business at its own initiative, responsibility, and expense, and shall have no authority to incur any obligations on behalf of the other.
- b. Force Majeure. No party shall have liability for damages or non-performance under this Agreement due to fire, explosion, strikes or labor disputes, water, acts of God, war, civil disturbances, acts of civil or military authorities or the public enemy, transportation, facilities, labor, fuel or energy shortages, or other causes beyond that party's control.
- c. Entire Agreement. This Agreement and the Schedules attached hereto contain the entire agreement between the parties and supersedes all previous agreements and proposals, oral or written, and all negotiations, conversations, or discussions between the parties related to the subject matter of this Agreement. This Agreement shall not be deemed or construed to be modified, amended, rescinded, canceled or waived in whole or in part, except by written amendment signed by both of the parties hereto.

11. Confidentiality. Consultant recognizes that its work will bring it into close contact with confidential information of Customer, including personal information about employees of Customer. Consultant agrees not to disclose anything that is the confidential information of Customer, or that is proprietary to Customer, including its software, its legacy applications, and its databases, to any third party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as set forth below.

"CONSULTANT"
TOTAL COMPENSATION SYSTEMS, INC.

"CUSTOMER"
COTTONWOOD UNION SCHOOL DISTRICT

Signed: _____



Signed: _____

By: _____

Geoffrey L. Kischuk

By: _____

Title: _____

President

Title: _____

Date: _____

April 4, 2019

Date: _____

SCHEDULE 1

For the purposes of this Agreement, "consulting services" shall include the following services provided by Consultant to Customer:

Consulting reports including all actuarial information necessary for Customer to comply with the requirements of current GASB accounting standards 74/75 related to retiree health benefits for two years, including one full valuation and one "roll-forward" valuation. Study results will be separated between three employee classifications. Consultant will provide as many copies of the final reports as Customer shall reasonably request.

Services do not include Consultant's attendance at any meetings, unless requested by Customer at the fee shown in Schedule 2. Services also do not include a funding valuation unless requested by Customer at the fee shown in Schedule 2

SCHEDULE 2

Customer shall pay Consultant for the retiree health valuation report based on the full valuation a total of \$4,400. One-half, or \$2,200 shall be due within 30 days of the commencement of work by Consultant. One-half, or \$2,200 shall be due within 30 days of the delivery by Consultant to Customer of the draft consulting report for the full valuation (or within 30 days of contract termination, if earlier). Customer shall also pay Consultant for the retiree valuation report based on the "roll-forward" valuation a total of \$2,200 within 30 days of the delivery by Consultant to Customer of the draft consulting report for the "roll-forward" valuation (or within 30 days of contract termination, if earlier)

If Consultant receives a non-refundable deposit from Customer of \$1,980 by June 1, 2019, all amounts shown above shall be reduced by 10%.

In addition to the above fees, Customer agrees to pay Consultant an all-inclusive fee of \$1,900 per meeting to attend meetings related to the consulting services. Customer shall pay such meeting fees within 30 days of the meeting. Also in addition, to all of the above fees, Customer will pay Consultant \$1,300 for each "funding valuation" requested by Customer. Neither the meeting fee nor the fee for a "funding valuation" shall be subject to the above discount or to any other discounts.

ReqPay05a

Payment Register

Scheduled 04/11/2019 - 04/16/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			ACSA FOUNDATION FOR EDUCATIONAL ADM (000026/5) 1575 BAYSHORE HIGHWAY BURLINGAME, CA 94010							
F	2018/19 03/02/19	R4819-00350	NORTH STATE SPRING CONFERENCE (4)	19-0364	04/12/19	Audit		1,276.00		1,276.00
		2019 (001275)	01-001-0000-7200-5210-0000-7200-000-					319.00		
		2019 (001278)	01-020-0000-2700-5210-0000-2700-100-					638.00		
		2019 (001286)	01-050-0000-2700-5210-0000-2700-100-					319.00		
			BatchId			Check Date		PO# P4819-00350	Register #	
						Total Invoice Amount		1,276.00	Check	
AP Vendor			AMAZON/ SYNCB (000560/2) P.O. BOX 530958 ATLANTA, GA 30353-0958							
F	2018/19 02/11/19	R4819-00356	UNDER ARMOUR CATCHERS KIT	884753584347	04/12/19	Audit		300.29		300.29
		2019 (001164)	01-020-0000-0070-4310-1110-4200-100-							
			BatchId			Check Date		PO# P4819-00356	Register #	
F	2018/19 02/26/19	R4819-00363	USB CABLES FOR NORTH	775397655466	04/12/19	Audit		76.14		76.14
		2019 (001189)	01-050-1100-2420-4310-1110-1000-100-							
			BatchId			Check Date		PO# P4819-00362	Register #	
F	2018/19 02/28/19	R4819-00370	BOOKS	448884644548	04/12/19	Audit		129.98		129.98
		2019 (003172)	01-050-0000-1110-4210-1110-1000-000-							
			BatchId			Check Date		PO# P4819-00369	Register #	
	2018/19 03/06/19	R4819-00373	BOOKS FOR BLOCK GRANT	764636853574	04/12/19	Audit		359.37		359.37
		2019 (004723)	01-001-7510-0000-4310-1110-1000-000-							
			BatchId			Check Date		PO# P4819-00372	Register #	
						Total Invoice Amount		865.78	Check	
Direct Vendor			AMERICAN TIME (000867/1) P.O. BOX 707 DASSELL, MN 55325-0707							
	2018/19 03/11/19		CLOCK MOTOR	813790	04/16/19	Audit		48.15		48.15
		2019 (001244)	01-020-0000-8200-4510-0000-8200-100-							

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

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ReqPay05a

Payment Register

Scheduled 04/11/2019 - 04/16/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
								Total Invoice Amount	48.15	Check
AP Vendor ANDERSON-COTTONWOOD DISP SRVCE (000005/1) PO BOX 541065 LOS ANGELES, CA 90054-1065										
2018/19	04/01/19	R4819-00020	GARBAGE DISPOSAL 18/19	1928386-0531-4	04/15/19	Audit		1,106.73		1,106.73
		2019 (002086)	01-001-0000-8240-5510-0000-8200-000- BatchId			Check Date		PO# P4819-00020		Register #
2018/19	04/01/19	R4819-00020	GARBAGE DISPOSAL 18/19	1935280-0531-0	04/15/19	Audit		1,141.20		1,141.20
		2019 (002086)	01-001-0000-8240-5510-0000-8200-000- BatchId			Check Date		PO# P4819-00020		Register #
								Total Invoice Amount	2,247.93	Check
Direct Vendor AT&T (000043/3) P.O. BOX 9011 CAROL STREAM, IL 60197-5025										
2018/19	03/19/19		PHONE SERVICE	12779912	04/16/19	Audit		1,646.51		1,646.51
		2019 (001384)	01-001-0000-7200-5910-0000-7200-000-							
								Total Invoice Amount	1,646.51	Check
AP Vendor AXNER EXCAVATING (000143/1) 2900 OLD OREGON TRAIL REDDING, CA 96003										
F	2018/19	03/22/19	R4819-00386	FIELD CHALK (15 BAGS)	L1083848	04/12/19	Audit	88.32		88.32
		2019 (001245)	01-020-0000-8110-4510-0000-8110-100- BatchId			Check Date		PO# P4819-00385		Register #
								Total Invoice Amount	88.32	Check
Direct Vendor BLUE STAR GAS (000796/1) 6775 EASTSIDE ROAD ANDERSON, CA 96007										
2018/19	03/18/19		PROPANE	10965200-IN	04/15/19	Audit		2,720.78		2,720.78
		2019 (001307)	01-001-0000-8260-5510-0000-8200-000-							
								Total Invoice Amount	2,720.78	Check

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

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Direct Vendor		BROWN PLUMBING (000680/1) 3990 RAILROAD AVE. REDDING, CA 96001								
2018/19	04/04/19		REPAIR SEWAGE LINE	38827	04/15/19	Audit		912.00		912.00
		2019 (001336) 01-020-0000-8110-5630-0000-8110-100-								
								Total Invoice Amount	912.00	Check

Direct Vendor		CALIFORNIA SAFETY CO (000021/1) PO BOX 990956 REDDING, CA 96099-0956								
2018/19	02/27/19		ANNUAL FIRE ALARM TEST	411750	04/15/19	Audit		1,680.00		1,680.00
		2019 (001337) 01-020-0000-8200-5630-0000-8200-100-								
2018/19	02/27/19		FIRE ALARM MPR	411756	04/15/19	Audit		364.35		364.35
		2019 (001337) 01-020-0000-8200-5630-0000-8200-100-								
2018/19	03/18/19		TRANS ALARM	413885	04/15/19	Audit		209.48		209.48
		2019 (003205) 01-001-0000-0000-5630-0000-3600-000-								
2018/19	04/04/19	R4819-00425	ALARM MAR-JUNE19	414790	04/15/19	Audit		142.50		142.50
		2019 (003205) 01-001-0000-0000-5630-0000-3600-000-								
		2019 (001335) 01-020-0000-2700-5630-0000-2700-100-								
		2019 (001324) 01-050-0000-2700-5630-0000-2700-100-								
					BatchId	Check Date	PO# P4819-00424	Register #		
2018/19	04/04/19	R4819-00425	ALARM MAR-JUNE19	416034	04/15/19	Audit		130.00		130.00
		2019 (003205) 01-001-0000-0000-5630-0000-3600-000-								
		2019 (001335) 01-020-0000-2700-5630-0000-2700-100-								
		2019 (001324) 01-050-0000-2700-5630-0000-2700-100-								
					BatchId	Check Date	PO# P4819-00424	Register #		
2018/19	04/04/19	R4819-00425	ALARM MAR-JUNE19	416037	04/15/19	Audit		232.50		232.50
		2019 (003205) 01-001-0000-0000-5630-0000-3600-000-								
		2019 (001335) 01-020-0000-2700-5630-0000-2700-100-								
		2019 (001324) 01-050-0000-2700-5630-0000-2700-100-								
					BatchId	Check Date	PO# P4819-00424	Register #		
								Total Invoice Amount	2,758.83	Check

AP Vendor	CASCADE ATHLETIC SUPPLY (000042/1) 2930 BIDDLE RD MEDFORD, OR 97504									
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Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

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AP Vendor			CASCADE ATHLETIC SUPPLY (000042/1)		(continued)					
F	2018/19	03/29/19	R4819-00382	ATHLETIC EQUIPMENT	258843	04/12/19	Audit	409.91		409.91
		2019	(001161)	01-020-1100-0070-4310-1110-4200-100-	BatchId		Check Date	PO# P4819-00381	Register #	
								Total Invoice Amount	409.91	Check

AP Vendor			COASTAL BUSINESS SYSTEMS LEASING COMPANY (000270/1) 336 FIRST ST EUREKA, CA 95501							
	2018/19	01/17/19	R4819-00014	DOC STAR	856362	04/11/19	Audit	232.74		232.74
		2019	(001311)	01-001-0000-7200-5610-0000-7200-000-	BatchId		Check Date	PO# P4819-00014	Register #	
	2018/19	02/20/19	R4819-00014	DOC STAR	856405	04/11/19	Audit	232.73		232.73
		2019	(001311)	01-001-0000-7200-5610-0000-7200-000-	BatchId		Check Date	PO# P4819-00014	Register #	
	2018/19	03/20/19	R4819-00014	DOC STAR	856446	04/11/19	Audit	232.73		232.73
		2019	(001311)	01-001-0000-7200-5610-0000-7200-000-	BatchId		Check Date	PO# P4819-00014	Register #	
								Total Invoice Amount	698.20	Check

AP Vendor			COMER COMMUNICATION SOLUTIONS (000226/1) PO BOX 994171 REDDING, CA 96099-4171							
F	2018/19	03/01/19	R4819-00336	SECURITY CAMERA SYSTEM - FINAL	75042	04/16/19	Audit	8,205.14		8,205.14
		2019	(004710)	01-001-0000-0000-6410-0000-8300-000-	BatchId		Check Date	PO# P4819-00336	Register #	
F	2018/19	03/01/19	R4819-00335	SECURITY CAMERA SYSTEM - FINAL	75052	04/16/19	Audit	9,710.93		9,710.93
		2019	(004710)	01-001-0000-0000-6410-0000-8300-000-	BatchId		Check Date	PO# P4819-00335	Register #	
								Total Invoice Amount	17,916.07	Check

AP Vendor			COTTONWOOD WATER DISTRICT (000002/1) PO BOX 2130 COTTONWOOD, CA 96022							
	2018/19	03/28/19	R4819-00021	WATER 18-19	4658680	04/16/19	Audit	662.30		662.30

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('?'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

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AP Vendor COTTONWOOD WATER DISTRICT (000002/1) (continued)										
2018/19	03/28/19	R4819-00021	WATER 18-19	4658680 (continued)	04/16/19	Audit		(continued)		
	2019	(001309)	01-001-0000-8230-5510-0000-8200-000-	BatchId			Check Date	PO# P4819-00021	Register #	
								Total Invoice Amount	662.30	Check
Direct Vendor COUNTY OF SHASTA DEPT OF PUBLIC WORKS (000051/1) CSA DIV 1855 PLACER ST REDDING, CA 96001										
2018/19	03/31/19		SEWER FEE	00171704	04/15/19	Audit		3,180.30		3,180.30
	2019	(001308)	01-001-0000-8220-5510-0000-8200-000-							
								Total Invoice Amount	3,180.30	Check
Direct Vendor CRESSWELL PHYSICAL THERAPY (000271/1) PO BOX 492006 REDDING, CA 96049										
2018/19	03/08/19		OT SERVICES CCCS	12	04/15/19	Audit		275.00		275.00
	2019	(002527)	01-001-6500-0204-5101-5770-1190-100-							
2018/19	03/08/19		OT SERVICES	74	04/15/19	Audit		3,125.00		3,125.00
	2019	(002527)	01-001-6500-0204-5101-5770-1190-100-							
2018/19	03/15/19		OT SERVICES CCCS	13	04/15/19	Audit		162.50		162.50
	2019	(002527)	01-001-6500-0204-5101-5770-1190-100-							
2018/19	03/15/19		OT SERVICES	75	04/15/19	Audit		1,725.00		1,725.00
	2019	(002527)	01-001-6500-0204-5101-5770-1190-100-							
2018/19	03/22/19		OT SERVICES	76	04/15/19	Audit		3,225.00		3,225.00
	2019	(002527)	01-001-6500-0204-5101-5770-1190-100-							
2018/19	03/23/19		OT SERVICES CCCS	14	04/15/19	Audit		162.50		162.50
	2019	(002527)	01-001-6500-0204-5101-5770-1190-100-							
2018/19	03/29/19		OT SERVICES	77	04/15/19	Audit		2,000.00		2,000.00
	2019	(002527)	01-001-6500-0204-5101-5770-1190-100-							
2018/19	04/02/19		OT SERVICES	78	04/15/19	Audit		1,612.50		1,612.50
	2019	(002527)	01-001-6500-0204-5101-5770-1190-100-							
								Total Invoice Amount	12,287.50	Check

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

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AP Vendor			CROSS PETROLEUM (000083/1) PO BOX 492200 REDDING, CA 96049-2200							
2018/19	03/15/19	R4819-00022	FUEL FOR VEHICLES 18/19	CL78834	04/11/19	Audit		2,646.14		2,646.14
		2019 (003195)	01-001-0000-0000-4601-0000-3600-000-			2,594.36				
		2019 (001250)	01-001-0000-8120-4510-0000-8110-100-			51.78				
		2019 (001889)	13-001-5310-0000-4510-0000-3700-000-							
			Batchld			Check Date		PO# P4819-00022		Register #
2018/19	03/31/19	R4819-00022	FUEL FOR VEHICLES 18/19	CL792238	04/11/19	Audit		2,197.57		2,197.57
		2019 (003195)	01-001-0000-0000-4601-0000-3600-000-			2,057.46				
		2019 (001250)	01-001-0000-8120-4510-0000-8110-100-			140.11				
		2019 (001889)	13-001-5310-0000-4510-0000-3700-000-							
			Batchld			Check Date		PO# P4819-00022		Register #
						Total Invoice Amount		4,843.71	Check	
Direct Vendor			CSM CONSULTING INC (000315/1) PO BOX 4408 EL DORADO HILLS, CA 95762							
2018/19	03/31/19		ERATE - QTRLY	10161	04/15/19	Audit		750.00		750.00
		2019 (003156)	01-001-0000-2420-5801-0000-2420-LC2-							
						Total Invoice Amount		750.00	Check	
AP Vendor			DEMCO INC (000090/1) PO BOX 8048 MADISON, WI 53708-8048							
F	2018/19	03/11/19	R4819-00374	LIBRARY SUPPLIES	6566233	04/12/19	Audit	162.48		162.48
		2019 (001204)	01-050-1100-0180-4310-0000-2420-100-							
			Batchld			Check Date		PO# P4819-00373		Register #
						Total Invoice Amount		162.48	Check	
Direct Vendor			DEPT OF INDUSTRIAL RELATIONS ACCTG (000429/2) DOSH ELEVATOR PERMITS PO BOX 101322 PASADENA, CA 91189-0005							
2018/19	03/07/19		LIFT PERMIT	0307	04/16/19	Audit		675.00		675.00
		2019 (001365)	01-050-0000-2700-5801-0000-2700-100-							

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

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Total Invoice Amount								675.00	Check	
Direct Vendor: ENTERPRISE ELEM SCHOOL DIST, FOOD SERVICES (000163/1) 1155 MISTLETOE LN REDDING, CA 96002										
2018/19	04/01/19		2018/19 FOOD COOP	2019-20	04/15/19	Audit		200.00		200.00
		2019 (001894)	13-001-5310-0000-5801-0000-3700-000-							
Total Invoice Amount								200.00	Check	
Direct Vendor: FRANZ FAMILY BAKERIES (000537/1) P.O. BOX 742654 LOS ANGELES, CA 90074-2654										
2018/19	03/04/19		BAKERY - CAFE	049300506311	04/11/19	Audit		171.40		171.40
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	03/11/19		BAKERY - CAFE	049300507009	04/11/19	Audit		46.50		46.50
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	03/18/19		BAKERY - CAFE	049300507713	04/11/19	Audit		79.20		79.20
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	03/25/19		BAKERY - CAFE	049300508411	04/11/19	Audit		171.40		171.40
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-							
Total Invoice Amount								468.50	Check	
AP Vendor: GIBSON HEATING & AC (000711/1) 1153 PRESTIGE WAY REDDING, CA 96003										
F	2018/19	03/29/19	R4819-00360	ROOM 27 REPAIR, DAMAGED BY TREE	33671	04/12/19	Audit	7,350.00		7,350.00
			2019 (001336)	01-020-0000-8110-5630-0000-8110-100-						
				BatchId		Check Date		PO# P4819-00360		Register #
Total Invoice Amount								7,350.00	Check	
Direct Vendor: GOLD STAR FOODS, INC. (000630/2) P.O. BOX 4328 ONTARIO, CA 91761										
2018/19	02/04/19		FOOD - CAFE	2656137	04/11/19	Audit		151.25		151.25
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	02/13/19		FOOD - CAFE	2667642	04/11/19	Audit		4.50		4.50

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

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Direct Vendor		GOLD STAR FOODS, INC. (000630/2)			(continued)					(continued)
2018/19	02/13/19		FOOD - CAFE	2667642 (continued)	04/11/19	Audit		(continued)		
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	02/21/19		FOOD - CAFE	2670301	04/11/19	Audit		1,355.29		1,355.29
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	02/27/19		FOOD - CAFE	2681458	04/11/19	Audit		3.60		3.60
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	03/07/19		FOOD - CAFE	2675984	04/11/19	Audit		908.98		908.98
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	03/12/19		FOOD - CAFE	1315340	04/11/19	Audit		16.25-		16.25-
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	03/14/19		FOOD - CAFE	2695071	04/11/19	Audit		585.94		585.94
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	03/21/19		FOOD - CAFE	2686975	04/11/19	Audit		1,646.38		1,646.38
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	03/28/19		FOOD - CAFE	2713271	04/11/19	Audit		439.11		439.11
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	04/03/19		CREDIT MEMO	1321124	04/11/19	Audit		20.70-		20.70-
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-							
Total Invoice Amount								5,058.10	Check	

AP Vendor HARBERT ROOFING, INC. (000691/2)
 19799 HIRSCH COURT
 ANDERSON, CA 96007

F	2018/19	04/01/19	R4819-00396	RE-ROOF ROOM 31 S191 AND STAFF ROOM	S191	04/12/19	Audit	11,000.00		11,000.00
			2019	(003520)	01-020-8150-8110-5630-0000-8110-LC3-					
				BatchId		Check Date		PO# P4819-00395		Register #
Total Invoice Amount								11,000.00	Check	

AP Vendor LAUNDRY WORLD (000141/1)
 PO BOX 98
 ANDERSON, CA 96007

	2018/19	03/13/19	R4819-00343	LAUNDRY SERVICE	184574	04/11/19	Audit	12.05		12.05
			2019	(001306)	01-001-0000-8250-5510-0000-8200-000-					
				BatchId		Check Date		PO# P4819-00343		Register #

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			LAUNDRY WORLD (000141/1)		(continued)		(continued)			
2018/19	03/13/19	R4819-00343	LAUNDRY SERVICE	184575	04/11/19	Audit		67.69		67.69
		2019 (001306)	01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date	PO# P4819-00343		Register #	
2018/19	03/13/19	R4819-00343	LAUNDRY SERVICE	184576	04/11/19	Audit		91.37		91.37
		2019 (001306)	01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date	PO# P4819-00343		Register #	
2018/19	03/20/19	R4819-00343	LAUNDRY SERVICE	185054	04/11/19	Audit		12.05		12.05
		2019 (001306)	01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date	PO# P4819-00343		Register #	
2018/19	03/20/19	R4819-00343	LAUNDRY SERVICE	185055	04/11/19	Audit		67.69		67.69
		2019 (001306)	01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date	PO# P4819-00343		Register #	
2018/19	03/20/19	R4819-00343	LAUNDRY SERVICE	185056	04/11/19	Audit		91.37		91.37
		2019 (001306)	01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date	PO# P4819-00343		Register #	
F	2018/19	03/22/19	R4819-00376	FOAMING SOAP & PAPER TOWELS	185220	04/16/19	Audit	611.42		611.42
		2019 (001253)	01-050-0000-8200-4510-0000-8200-100-	BatchId		Check Date	PO# P4819-00375		Register #	
2018/19	03/27/19	R4819-00343	LAUNDRY SERVICE	185518	04/11/19	Audit		12.05		12.05
		2019 (001306)	01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date	PO# P4819-00343		Register #	
2018/19	03/27/19	R4819-00343	LAUNDRY SERVICE	185519	04/11/19	Audit		67.69		67.69
		2019 (001306)	01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date	PO# P4819-00343		Register #	
2018/19	03/27/19	R4819-00343	LAUNDRY SERVICE	185520	04/11/19	Audit		91.37		91.37
		2019 (001306)	01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date	PO# P4819-00343		Register #	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor			LAUNDRY WORLD (000141/1) (continued)				(continued)				
2018/19	03/27/19	R4819-00376	FOAMING SOAP & PAPER TOWELS	185716	04/12/19	Audit		750.64		750.64	
		2019 (001253)	01-050-0000-8200-4510-0000-8200-100-			Check Date		PO# P4819-00375	Register #		
			BatchId								
2018/19	04/03/19	R4819-00343	LAUNDRY SERVICE 18-19	185905	04/11/19	Audit		12.05		12.05	
		2019 (001306)	01-001-0000-8250-5510-0000-8200-000-			Check Date		PO# P4819-00343	Register #		
			BatchId								
2018/19	04/03/19	R4819-00343	LAUNDRY SERVICE 18-19	185906	04/11/19	Audit		67.69		67.69	
		2019 (001306)	01-001-0000-8250-5510-0000-8200-000-			Check Date		PO# P4819-00343	Register #		
			BatchId								
2018/19	04/03/19	R4819-00343	LAUNDRY SERVICE 18-19	185908	04/11/19	Audit		91.37		91.37	
		2019 (001306)	01-001-0000-8250-5510-0000-8200-000-			Check Date		PO# P4819-00343	Register #		
			BatchId								
2018/19	04/10/19	R4819-00343	LAUNDRY SERVICE 18-19	186321	04/11/19	Audit		12.05		12.05	
		2019 (001306)	01-001-0000-8250-5510-0000-8200-000-			Check Date		PO# P4819-00343	Register #		
			BatchId								
2018/19	04/10/19	R4819-00343	LAUNDRY SERVICE 18-19	186322	04/11/19	Audit		67.69		67.69	
		2019 (001306)	01-001-0000-8250-5510-0000-8200-000-			Check Date		PO# P4819-00343	Register #		
			BatchId								
2018/19	04/10/19	R4819-00343	LAUNDRY SERVICE 18-19	186323	04/11/19	Audit		91.37		91.37	
		2019 (001306)	01-001-0000-8250-5510-0000-8200-000-			Check Date		PO# P4819-00343	Register #		
			BatchId								
Total Invoice Amount								2,217.61	Check		

Direct Vendor	LOZANO SMITH (000202/1) 7404 NORTH SPALDING FRESNO, CA 93720-3370									
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2018/19	03/12/19		GEN LGL	2078535	04/15/19	Audit		12.07		12.07
		2019 (004188)	01-001-0000-7100-5810-0000-7100-000-							
Total Invoice Amount								12.07	Check	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

Scheduled 04/11/2019 - 04/16/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor MT. SHASTA SPRING WATER (000036/1) 1878 TWIN VIEW BLVD REDDING, CA 96003-1501										
2018/19	04/02/19		WATER TRANS	187781	04/16/19	Audit		27.75		27.75
	2019	(003223)	01-001-0000-0000-4510-0000-3600-100-							
2018/19	12/07/19		DO WATER	154011	04/16/19	Audit		17.94		17.94
	2019	(001247)	01-001-0000-2700-4510-0000-2700-100-							
Total Invoice Amount								45.69	Check	
Direct Vendor NEOFUNDS BY NEOPOST (000705/1) P.O. BOX 30193 TAMPA, FL 33630-3193										
2018/19	03/31/19		POSTAGE	030619	04/16/19	Audit		500.00		500.00
	2019	(001392)	01-001-0000-7200-5930-0000-7200-LC2-			166.67				
	2019	(001391)	01-020-0000-2700-5930-0000-2700-100-			166.66				
	2019	(001393)	01-050-0000-2700-5930-0000-2700-100-			166.67				
Total Invoice Amount								500.00	Check	
Direct Vendor NORTH STATE GROCERY, INC. (000476/1) P.O. BOX 439 COTTONWOOD, CA 96022										
2018/19	03/05/19		COOKING ELECTIVE	39134143	04/15/19	Audit		10.43		10.43
	2019	(004125)	01-020-0100-2206-4310-1110-1000-LC2-							
2018/19	03/18/19		COOKING ELECTIVE	225341403	04/15/19	Audit		18.23		18.23
	2019	(004125)	01-020-0100-2206-4310-1110-1000-LC2-							
Total Invoice Amount								28.66	Check	
Direct Vendor NORTH VALLEY SCHOOLS INC (000126/1) ACCOUNTS RECEIVABLE 1360 E LASSEN AVENUE CHICO, CA 95973										
2018/19	04/03/19		NPS SCHOOL-MARCH	2019-04-03-COTT-2-76	04/15/19	Audit		410.00		410.00
	2019	(001371)	01-001-6500-0203-5805-5750-1180-100-							
Total Invoice Amount								410.00	Check	
AP Vendor OFFICE DEPOT BUSINESS SERV DIV (000091/2) PO BOX 70025 LOS ANGELES, CA 90074-0025										

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

Scheduled 04/11/2019 - 04/16/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor OFFICE DEPOT BUSINESS SERV DIV (000091/2) (continued)										
F	2018/19	02/27/19	R4819-00366	CHAIR MAT FOR LIBRARY	279748969001	04/12/19	Audit	65.08		65.08
		2019 (001247)	01-001-0000-2700-4510-0000-2700-100-			22.20				
		2019 (001204)	01-050-1100-0180-4310-0000-2420-100-			42.88				
				BatchId		Check Date		PO# P4819-00365	Register #	
F	2018/19	03/01/19	R4819-00371	OFFICE SUPPLIES	281466811001	04/12/19	Audit	25.73		25.73
		2019 (001247)	01-001-0000-2700-4510-0000-2700-100-							
				BatchId		Check Date		PO# P4819-00370	Register #	
	2018/19	03/01/19	R4819-00371	OFFICE SUPPLIES	281470657001	04/12/19	Audit	34.39		34.39
		2019 (001247)	01-001-0000-2700-4510-0000-2700-100-							
				BatchId		Check Date		PO# P4819-00370	Register #	
F	2018/19	03/17/19	R4819-00380	DELL KVK63 IMAGING DRUM	290013147001	04/12/19	Audit	43.96		43.96
		2019 (001189)	01-050-1100-2420-4310-1110-1000-100-							
				BatchId		Check Date		PO# P4819-00379	Register #	
	2018/19	03/17/19	R4819-00405	TONER CARTRIDGES	2946317960001	04/15/19	Audit	418.66		418.66
		2019 (001188)	01-050-1100-0000-4310-1110-1000-100-							
		2019 (001189)	01-050-1100-2420-4310-1110-1000-100-			418.66				
				BatchId		Check Date		PO# P4819-00404	Register #	
F	2018/19	03/22/19	R4819-00391	INK FOR PRINTER	291630734001	04/12/19	Audit	174.65		174.65
		2019 (001159)	01-020-1100-2420-4310-0000-2420-100-							
				BatchId		Check Date		PO# P4819-00390	Register #	
	2018/19	03/26/19	R4819-00404	SCHOOL SUPPLIES NORTH	294293172001	04/12/19	Audit	303.00		303.00
		2019 (001188)	01-050-1100-0000-4310-1110-1000-100-							
				BatchId		Check Date		PO# P4819-00403	Register #	
	2018/19	03/26/19	R4819-00405	TONER CARTRIDGES	294631793001	04/15/19	Audit	300.28		300.28
		2019 (001188)	01-050-1100-0000-4310-1110-1000-100-							
		2019 (001189)	01-050-1100-2420-4310-1110-1000-100-			300.28				
				BatchId		Check Date		PO# P4819-00404	Register #	
F	2018/19	03/27/19	R4819-00404	SCHOOL SUPPLIES NORTH	294292783001	04/12/19	Audit	227.13		227.13
		2019 (001188)	01-050-1100-0000-4310-1110-1000-100-							
				BatchId		Check Date		PO# P4819-00403	Register #	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

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Payment Register

Scheduled 04/11/2019 - 04/16/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor			OFFICE DEPOT BUSINESS SERV DIV (000091/2)				(continued)				
2018/19	03/27/19	R4819-00404	SCHOOL SUPPLIES NORTH	294293171001	04/12/19	Audit		1,137.52		1,137.52	
		2019 (001188)	01-050-1100-0000-4310-1110-1000-100-	BatchId		Check Date	PO# P4819-00403		Register #		
F	2018/19	03/28/19	R4819-00405	WATERCOLORS NORTH	294609933001	04/16/19	Audit	27.80		27.80	
		2019 (001188)	01-050-1100-0000-4310-1110-1000-100-	BatchId		Check Date	PO# P4819-00404		Register #		
F	2018/19	03/28/19	R4819-00405	TONER CARTRIDGES NORTH	294631794001	04/15/19	Audit	258.52		258.52	
		2019 (001188)	01-050-1100-0000-4310-1110-1000-100-	BatchId		258.52					
		2019 (001189)	01-050-1100-2420-4310-1110-1000-100-	BatchId		Check Date	PO# P4819-00404		Register #		
F	2018/19	03/29/19	R4819-00403	OFFICE SUPPLIES - NORTH	294280631001	04/16/19	Audit	2,509.77		2,509.77	
		2019 (001257)	01-050-0000-2700-4510-0000-2700-100-	BatchId		Check Date	PO# P4819-00402		Register #		
	2018/19	04/01/19	R4819-00404	SCHOOL SUPPLIES NORTH	294293171002	04/12/19	Audit	7.93		7.93	
		2019 (001188)	01-050-1100-0000-4310-1110-1000-100-	BatchId		Check Date	PO# P4819-00403		Register #		
Total Invoice Amount								5,534.42	Check		

AP Vendor PACIFIC GAS AND ELECTRIC CO (000007/1)
 BOX 997300
 SACRAMENTO, CA 95899-7300

2018/19	04/09/19	R4819-00080	CAFE - MAR	0409	04/16/19	Audit		1,885.52		1,885.52
		2019 (001307)	01-001-0000-8260-5510-0000-8200-000-	BatchId		Check Date	PO# P4819-00080		Register #	
Total Invoice Amount								1,885.52	Check	

AP Vendor POSITIVE PROMOTIONS (000785/1)
 PO BOX 18021
 HAUPPAUGE, NY 11788-8821

F	2018/19	03/15/19	R4819-00369	STUDENT OF THE MONTH MEDALLIONS	06231913	04/15/19	Audit	729.02		729.02
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Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

Scheduled 04/11/2019 - 04/16/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			POSITIVE PROMOTIONS (000785/1) (continued)							
F	2018/19	03/15/19	R4819-00369	STUDENT OF THE MONTH MEDALLIONS	06231913 (continued)	04/15/19	Audit	(continued)		
		2019	(001162)	01-020-1100-0000-4310-1110-1000-100-	BatchId		Check Date	PO# P4819-00368	Register #	
								Total Invoice Amount	729.02	Check

Direct Vendor			PRESENCE LEARNING, INC (000669/3) P.O. BOX 743532 LOS ANGELES, CA 90074-3532							
	2018/19	04/05/19		SETUP - MAR	INV27776	04/15/19	Audit	331.60		331.60
		2019	(002527)	01-001-6500-0204-5101-5770-1190-100-						
	2018/19	05/04/19		SPEECH SERVICES - MAR	INV27447	04/15/19	Audit	15,655.83		15,655.83
		2019	(002527)	01-001-6500-0204-5101-5770-1190-100-						
								Total Invoice Amount	15,987.43	Check

Direct Vendor			PRODUCERS DAIRY (000203/1) PO BOX 1231 FRESNO, CA 93715-1231							
	2018/19	12/08/18		DAIRY - CAFE	21121402	04/11/19	Audit	506.80		506.80
		2019	(001890)	13-001-5310-0000-4710-0000-3700-000-						
	2018/19	02/02/19		DAIRY - CAFE	21142335	04/11/19	Audit	551.58		551.58
		2019	(001890)	13-001-5310-0000-4710-0000-3700-000-						
	2018/19	03/09/19		DAIRY CAFE	21163250	04/11/19	Audit	564.65		564.65
		2019	(001890)	13-001-5310-0000-4710-0000-3700-000-						
	2018/19	03/09/19		DAIRY - CAFE	21163251	04/11/19	Audit	472.47		472.47
		2019	(001890)	13-001-5310-0000-4710-0000-3700-000-						
	2018/19	03/16/19		DAIRY - CAFE	21165896	04/11/19	Audit	533.16		533.16
		2019	(001890)	13-001-5310-0000-4710-0000-3700-000-						
	2018/19	03/16/19		DAIRY - CAFE	21165897	04/11/19	Audit	468.40		468.40
		2019	(001890)	13-001-5310-0000-4710-0000-3700-000-						
	2018/19	03/23/19		DAIRY - CAFE	21168575	04/11/19	Audit	516.91		516.91
		2019	(001890)	13-001-5310-0000-4710-0000-3700-000-						
	2018/19	03/23/19		DAIRY - CAFE	21168576	04/11/19	Audit	642.18		642.18
		2019	(001890)	13-001-5310-0000-4710-0000-3700-000-						

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 04/11/2019 - 04/16/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor			PRODUCERS DAIRY (000203/1) (continued)						(continued)	
2018/19	03/30/19		DAIRY - CAFE	21171245	04/11/19	Audit		516.92		516.92
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	03/30/19		DAIRY - CAFE	21171246	04/11/19	Audit		561.12		561.12
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-							
Total Invoice Amount								5,334.19	Check	
Direct Vendor			PROFESSIONAL EXTERMINATORS (000403/1) PO BOX 991507 REDDING, CA 96099							
2018/19	03/20/19		PEST SERVICE	0108621	04/15/19	Audit		45.00		45.00
	2019	(001336)	01-020-0000-8110-5630-0000-8110-100-							
Total Invoice Amount								45.00	Check	
Direct Vendor			PROPACIFIC FRESH (000491/1) P.O. BOX 1069 DURHAM, CA 95938							
2018/19	03/01/19		FOOD - CAFE	6668995	04/16/19	Audit		886.97		886.97
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	03/08/19		FOOD - CAFE	6671164	04/16/19	Audit		577.11		577.11
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	03/15/19		FOOD - CAFE	6673313	04/16/19	Audit		510.52		510.52
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	03/18/19		FOOD - CAFE	6673688	04/16/19	Audit		147.26		147.26
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	03/22/19		FOOD - CAFE	6675646	04/16/19	Audit		940.72		940.72
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-							
Total Invoice Amount								3,062.58	Check	
AP Vendor			RAY MORGAN COMPANY (000561/1) 3131 ESPLANADE CHICO, CA 95973							
F	2018/19	04/01/19	R4819-00406	CANON COPIER STAPLES NORTH	2472249	04/15/19	Audit	63.28		63.28
			2019	(001189)	01-050-1100-2420-4310-1110-1000-100-					
					BatchId		Check Date	PO# P4819-00405	Register #	
F	2018/19	04/04/19	R4819-00418	STAPLES FOR COPY MACHINE WEST	2479072	04/15/19	Audit	75.40		75.40

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 04/11/2019 - 04/16/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			RAY MORGAN COMPANY (000561/1)		(continued)		(continued)			
F	2018/19	04/04/19	R4819-00418	STAPLES FOR COPY MACHINE WEST	2479072 (continued)	04/15/19	Audit	(continued)		
		2019	(001242)	01-020-0000-2700-4510-0000-2700-100-						
				BatchId		Check Date	PO# P4819-00417	Register #		
						Total Invoice Amount	138.68	Check		
AP Vendor			RHYTHM BAND INSTRUMENTS (000858/1)		2051 FRANKLIN DR		FORT WORTH, TX 76106			
F	2018/19	04/03/19	R4819-00372	BOOMWHACKER BEATZ SONGS AND GAMES	1157540	04/15/19	Audit	51.80		51.80
		2019	(001188)	01-050-1100-0000-4310-1110-1000-100-						
				BatchId		Check Date	PO# P4819-00371	Register #		
						Total Invoice Amount	51.80	Check		
AP Vendor			RYAN'S LAWN CARE (000526/4)		745 STATE ST		REDDING, CA 96001			
	2018/19	02/22/19	R4819-00426	LAWN MAINT	1473	04/15/19	Audit	750.00		750.00
		2019	(004214)	01-020-0000-8110-5801-0000-8110-100-			375.00			
		2019	(004217)	01-050-0000-8110-5801-0000-8110-100-			375.00			
				BatchId		Check Date	PO# P4819-00425	Register #		
	2018/19	03/17/19	R4819-00426	LAWN MAINT	1486	04/15/19	Audit	750.00		750.00
		2019	(004214)	01-020-0000-8110-5801-0000-8110-100-			375.00			
		2019	(004217)	01-050-0000-8110-5801-0000-8110-100-			375.00			
				BatchId		Check Date	PO# P4819-00425	Register #		
	2018/19	03/23/19	R4819-00426	LAWN MAINT	1496	04/15/19	Audit	750.00		750.00
		2019	(004214)	01-020-0000-8110-5801-0000-8110-100-			375.00			
		2019	(004217)	01-050-0000-8110-5801-0000-8110-100-			375.00			
				BatchId		Check Date	PO# P4819-00425	Register #		
	2018/19	03/31/19	R4819-00426	LAWN MAINT	1497	04/15/19	Audit	750.00		750.00
		2019	(004214)	01-020-0000-8110-5801-0000-8110-100-			375.00			
		2019	(004217)	01-050-0000-8110-5801-0000-8110-100-			375.00			
				BatchId		Check Date	PO# P4819-00425	Register #		
	2018/19	04/10/19	R4819-00426	LAWN MAINT	1503	04/15/19	Audit	375.00		375.00
		2019	(004214)	01-020-0000-8110-5801-0000-8110-100-						

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

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Payment Register

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Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	RYAN'S LAWN CARE (000526/4)			(continued)						(continued)

BatchId
& Employee Also
Check Date
PO# P4819-00425
Register #
Total Invoice Amount
3,375.00 Check

AP Vendor	SCHOOL OUTFITTERS (000594/1) PO BOX 638517 CINCINNATI, OH 45263									
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F	2018/19	03/20/19	R4819-00368	BOOMWHACKER BEATZ SONGS GAMES CD	13087219	04/15/19	Audit	121.63		121.63
			2019 (001188)	01-050-1100-0000-4310-1110-1000-100-	BatchId		Check Date	PO# P4819-00367	Register #	
							Total Invoice Amount	121.63	Check	

AP Vendor	SCP DISTRIBUTORS LLC (000812/1) PO BOX 80248 CITY OF INDUSTRY, CA 91716									
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	2018/19	03/14/19	R4819-00132	POOL CHEMICALS	SN018657	04/16/19	Audit	417.82		417.82
			2019 (001254)	01-001-0000-8210-4510-0000-8200-100-	BatchId		Check Date	PO# P4819-00132	Register #	
F	2018/19	03/29/19	R4819-00393	DRIVE BELT & PVA SHORT BRUSH (WEST)	SNO19265	04/15/19	Audit	282.40		282.40
			2019 (001254)	01-001-0000-8210-4510-0000-8200-100-	BatchId		Check Date	PO# P4819-00392	Register #	
	2018/19	04/04/19	R4819-00132	POOL CHEMICALS	SN019465	04/16/19	Audit	402.80		402.80
			2019 (001254)	01-001-0000-8210-4510-0000-8200-100-	BatchId		Check Date	PO# P4819-00132	Register #	
							Total Invoice Amount	1,103.02	Check	

Direct Vendor	SHASTA CO OFFICE OF EDUCATION (000055/1) 1644 MAGNOLIA AVE REDDING, CA 96001									
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	2018/19	03/11/19		FINGERPRINTING- CCCS	INV19-00689	04/15/19	Audit	25.00		25.00
			2019 (001360)	01-001-0000-7207-5801-0000-7200-000-						
	2018/19	03/12/19		VEH MAINT - JAN	INV19-00694	04/15/19	Audit	3,694.53		3,694.53
			2019 (003205)	01-001-0000-0000-5630-0000-3600-000-						

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

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ReqPay05a

Payment Register

Scheduled 04/11/2019 - 04/16/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
Direct Vendor			SHASTA CO OFFICE OF EDUCATION (000055/1) (continued)				(continued)				
2018/19	03/20/19		VEH MAINT - FEB	INV19-00717	04/15/19	Audit		6,298.15		6,298.15	
	2019	(003205)	01-001-0000-0000-5630-0000-3600-000-								
2018/19	03/21/19		PRINCIPAL BREAKFAST	INV19-00731	04/15/19	Audit		60.00		60.00	
	2019	(001353)	01-020-0000-2700-5801-0000-2700-100-			30.00					
	2019	(001365)	01-050-0000-2700-5801-0000-2700-100-			30.00					
2018/19	04/11/19		FINGERPRINTING	INV19-00791	04/15/19	Audit		50.00		50.00	
	2019	(001360)	01-001-0000-7207-5801-0000-7200-000-								
Total Invoice Amount								10,127.68	Check		
Direct Vendor			SHASTA FAMILY YMCA (000333/1) 1155 NORTH COURT ST REDDING, CA 96001								
2018/19	03/26/19		AFTER SCHOOL MAR	0326	04/15/19	Audit		13,230.00		13,230.00	
	2019	(002059)	01-050-6010-0000-5101-1110-4100-100-								
Total Invoice Amount								13,230.00	Check		
Direct Vendor			SHELBY'S PLUMBING (000225/1) 20175 GAS POINT RD COTTONWOOD, CA 96022								
2018/19	03/07/19		STOPPAGE URINAL	03719	04/15/19	Audit		125.00		125.00	
	2019	(001337)	01-020-0000-8200-5630-0000-8200-100-								
Total Invoice Amount								125.00	Check		
Direct Vendor			SIERRA PRINTING (000058/1) PO BOX 619 COTTONWOOD, CA 96022-0619								
2018/19	03/19/19		ENVELOPES	15555	04/15/19	Audit		158.73		158.73	
	2019	(001247)	01-001-0000-2700-4510-0000-2700-100-								
F	2018/19	03/29/19	R4819-00381	BUS SLIPS & RUBBER STAMPS	15571	04/16/19	Audit	219.86		219.86	
	2019	(001257)	01-050-0000-2700-4510-0000-2700-100-								
					BatchId	Check Date	PO# P4819-00380	Register #			
Total Invoice Amount								378.59	Check		

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 04/11/2019 - 04/16/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			SST (000338/1) PO BOX 990327 REDDING, CA 96099--327							
F	2018/19 03/21/19	R4819-00390	DEF FLUID 55 GALLON DRUM	4341	04/15/19	Audit		129.18		129.18
		2019 (003197)	01-001-0000-0000-4603-0000-3600-000-	BatchId		Check Date	PO# P4819-00389		Register #	
Total Invoice Amount								129.18	Check	

Direct Vendor			STATE OF CALIFORNIA DEPARTMENT OF JUSTICE (000111/1) ACCOUNTING OFFICE PO BOX 944255 SACRAMENTO, CA 94244-2550							
	2018/19 04/04/19		FINGERPRINTING	365360	04/16/19	Audit		49.00		49.00
		2019 (001360)	01-001-0000-7207-5801-0000-7200-000-							
Total Invoice Amount								49.00	Check	

AP Vendor			STEPHENS ELECTRICAL INC (000370/1) 2452 AIRSTRIP RD STE A REDDING, CA 96003							
F	2018/19 04/11/19	R4819-00429	OUTLET INSTALL FOR SECURITY TVS	S02904	04/16/19	Audit		348.38		348.38
		2019 (001365)	01-050-0000-2700-5801-0000-2700-100-	BatchId		Check Date	PO# P4819-00428		Register #	
F	2018/19 04/26/19	R4819-00430	OUTLET INSTALL FOR SECURITY TVS	S02902	04/16/19	Audit		917.39		917.39
		2019 (001359)	01-001-0000-2700-5801-0000-2700-000-	BatchId		Check Date	PO# P4819-00429		Register #	
Total Invoice Amount								1,265.77	Check	

Direct Vendor			SYSCO FOOD SVCS OF SACRAMENTO (000169/1) PO BOX 138007 SACRAMENTO, CA 95813-8007							
	2018/19 03/07/19		FOOD - CAFE	231184011	04/11/19	Audit		987.86		987.86
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-			927.42				
		2019 (001891)	13-001-5310-0000-4790-0000-3700-000-			60.44				
	2018/19 03/14/19		FOOD - CAFE	231193259	04/11/19	Audit		1,076.30		1,076.30
		2019 (001889)	13-001-5310-0000-4510-0000-3700-000-			130.72				

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('?'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

Scheduled 04/11/2019 - 04/16/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor SYSCO FOOD SVCS OF SACRAMENTO (000169/1) (continued)										
2018/19	03/14/19		FOOD - CAFE	231193259 (continued)	04/11/19	Audit		(continued)		
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-			880.45				
	2019	(001891)	13-001-5310-0000-4790-0000-3700-000-			65.13				
2018/19	03/21/19		FOOD - CAFE	231202863	04/11/19	Audit		799.14		799.14
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-			752.59				
	2019	(001891)	13-001-5310-0000-4790-0000-3700-000-			46.55				
2018/19	03/28/19		FOOD - CAFE	231212205	04/11/19	Audit		1,002.10		1,002.10
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-			945.03				
	2019	(001891)	13-001-5310-0000-4790-0000-3700-000-			57.07				
Total Invoice Amount								3,865.40	Check	

AP Vendor TAYLOR AUTO PARTS #2 (000004/1)
2500 BALLS FERRY RD
ANDERSON, CA 96022

2018/19	04/10/19	R4819-00427	BUS PARTS/SUPPLIES	978274	04/16/19	Audit		101.68		101.68
	2019	(003198)	01-001-0000-0000-4605-0000-3600-000-			101.68				
	2019	(003199)	01-001-0000-0000-4606-0000-3600-000-							
	2019	(001245)	01-020-0000-8110-4510-0000-8110-100-							
	2019	(001889)	13-001-5310-0000-4510-0000-3700-000-							
BatchId						Check Date	PO# P4819-00426	Register #		
Total Invoice Amount								101.68	Check	

AP Vendor TEACHER SYNERGY LLC/TEACHERS PAY TEACHERS (000856/1)
75 REMITTANCE DRIVE-DEPT 6759
CHICAGO, IL 60675-6759

F	2018/19	01/31/19	R4819-00338	MATTER PROPERTIES & ECOSYSTEMS BUNDLE	82472091	04/15/19	Audit	99.19	7.19	106.38
			2019	(001185)	01-020-0000-1110-4310-1110-1000-LC2-		106.38			
BatchId						Check Date	PO# P4819-00338	Register #		
Total Invoice Amount								99.19	Check	

Direct Vendor TEHAMA CO LOCK AND SECURITY
ANDERSON LOCK & SAFE (000229/1)
1015 Walnut St.
RED BLUFF, CA 96080

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Scheduled 04/11/2019 - 04/16/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		TEHAMA CO LOCK AND SECURITY ANDERSON LOCK & SAFE (000229/1) (continued)								
2018/19	03/05/19		KEYS	37280	04/16/19	Audit		5.35		5.35
	2019	(001244)	01-020-0000-8200-4510-0000-8200-100-							
2018/19	03/11/19		KEYS	37385	04/16/19	Audit		16.07		16.07
	2019	(001244)	01-020-0000-8200-4510-0000-8200-100-							
Total Invoice Amount								21.42	Check	

Direct Vendor		THE DANIELSON COMPANY (000495/1) 435 SOUTHGATE COURT CHICO, CA 95928								
2018/19	03/04/19		FOOD - CAFE	190891	04/11/19	Audit		401.23		401.23
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	03/11/19		FOOD - CAFE	191560	04/11/19	Audit		1,200.93		1,200.93
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-			1,126.72				
	2019	(001891)	13-001-5310-0000-4790-0000-3700-000-			74.21				
2018/19	03/18/19		FOOD - CAFE	192245	04/11/19	Audit		492.25		492.25
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-			481.20				
	2019	(001891)	13-001-5310-0000-4790-0000-3700-000-			11.05				
2018/19	03/19/19		FOOD - CAFE	192355	04/11/19	Audit		264.58		264.58
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	03/25/19		FOOD - CAFE	192874	04/11/19	Audit		775.11		775.11
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-			764.06				
	2019	(001891)	13-001-5310-0000-4790-0000-3700-000-			11.05				
Total Invoice Amount								3,134.10	Check	

Direct Vendor		US BANK EQUIPMENT FINANCE (000558/1) P.O. BOX 790448 ST LOUIS, MO 63179-0448								
2018/19	04/04/19		COPIERS	382051696	04/16/19	Audit		3,070.12		3,070.12
	2019	(001312)	01-020-1100-1120-5610-1110-1000-100-			1,535.06				
	2019	(001321)	01-050-1100-1120-5610-1110-1000-100-			1,535.06				
Total Invoice Amount								3,070.12	Check	

AP Vendor		VALLEY WEST ACE HARDWARE (000241/1) 20639 GAS POINT RD COTTONWOOD, CA 96022								
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Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 04/11/2019 - 04/16/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor VALLEY WEST ACE HARDWARE (000241/1) (continued)										
2018/19	03/04/19	R4819-00078	MAINTENANCE SUPPLIES BLANKET PO 2018/19	062645	04/11/19	Audit		14.56		14.56
		2019 (001255)	01-050-0000-8110-4510-0000-8110-100- BatchId			Check Date		PO# P4819-00078	Register #	
2018/19	03/07/19	R4819-00077	MAINTENANCE SUPPLIES BLANKET PO FOR 2018/19	062684	04/11/19	Audit		38.57		38.57
		2019 (001245)	01-020-0000-8110-4510-0000-8110-100- BatchId			Check Date		PO# P4819-00077	Register #	
2018/19	03/08/19	R4819-00078	MAINTENANCE SUPPLIES BLANKET PO 2018/19	062689	04/11/19	Audit		32.56		32.56
		2019 (001255)	01-050-0000-8110-4510-0000-8110-100- BatchId			Check Date		PO# P4819-00078	Register #	
2018/19	03/12/19	R4819-00078	MAINTENANCE SUPPLIES BLANKET PO 2018/19	062728	04/11/19	Audit		45.01		45.01
		2019 (001255)	01-050-0000-8110-4510-0000-8110-100- BatchId			Check Date		PO# P4819-00078	Register #	
2018/19	03/25/19	R4819-00078	MAINTENANCE SUPPLIES BLANKET PO 2018/19	062858	04/11/19	Audit		26.78		26.78
		2019 (001255)	01-050-0000-8110-4510-0000-8110-100- BatchId			Check Date		PO# P4819-00078	Register #	
2018/19	03/26/19	R4819-00078	MAINTENANCE SUPPLIES BLANKET PO 2018/19	062871	04/11/19	Audit		4.73		4.73
		2019 (001255)	01-050-0000-8110-4510-0000-8110-100- BatchId			Check Date		PO# P4819-00078	Register #	
Total Invoice Amount								162.21	Check	

Direct Vendor WELCH ENTERPRISES (000762/1) P.O. BOX 494583 REDDING, CA 96049										
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2018/19	03/08/19		PORTABLE TOILET	70832	04/16/19	Audit		246.45		246.45
		2019 (001313)	01-020-0000-2700-5610-0000-2700-100-							

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Scheduled 04/11/2019 - 04/16/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		WELCH ENTERPRISES (000762/1)			(continued)		(continued)			
2018/19	04/05/19		PORTABLE TOILET	71042	04/16/19	Audit		246.45		246.45
		2019 (001313)	01-020-0000-2700-5610-0000-2700-100-							
Total Invoice Amount								492.90	Check	

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
01	133,945.25	3,011,899.14	2,877,953.89
13	21,122.87	4,988.86	16,134.01-
Total	155,068.12		

Number of Payments	161
Number of Checks	57
Number of ACH Advice	0
Number of vCard Advice	0
Total Check/Advice Amount	\$155,060.93
Total Unpaid Sales Tax	\$7.19
Total Expense Amount	\$155,068.12
CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS	
\$0 - \$99	10
\$100 - \$499	13
\$500 - \$999	8
\$1,000 - \$4,999	16
\$5,000 - \$9,999	4
\$10,000 - \$14,999	4
\$15,000 - \$99,999	2
\$100,000 - \$199,999	
\$200,000 - \$499,999	
\$500,000 - \$999,999	
\$1,000,000 -	
***** ITEMS OF INTEREST *****	
* Number of payments to a different vendor	
! Number of Prepaid payments	
@ Number of Liability payments	
& Number of Employee Also Vendors	1
? denotes check name different than payment name	
F denotes Final Payment	

APPROVAL DATE March 23, 2019

Report Totals - Payment Count **161** Check Count **57** ACH Count **0** vCard Count **0** Total Check/Advice Amount **155,060.93**

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018004, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

COTTONWOOD UNION SCHOOL DISTRICT

Job Description

TITLE: Preschool Director
CLASSIFICATION: Classified

REPORTS TO: Superintendent
WORK YEAR: 224 days/ year

Basic Function

Plan, organize, budget, direct, manage, and supervise programs for preschool-age children and facilitate positive relations among Preschool Staff, parents, and the School District. This position requires strong supervisory, leadership, and communication skills along with a warm and nurturing disposition. Must be able to work positively within a school environment and promote an atmosphere of community and cooperation among all interested parties.

Essential Job Duties and Responsibilities:

- Develop, administer, implement and/or oversee preschool.
- Oversee all childcare sites and site management staff, providing necessary support to ensure successful quality programs that maintain a high standard of excellence.
- Ensure all records are maintained, i.e. attendance, financial, personnel and children's files, etc.
- Oversee the selection, hiring, training, supervision, and evaluation of the staff required to effectively carry out the programs of these departments.
- Maintain communication with Superintendent to ensure successful childcare programs.
- Conduct regular Site Director and staff meetings to ensure compliance and for planning and training purposes.
- Attend appropriate management and departmental meetings and trainings.
- Recruit program participants to grow and maintain the program at capacity through marketing and special events.
- Maintain working relationships with schools, local youth and community-based organizations/agencies. Represent the District with key community organizations and events as required.
- Work with school districts, organizations and agencies who serve children and families to assure coordination to enhance partnerships and collaborations.
- Cultivate and maintain a positive working relationship with co-workers, management, parents, school administrators, and community partners/resources. Communicate with parents and community members to build valuable relationships.
- Maintain knowledge of various resources for programming ideas and the skills to utilize that information in directing daily activities. Expand job knowledge and skill with continued education and training for self and staff.
- Ensure a safe, enriching environment for all participants.
- Other duties as assigned.

- **Education and Experience**

- Bachelor degree in Early Childhood Education, Child Development, Human Services or equivalent, or a Child Development Program Director Permit.
- 10 years working experience in the child care field, with 5 years of experience in management.
- Knowledge of State of California Title 22 Regulations and Health & Safety Code
- Knowledge of community needs and resources.
- Knowledge of child development and childcare best practices.
- Knowledge in children, youth and family programming.
- Knowledge and experience working with families.
- Knowledge and experience supervising staff.

Physical Demands and Work Environment

While performing the duties of this job, the employee is regularly required to sit, stand, walk, climb stairs and drive; have dexterity to use hands and fingers to keyboard, handle paperwork, carry items; reach with hands and arms; bend; talk, read, speak and hear. The employee is occasionally required to squat and reach overhead. The employee must regularly lift and/or move up to 25 pounds. Employees must regularly utilize ability to see up close and at a distant, have color vision, and ability to adjust focus. Will perform work in an indoor office, with standard office; outdoor environment includes school grounds. Noise level is moderate with varying levels of voices, and standard office machine noises. On occasion may work outdoor; exposure to temperatures (heat, rain, wind, cold).

COTTONWOOD UNION SCHOOL DISTRICT

Job Description

TITLE: Preschool Lead Teacher

REPORTS TO: Preschool Director

CLASSIFICATION: Classified

WORK YEAR: 224 days/ year

Basic Function

Under the leadership of the Preschool Director the Preschool Teacher is responsible for maintaining the educational program, portraying a positive attitude and providing a safe environment for the program participants.

Job Duties and Responsibilities

- Abide by all District policies and procedures
- Abide by the State of California Title 22 Regulations
- Abide by the school site rules
- Plan and implement developmentally appropriate daily classroom activities.
- Provide supervision and positive guidance for Aides, Associate Teachers and children.
- Cultivate and maintain a positive working relationship with co-workers and parents.
- Create and maintain a safe, attractive and engaging learning environment.
- Perform other tasks related to the operation of the childcare center.
- Expand job knowledge and classroom skills on an on-going basis.
- Attend all staff meetings and training sessions required.
- General maintenance of your assigned classroom or work area in conjunction with school maintenance department.
- Place a major emphasis on program excellence and developing quality care of the highest standard.
- Maintain a clean facility.
- Other duties as assigned.

Education and Experience

- Must have 12 semester units in Early Childhood Education, Child Development, or approved alternative education at an accredited college or university.
- The education units specified above shall include courses which cover the general areas of child development, child, family, community, and curriculum.
- 6 months of work experience in a child care / educational program.
- Proof of 15 hours of Health and Safety training.
- Clear results of criminal background check including DOJ, FBI, Child Abuse Index, and CA Community Care Licensing.
- Health Screen and TB Test within 7 days of hire.
- Proof of required immunizations (TDap, MMR), flu vaccine/declination within 30 days of hire.
- Child Abuse Prevention & Reporting Training within 90 days of hire.

- CPR & First Aid (EMSA Approved) Certification within 90 days of hire.
- Positive classroom management skills are essential.
- Knowledge of curriculum, program scheduling and behavior modification.

Physical Demands and Work Environment

Continual walking, standing, sitting, bending, stooping, squatting, lifting, carrying. Continual use hands and fingers. Regular lifting moderately heavy objects, up to 25 pounds. Occasional lifting overhead. Continual seeing to read a variety of materials. Continual hearing and speaking to exchange information. The work environment is an indoor school classroom environment with regular time spent outdoors, being exposed to extreme weather conditions and uneven surfaces

Cottonwood Union School District

District Credit Card Policy

Cottonwood Union Elementary School District will issue district credit cards to certain employees for use in their jobs. This policy sets out the acceptable and unacceptable uses of such credit cards.

- Use of district-issued credit cards is a privilege that the District may withdraw at any time, with or without cause. Upon an employee's termination of employment with the District, all cards must be returned to the District Office.
- The employee in possession of the district credit card is solely responsible for all purchases on the card and for ensuring that the card is not used by unauthorized personnel. Card numbers may not be distributed and should not be saved in online accounts.
- Any credit card Cottonwood Union School District issued to an employee must be used for business purposes only, and for purposes in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business purpose. Non-business purchases are considered any purchases that are not for the benefit of the District.
- Business-related expenses, such as food and lodging while on District-approved business travel, may be purchased on the company credit card as long as these purchases are consistent with the District's travel and expense reimbursement policy.
- Any purchases in the amount of \$250 or above must be approved prior to purchase. The employee must submit the purchase request in writing to the Chief Business Official of Cottonwood Elementary School District and receive approval in writing before making the purchase. The employee should attach a copy of the purchase approval to the receipt and submit them together when submitting the receipt.
- The employee in possession of the credit card is responsible for receiving, printing, and retaining all receipts related to purchases made on the district credit card. If a receipt is lost, a written description of the items and cost of the purchase must be maintained and submitted in the same manner in which a receipt would be maintained and submitted.
- Receipts need to be turned into the Cottonwood District Office monthly. All receipts should be labeled with a description of what the purchase was for to ensure proper accounting of the purchase. Any receipts for Conference expenses must be attached to a paper that clearly indicates the names of all persons attending the conference and the business purpose of such event.
- If any employee uses a District credit card for a personal purchase, the cost of such purchase will be reimbursed to the District within 30 days. Failure to do so will result in the amount of the purchase being deducted from the employee's paycheck. In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a District credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment.
- This policy will remain in effect as long as an employee has a District credit card or until a new policy has been issued and which clearly indicates that it is intended to be a replacement of this policy.

Cottonwood Union School District

District Credit Card Policy

Policy Acknowledgement

I, _____, hereby acknowledge that I have received a District credit card. I have been provided with and read the district credit card policy, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including cancellation of my card or my termination.

I further acknowledge that I understand that if I make any personal purchases in violation of this policy, the amount of such purchases may be deducted from future paychecks if payment to the district is not made in accordance with the policy.

Signature of Employee

Date

Printed Name

Signature of Chief Business Official

Date

Printed Name

**COTTONWOOD UNION SCHOOL DISTRICT
20512 West First Street
Cottonwood, CA 96022**

RESOLUTION FOR CREDIT CARD AUTHORIZATION

RESOLUTION #2019-3

WHEREAS, the Board of the Cottonwood Union School District, recognizes the need to conduct business affairs of the district in an organized and efficient manner, and;

WHEREAS, the Cottonwood Union School District Board of Trustees, have set in place guidelines for proper administration for the use of credit cards;

THEREFORE, BE IT RESOLVED that the Board of Trustees of the Cottonwood Union School District, hereby authorizes the issue of a credit card for a maximum cumulative credit limit of \$2,500 to be solely used by the North Cottonwood Preschool Program.

PASSED AND ADOPTED by the Board of Trustees of the Cottonwood Union School District this 23rd day of April, 2019 by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

Kim Cordova, Board President

Matt Iles, Clerk of the Board

POLICY GUIDE SHEET

April 23, 2019

Page 1 of 2

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

AR 3543 - Transportation Safety and Emergencies

(AR revised)

Regulation updated to reflect **NEW LAW (AB 1798)** which requires that all school buses be equipped with passenger restraint systems by July 1, 2035. Regulation also reflects **NEW LAW (AB 1840)** which delays until March 1, 2019 the requirement that each school bus and student activity bus be equipped with a child safety alert system, and allows for a possible six-month extension for districts with an average daily attendance of 4,000 or less under specified conditions. Regulation adds the conditions under which a student activity bus is exempt from the requirement to install a child safety alert system.

AR 4200 - Classified Personnel

(AR revised)

Regulation updated to reflect **NEW LAW (AB 2160)** which eliminates the exemption of part-time playground positions from the classified service in merit system districts, thereby making those positions part of the classified service. Regulation also reflects **NEW LAW (AB 2261)** which eliminates the exemption from the classified service, in merit system districts, of community representatives employed in advisory or consulting capacities for not more than 90 working days per fiscal year. Paragraph moved to emphasize that employees in either merit or non-merit system districts who are exempted from the classified service must fulfill obligations related to physical examinations, fingerprinting, and tuberculosis tests.

AR 5113 - Absences and Excuses

(AR revised)

Regulation updated to reflect **NEW LAW (AB 2289)** which (1) amends the definition of "immediate family" for the purpose of authorizing certain excused absences, (2) prohibits a district from requiring a physician's note for an absence by a parenting student to care for a sick child, and (3) clarifies that students may be excused from school, under specified conditions, for work in the entertainment or allied industry, participation with a nonprofit performing arts organization in a performance for a public school audience, or other reasons at the discretion of school administrators.

AR 5131.41 - Use of Seclusion and Restraint

(AR added)

New regulation reflects **NEW LAW (AB 2657)** which prohibits seclusion and behavioral restraint of students as a means of discipline, and provides that seclusion and restraint may be used only to control behavior that poses a clear and present danger of serious physical harm to a student or others if that behavior cannot be immediately prevented by a less restrictive response. Regulation specifies the conditions for such use, reporting requirements, and a list of seclusion and behavioral techniques that are always prohibited.

BP/AR 5141.52 - Suicide Prevention

(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 2639)** which requires boards of districts that serve grades 7-12 to review the district's suicide prevention policy at least every five years and update it as necessary. Regulation updated to reflect **NEW LAW (SB 972)** which requires districts that issue student identification cards to print specified suicide prevention hotline numbers on the cards effective July 1, 2019. Regulation also reflects **NEW LAW (AB 1808)** which requires CDE to identify online training programs that districts can use to train students and staff regarding suicide awareness and prevention.

POLICY GUIDE SHEET

April 23, 2019

Page 2 of 2

AR 6173.2 - Education of Children of Military Families

(AR revised)

Regulation updated to reflect **NEW LAW (AB 2949)** which allows a child of a military family to continue attending the school of origin regardless of any change of residence of the family. Regulation also adds new section on "Transportation" reflecting AB 2949, which authorizes, but does not require, districts to provide transportation to enable a child of a military family to attend the school or district of origin.

AR 6183 - Home and Hospital Instruction

(AR revised)

Regulation reorganized and updated to reflect **NEW LAW (AB 2109)** which expands the parental notification to include information regarding student eligibility for individual instruction and the duration of such instruction, requires that individual instruction in a student's home begin within five days of determining a student's eligibility, provides that students receiving individual instruction in a hospital for a partial week are eligible to attend school on days that they are not at the hospital, and provides that the absences of a temporarily disabled student must be excused until the student is able to return to the regular school program.

BB 9322 - Agenda/Meeting Materials

(BB revised)

Bylaw updated to reflect requirement effective January 1, 2019 that districts post a direct link on the homepage of their web site to the current board meeting agenda or to the district's agenda management platform. Bylaw also clarifies that the agenda need not provide an opportunity for public comment on any agenda item that has previously been considered at an open meeting of a committee comprised exclusively of board members.

BB 9324 - Minutes and Recordings

(BB revised)

Bylaw updated to reflect **NEW LAW (SB 1036)** which prohibits districts from including in board meeting minutes a student's directory information or a parent/guardian's personal information, as defined, when the student or parent/guardian requests that such information be excluded. Bylaw also includes optional statement that the minutes will summarize topics addressed during the public comment period and need not reflect the names of the individuals who comment.

CSBA Sample Administrative Regulation

Business and Noninstructional Operations

AR 3543(a)

TRANSPORTATION SAFETY AND EMERGENCIES

Cautionary Notice: Government Code 17581.5 relieves districts from the obligation to perform specified mandated activities when the Budget Act does not provide reimbursement during that fiscal year. The Budget Act of 2018 (SB 840, Ch. 29, Statutes of 2018) extends the suspension of these requirements through the 2018-19 fiscal year. As a result, certain provisions of the following administrative regulation related to transportation safety plans and safety instruction for students may be suspended.

Note: The following regulation is for use by districts that provide school bus transportation using their own school bus drivers. Districts that contract out for all transportation services may revise this regulation as appropriate to ensure that the contracting firm meets all legal requirements regarding transportation safety.

Each day, prior to driving a school bus, each school bus driver shall inspect the bus to ensure that it is in safe operating condition and equipped as required by law and that all equipment is in good working order. At the completion of each day's work, the driver shall prepare and sign a written report of the condition of the equipment specified in 13 CCR 1215. The report shall indicate any defect or deficiency discovered by or reported to the driver which would affect safe operation or result in mechanical breakdown of the bus. If no defect or deficiency is discovered or reported, the driver shall so indicate on the report. Any defect or deficiency that would affect safe operation shall be repaired prior to operating the bus. (13 CCR 1215)

(cf. 3540 - Transportation)

(cf. 3541.1 - Transportation for School-Related Trips)

(cf. 3542 - School Bus Drivers)

Passenger Restraint Systems

Note: Pursuant to Vehicle Code 27316 and 27316.5, any school bus or student activity bus purchased or leased for use in California must be equipped with a passenger restraint system if the bus was manufactured on or after the dates specified in law, as described below. As amended by AB 1798 (Ch. 206, Statutes of 2018), Vehicle Code 27316 requires that all school buses in use in California must be equipped with a passenger restraint system on or before July 1, 2035.

Toward this end, districts may retrofit older school buses with passenger restraint systems. In determining whether to retrofit buses, the California Department of Education's (CDE) "Passenger Restraints Frequently Asked Questions" recommends that districts consider the age of the bus, the total cost of the retrofit, and the required reinspection of the bus by the California Highway Patrol.

The Superintendent or designee shall ensure that any school bus or student activity bus which is purchased or leased by the district is equipped with a combination pelvic and upper torso passenger restraint system at all designated seating positions if that bus: (Vehicle Code 27316, 27316.5; 13 CCR 1201)

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

1. Is a Type 1 school bus designed for carrying more than 16 passengers and the driver, and was manufactured on or after July 1, 2005
2. Is a Type 2 school bus or student activity bus designed for carrying 16 or fewer passengers and the driver, or for carrying 20 or fewer passengers and the driver if the bus has a manufacturer's vehicle weight rating of 10,000 pounds or less, and was manufactured on or after July 1, 2004

Note: The following **optional** paragraph reflects legislative intent of Vehicle Code 27316.

The Superintendent or designee shall prioritize the allocation of school buses purchased, leased, or contracted to ensure that elementary students receive first priority for new school buses equipped with passenger restraint systems whenever feasible.

When a school bus or student activity bus is equipped with a passenger restraint system, all passengers shall use the passenger restraint system. (5 CCR 14105)

Note: Pursuant to Vehicle Code 27316, no person, district, or organization may be held criminally liable if a passenger improperly uses or fails to use the passenger restraint system. However, the CDE's "Passenger Restraints Frequently Asked Questions" encourages districts to develop procedures to enforce disciplinary actions for nonuse or improper use of the passenger restraint system.

The following **optional** paragraph may be expanded to specify the steps that should be taken by the driver to reasonably ensure that all passengers are properly restrained (e.g., verbal instructions to students, visual inspection), which may vary depending on the age/grade levels of the students. Such steps may also be incorporated in district regulations adopted pursuant to 5 CCR 14103 related to student conduct on buses, bus driver authority, and the suspension of riding privileges; see BP/AR 5131.1 - Bus Conduct.

Bus drivers shall be instructed regarding procedures to enforce the proper use of the passenger restraint system. Students who fail to follow instructions of the bus driver may be subject to discipline, including suspension of riding privileges, in accordance with Board policy and administrative regulations.

(cf. 5131.1 - Bus Conduct)
(cf. 5144 - Discipline)

Fire Extinguishers

Each school bus shall be equipped with at least one fire extinguisher, located in the driver's compartment, which meets the standards specified in law. In addition, a wheelchair school bus shall have another fire extinguisher placed at the wheelchair loading door or emergency exit. All fire extinguishers shall be regularly inspected and serviced in accordance with regulations adopted by the State Fire Marshal. (Education Code 39838; 13 CCR 1242; 19 CCR 574-575.3)

TRANSPORTATION SAFETY AND EMERGENCIES (continued)**Child Safety Alert System**

Note: Pursuant to Vehicle Code 28160, as amended by AB 1840 (Ch. 426, Statutes of 2018), on or before March 1, 2019, each school bus, student activity bus, youth bus, and child care motor vehicle (i.e., vehicle designed, used, or maintained for more than eight persons, including the driver, that is used by a child care provider to transport children) must be equipped with a "child safety alert system" (i.e., a device located at the interior rear of a vehicle that requires the driver to either manually contact or scan the device before exiting the vehicle). Districts with an average daily attendance of 4,000 or less that cannot meet this requirement by that date may submit specified documentation to the California Highway Patrol, on or before March 1, 2019, which demonstrates that they have ordered or purchased the child safety alert system(s) and made arrangements for the installation. Upon providing this documentation, such districts will have until September 1, 2019 to meet the requirement.

Student activity buses may be exempt from this requirement if certain procedures are followed, as specified in Vehicle Code 28160.

In accordance with Vehicle Code 28160, each school bus or student activity bus shall be equipped with an operational child safety alert system at the interior rear of the bus that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting.

A student activity bus that does not have a child safety alert system may be used only if all of the following apply: (Vehicle Code 28160)

1. The student activity bus is not used exclusively to transport students.
2. When the student activity bus is used to transport students, the students are accompanied by at least one adult chaperone selected by a school official. If an adult chaperone is not a school employee, the chaperone shall meet the requirements for a school volunteer.

(cf. 1240 - Volunteer Assistance)

3. One adult chaperone has a list of every student and adult chaperone, including a school employee, who is on the student activity bus at the time of departure.
4. The driver has reviewed all safety and emergency procedures before the initial departure, and the driver and adult chaperone have signed a form, with the time and date, acknowledging that the safety plan and procedures were reviewed.
5. Immediately before departure from any location, the adult chaperone shall account for each student on the list of students, verify the number of students to the driver, and sign a form indicating that all students are present or accounted for.

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

6. After students have exited a student activity bus, and before driving away, the driver shall check all areas of the bus, including, but not limited to, overhead compartments and bathrooms, to ensure that the bus is vacant.
7. The driver shall sign a form with the time and date verifying that all required procedures have been followed.
8. The information required to be recorded pursuant to items #4, 5, and 7 may be recorded on a single form and shall be retained by the district for a minimum of two years.

Electronic Communications Devices

Note: Vehicle Code 23125 prohibits a person from driving a school bus while using a wireless telephone except for work-related or emergency purposes. Vehicle Code 23123.5 prohibits the driver of a motor vehicle (including a school bus or school activity bus pursuant to Vehicle Code 415 and 545) from using an electronic wireless communications device for any purpose, including, but not limited to, text-based communication, but provides an exception for voice-operated and hands-free operation or for a function that requires only a single swipe or tap of the driver's finger as long as the device is mounted on the windshield, dashboard, or center console of the vehicle. The following paragraph limits the use of any electronic communications device to work-related or emergency purposes. The district should consult legal counsel if it is considering allowing broader use of such devices.

A bus driver is prohibited from driving a school bus or student activity bus while using a wireless telephone or other electronic wireless communications device except for work-related or emergency purposes, including, but not limited to, contacting a law enforcement agency, health care provider, fire department, or other emergency service agency or entity. In any such permitted situation, the driver shall only use a wireless telephone or device that is specifically designed and configured to allow voice-operated and hands-free operation or a function that requires only a single swipe or tap of the driver's finger provided the device is mounted on the windshield, dashboard, or center console of the bus. (Vehicle Code 23123.5, 23125)

Safe Bus Operations

Note: Pursuant to Education Code 39834, any Governing Board member, employee, or other person who knowingly operates or permits operation of a school bus in excess of its seating capacity is guilty of a misdemeanor. However, the Board is authorized to adopt policy that allows seating capacities to be exceeded in cases of emergency; see BP/AR 3516 - Emergencies and Disaster Preparedness Plan.

School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be transported immediately to ensure their safety. (Education Code 39834)

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Note: Vehicle Code 34501.6 **mandates** any district that provides student transportation to adopt procedures that limit bus operation when atmospheric conditions reduce visibility, as described below, and that give drivers for school activity trips discretionary authority to discontinue operation when it is unsafe.

School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation service. Bus drivers for school activity trips may discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)

Unauthorized Entry

The Superintendent or designee may place a notice at bus entrances that warns against unauthorized entry. The driver or another school official may order any person to disembark if that person enters a bus without prior authorization. (Education Code 39842; 13 CCR 1256.5)

(cf. 3515.2 - Disruptions)

Transportation Safety Plan for Boarding and Exiting Buses

Note: The district should modify items #1-2 below to reflect grade levels offered by the district. A district that does not maintain any of grades prekindergarten through 8 should delete items #1-2.

The Superintendent or designee shall develop a transportation safety plan containing procedures for school personnel to follow to ensure the safe transport of students. The plan shall address all of the following: (Education Code 39831.3)

1. Determination of whether students in grades prekindergarten through 8 require an escort to cross a private road or highway at a bus stop pursuant to Vehicle Code 22112
2. Procedures for all students in grades prekindergarten through 8 to follow as they board and exit the bus at their bus stops
3. Boarding and exiting a school bus at a school or other trip destination

Note: Education Code 39831.3 requires that the transportation plan include procedures to ensure that a student is not left unattended on a school bus or student activity bus. It is recommended that the plan reflect the requirement of Vehicle Code 28160 to install a child safety alert system on each bus. See the section "Child Safety Alert System" above.

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

4. Procedures to ensure that a student is not left unattended on a school bus, student activity bus, or, if applicable, youth bus
5. Procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus

A copy of the plan shall be kept at each school site and made available upon request to the California Highway Patrol (CHP). (Education Code 39831.3)

Parental Notifications

Note: The following section is for use by districts that offer any of grades prekindergarten through 6 and should be revised to reflect the grade levels offered by the district.

The Superintendent or designee shall provide written safety information to the parents/guardians of all students in grades prekindergarten through 6 who have not previously been transported in a district school bus or student activity bus. This information shall be provided upon registration and shall contain: (Education Code 39831.5)

1. A list of school bus stops near each student's home
2. General rules of conduct at school bus loading zones
3. Red light crossing instructions
4. A description of the school bus danger zone
5. Instructions for safely walking to and from school bus stops

(cf. 5145.6 - Parental Notifications)

Student Instruction

Students who are transported in a school bus or student activity bus shall receive instruction in school bus emergency procedures and passenger safety as follows: (Education Code 39831.5; 5 CCR 14102)

1. Each year, all students who receive home-to-school transportation in a school bus shall be provided appropriate instruction in safe riding practices and emergency evacuation drills.

Note: Item #2 below is for use by districts that offer any of grades prekindergarten through 8 and should be revised to reflect the grade levels offered by the district.

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

2. At least once each school year, all students in grades prekindergarten through 8 who receive home-to-school transportation shall receive safety instruction which includes, but is not limited to:
 - a. Proper loading and unloading procedures, including escorting by the driver
 - b. How to safely cross the street, highway, or private road
 - c. In school buses with passenger restraint systems, instruction in the use of such systems as specified in 5 CCR 14105, including, but not limited to, the proper fastening and release of the passenger restraint system, acceptable placement of passenger restraint systems on students, times at which the passenger restraint systems should be fastened and released, and acceptable placement of the passenger restraint systems when not in use
 - d. Proper passenger conduct
 - e. Bus evacuation procedures
 - f. Location of emergency equipment

As part of this instruction, students shall evacuate the school bus through emergency exit doors. Instruction also may include responsibilities of passengers seated next to an emergency exit.

Each time the above instruction is given, the following information shall be documented:

- a. District name
- b. School name and location
- c. Date of instruction
- d. Names of supervising adults
- e. Number of students participating
- f. Grade levels of students
- g. Subjects covered in instruction
- h. Amount of time taken for instruction

TRANSPORTATION SAFETY AND EMERGENCIES (continued)

- i. Bus driver's name
- j. Bus number
- k. Additional remarks

This documentation shall be kept on file at the district office or the school for one year and shall be available for inspection by the CHP.

(cf. 3580 - District Records)

Note: Item #3 below applies to all students in grades prekindergarten through 12.

- 3. Before departing on a school activity trip, all students riding on a school bus or student activity bus shall receive safety instruction which includes, but is not limited to, the location of emergency exits and the location and use of emergency equipment. This instruction also may include responsibilities of passengers seated next to an emergency exit.

Bus Accidents

In the event of a school bus accident, the driver shall immediately notify the CHP and the Superintendent or designee. The driver shall not leave the immediate vicinity of the bus to seek aid unless necessary. (13 CCR 1219)

The Superintendent or designee shall maintain a report of each accident that occurred on public or private property involving a school bus with students aboard. The report shall contain pertinent details of the accident and shall be retained for 12 months from the date of the accident. If the accident was not investigated by the CHP, the Superintendent or designee shall forward a copy of the report to the local CHP within five work days of the date of the accident. (13 CCR 1234)

The Superintendent or designee shall review all investigations of bus incidents and accidents to develop preventative measures.

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

Legal Reference: (see next page)

TRANSPORTATION SAFETY AND EMERGENCIES (continued)*Legal Reference:*EDUCATION CODE39830-39843 *Transportation, school buses*39860 *Contract for transportation; requirement that student not be left unattended*51202 *Instruction in personal and public health and safety*PENAL CODE241.3 *Assault against school bus driver*243.3 *Battery against school bus driver*VEHICLE CODE415 *Definition of motor vehicle*545-546 *Definition of school bus and student activity bus*22112 *Loading and unloading passengers*23123.5 *Use of wireless telephone or communications device while driving; exceptions*23125 *Use of wireless telephone prohibited while driving school bus*27316-27316.5 *Passenger restraint systems*28160 *Child safety alert system*34500 *California Highway Patrol responsibility to regulate safe operation of school buses*34501.5 *California Highway Patrol responsibility to adopt rules re: safe operation of school buses*34501.6 *School buses; reduced visibility*34508 *California Highway Patrol responsibility to adopt rules re: equipment and bus operations*CODE OF REGULATIONS, TITLE 514100-14105 *School buses and student activity buses*CODE OF REGULATIONS, TITLE 131200-1294 *Motor carrier safety*2480 *Airborne toxic control measure; limitation on bus idling*CODE OF REGULATIONS, TITLE 19574-575.3 *Inspection and maintenance of fire extinguishers*CODE OF FEDERAL REGULATIONS, TITLE 49571.1-571.500 *Motor vehicle standards, including school buses**Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS*Passenger Restraints Frequently Asked Questions*WEB SITES*American School Bus Council: <http://www.americanschoolbuscouncil.org>**California Association of School Business Officials: <http://www.casbo.org>**California Association of School Transportation Officials: <http://www.castoways.org>**California Department of Education, Office of School Transportation: <http://www.cde.ca.gov/ls/tn>**California Highway Patrol: <http://www.chp.ca.gov>**National Transportation Safety Board: <http://www.nts.gov>**U.S. Department of Transportation, National Highway Traffic Safety Administration:
<http://www.nhtsa.dot.gov>*

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CSBA Sample Administrative Regulation

Classified Personnel

AR 4200(a)

CLASSIFIED PERSONNEL

Exemption from Classified Service

Note: Education Code 45106 **mandates** the Governing Board to adopt a rule or regulation that contains the following paragraph.

Persons hired solely for purposes which are exempted from the classified service shall nevertheless fulfill the obligations of classified employees related to physical examinations pursuant to Education Code 45122, fingerprinting pursuant to Education Code 45125, and tuberculosis tests pursuant to Education Code 49406. (Education Code 45106)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

(cf. 4212 - Appointment and Conditions of Employment)

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

Note: Positions that are exempted from the classified service vary depending on whether or not the district has incorporated the merit system pursuant to Education Code 45220-45320. The district should select the appropriate option below.

X **OPTION 1: Districts Not Incorporating the Merit System**

Individuals hired solely for the following purposes shall not be part of the classified service: (Education Code 45103)

1. Substitute or short-term employees who are employed and paid for fewer than 195 work days per year, including holidays, sick leave, vacation, and other leaves of absences, irrespective of the number of hours worked per day
2. Apprentices and professional experts employed on a temporary basis for a specific project regardless of length of employment
3. Full-time students employed part time
4. Part-time students employed part time in any college work study program, or in a work experience education program conducted by a community college district pursuant to Education Code 51760-51769.5 that is financed by state or federal funds

OPTION 2: Merit System Districts

Note: AB 2160 (Ch. 488, Statutes of 2018) amended Education Code 45256 to eliminate the exemption of part-time playground positions (noon duty aides) from the classified service in merit system districts,

CLASSIFIED PERSONNEL (continued)

thereby making those positions part of the classified service. Persons who were employed in part-time playground positions as of January 1, 2019 must be deemed permanent employees of the district without having to serve a probationary period. These employees also are not subject to placement on an eligibility list and cannot be required to undergo examination through the personnel commission for such placement. Employees hired for part-time playground positions after January 1, 2019 may be required to serve a probationary period in accordance with BP 4216 - Probationary/Permanent Status.

In addition, AB 2261 (Ch. 297, Statutes of 2018) amended Education Code 45258 to eliminate the exemption from the classified service for positions established for the employment of community representatives in advisory or consulting capacities for not more than 90 working days, or a total of 720 hours, in a fiscal year.

Individuals hired solely for the following purposes shall not be part of the classified service: (Education Code 45256)

1. Apprentices
2. Professional experts employed by the Governing Board or the personnel commission on a temporary basis for a specific project
3. Full-time students employed part time
4. Part-time students employed part time in any college work study program, or in a work experience education program conducted by a community college district pursuant to Education Code 51760-51769.5 that is financed by state or federal funds

Restricted Positions

Note: The following section is for use by any district that has established "restricted" positions, pursuant to Education Code 45105 or 45108, which are available only to persons in low-income groups or residing in specific areas of the community.

Persons employed in restricted positions pursuant to Education Code 45105 or 45108 shall be classified employees for all purposes except that they shall not be subject to the provisions of Education Code 45272 and 45273 related to promotional examinations and the filling of vacancies, and shall not acquire permanent status or seniority credit. Such persons shall be eligible for promotion into the regular classified service only after completing six months of satisfactory service and satisfactorily completing the qualifying examinations required of all other persons serving in the same class in the regular classified service. (Education Code 45105, 45108)

(11/02 12/17) 12/18

Policy Reference UPDATE Service

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CSBA Sample Administrative Regulation

Students

AR 5113(a)

ABSENCES AND EXCUSES

Excused Absences

Note: Items #1-14 below reflect absences that are authorized by law to be considered as excused absences for purposes of enforcing the compulsory state attendance laws. Pursuant to Education Code 48205, absences specified in items #1-10 are considered absences in computing average daily attendance and do not generate state apportionment payments.

Subject to any applicable limitation, condition, or other requirement specified in law, a student's absence shall be excused for any of the following reasons:

1. Personal illness (Education Code 48205)
2. Quarantine under the direction of a county or city health officer (Education Code 48205)

(cf. 5112.2 - Exclusions from Attendance)

3. Medical, dental, optometrical, or chiropractic appointment (Education Code 48205)
4. Attendance at funeral services for a member of the student's immediate family (Education Code 48205)

Such absence shall be limited to one day if the service is conducted in California or three days if the service is conducted out of state. (Education Code 48205)

5. Jury duty in the manner provided by law (Education Code 48205)

Note: Pursuant to Education Code 48205, absence due to the illness or medical appointment of a student's child is counted as an excused absence. As amended by AB 2289 (Ch. 942, Statutes of 2018), Education Code 48205 prohibits the district from requiring a physician's note for such absences. See the section "Method of Verification" below.

6. Illness or medical appointment of a child to whom the student is the custodial parent (Education Code 48205)

(cf. 5146 - Married/Pregnant/Parenting Students)

7. Upon advance written request by the parent/guardian and the approval of the principal or designee, justifiable personal reasons including, but not limited to: (Education Code 48205)

ABSENCES AND EXCUSES (continued)

- a. Appearance in court
 - b. Attendance at a funeral service
 - c. Observance of a religious holiday or ceremony
 - d. Attendance at religious retreats for no more than four hours per semester
 - e. Attendance at an employment conference
 - f. Attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization
8. Service as a member of a precinct board for an election pursuant to Elections Code 12302 (Education Code 48205)

(cf. 6142.3 - Civic Education)

9. To spend time with an immediate family member who is an active duty member of the uniformed services, as defined in Education Code 49701, and has been called to duty for deployment to a combat zone or a combat support position or is on leave from or has immediately returned from such deployment (Education Code 48205)

Such absence shall be granted for a period of time to be determined at the discretion of the Superintendent or designee. (Education Code 48205)

(cf. 6173.2 - Education of Children of Military Families)

10. Attendance at a naturalization ceremony to become a United States citizen (Education Code 48205)

Note: Item #11 below should be included only if the Governing Board has adopted a resolution permitting absences for religious instruction or exercises. See the accompanying Board policy. If these absences are allowed, Education Code 46014 mandates that the Board adopt regulations governing students' attendance at religious exercises or instruction and the reporting of such absences. These regulations should include all of item #11 below and may be expanded to reflect district practice.

11. Participation in religious exercises or to receive moral and religious instruction at the student's place of worship or other suitable place away from school (Education Code 46014)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

ABSENCES AND EXCUSES (continued)

Note: Education Code 46014 provides that absence for participation in religious instruction or exercises will not be considered an absence for state apportionment purposes if the student attends school for at least the minimum school day and is not absent for this purpose on more than four days per school month. Pursuant to Education Code 46112, 46113, 46117, and 46141, unless otherwise provided by law, the minimum school day is generally 180 minutes for kindergarten, 230 minutes for grades 1-3, and 240 minutes for grades 4-12. For further information, see AR 6112 - School Day.

Absence for student participation in religious exercises or instruction shall not be considered an absence for the purpose of computing average daily attendance if the student attends at least the minimum school day as specified in AR 6112 - School Day, and is not excused from school for this purpose on more than four days per school month. (Education Code 46014)

(cf. 6112 - School Day)

12. Work in the entertainment or allied industry (Education Code 48225.5)

Such absence shall be excused provided that the student holds a work permit authorizing such work and is absent for a period of not more than five consecutive days and up to five absences per school year. (Education Code 48225.5)

13. Participation with a nonprofit performing arts organization in a performance for a public school audience (Education Code 48225.5)

A student may be excused for up to five such absences per school year provided that the student's parent/guardian provides a written explanation of such absence to the school. (Education Code 48225.5)

Note: As amended by AB 2289, Education Code 48205 clarifies that, in addition to the excused absences described in Education Code 48205 and 48225.5, students may be excused for other reasons at the discretion of school administrators.

14. Other reasons authorized at the discretion of the principal or designee based on the student's specific circumstances (Education Code 48205, 48260)

Note: AB 2289 amended Education Code 48205 to revise the definition of "immediate family" as provided in the following paragraph.

For the purpose of the absences described above, *immediate family* means the student's parent/guardian, brother or sister, grandparent, or any other relative living in the student's household. (Education Code 48205)

ABSENCES AND EXCUSES (continued)**Method of Verification**

Note: Education Code 48205, as amended by AB 2289, prohibits the district from requiring a physician's note for absences due to the illness or medical appointment of the student's child. However, the district is authorized to require verification of other absences. The following section should be revised to reflect district-adopted methods of verification and to specify employee(s) assigned to verify absences. 5 CCR 420-421 provide guidelines for verifying absences due to illness; quarantine; medical, dental, or eye appointments; or attendance at a funeral service of a member of a student's immediate family. 5 CCR 421 authorizes a student's absence to be verified by a school or public health nurse, attendance supervisor, physician, principal, teacher, or any other qualified district employee assigned to make such verification.

Student absence to care for a child for whom the student is the custodial parent shall not require a physician's note. (Education Code 48205)

For other absences, the student shall, upon returning to school following the absence, present a satisfactory explanation verifying the reason for the absence. Absences shall be verified by the student's parent/guardian, other person having charge or control of the student, or the student if age 18 or older. (Education Code 46012; 5 CCR 306)

When an absence is planned, the principal or designee shall be notified prior to the date of the absence when possible.

The following methods may be used to verify student absences:

1. Written note, fax, email, or voice mail from parent/guardian or parent representative.
2. Conversation, in person or by telephone, between the verifying employee and the student's parent/guardian or parent representative. The employee shall subsequently record the following:
 - a. Name of student
 - b. Name of parent/guardian or parent representative
 - c. Name of verifying employee
 - d. Date(s) of absence
 - e. Reason for absence

(cf. 5113.11 - Attendance Supervision)

ABSENCES AND EXCUSES (continued)

3. Visit to the student's home by the verifying employee, or any other reasonable method which establishes the fact that the student was absent for the reasons stated. The employee shall document the verification and include the information specified in item #2 above.
4. Physician's verification.

Note: The following **optional** paragraph provides a means of verifying an excuse for confidential medical services without inquiring into the nature of the medical services.

- a. When excusing students for confidential medical services or verifying such appointments, district staff shall not ask the purpose of such appointments but may request a note from the medical office to confirm the time of the appointment.

Note: The following **optional** paragraph provides that, after absences for illness on multiple occasions, the student may be required to bring a note from a physician to verify the illness. If a student does not have access to medical services in order to obtain such verification, the district may assist the student in obtaining the medical consultation if it is required.

- b. If a student shows a pattern of chronic absenteeism due to illness, district staff may require physician verification of any further student absences.

(cf. 5113.1 - Chronic Absence and Truancy)

Parental Notifications

At the beginning of each school year, the Superintendent or designee shall:

Note: The requirement in item #1 below is for use by districts whose board has adopted a resolution permitting an excused absence for religious instruction or exercises. See the accompanying Board policy and item #11 in the section "Excused Absences" above.

1. Notify parents/guardians of the right to excuse a student from school in order to participate in religious exercises or to receive moral and religious instruction at their places of worship, or at other suitable places away from school property designated by a religious group, church, or denomination (Education Code 46014, 48980)

Note: The requirement in item #2 applies to all districts. Districts that maintain only elementary grades should delete the reference to students in grades 7-12.

2. Notify students in grades 7-12 and the parents/guardians of all students enrolled in the district that school authorities may excuse any student from school to obtain

ABSENCES AND EXCUSES (continued)

confidential medical services without the consent of the student's parent/guardian (Education Code 46010.1)

3. Notify parents/guardians that a student shall not have a grade reduced or lose academic credit for any excused absence if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time. Such notice shall include the full text of Education Code 48205 (Education Code 48980)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 5145.6 - Parental Notifications)

(cf. 6154 - Homework/Makeup Work)

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(11/11 3/17) 12/18

CSBA Sample Administrative Regulation

Students

AR 5131.41(a)

USE OF SECLUSION AND RESTRAINT

Note: Pursuant to Education Code 49005-49006.4, as added by AB 2657 (Ch. 998, Statutes of 2018), seclusion and behavioral restraint, as defined below, are prohibited as a means of student discipline. Seclusion and restraint must be avoided whenever possible and may be used only to control behavior that poses a clear and present danger of serious physical harm to a student or others and that cannot be immediately prevented by a less restrictive response.

Pursuant to Education Code 49005.1 and 49006.4, these requirements apply to all students in grades preK-12 and students with disabilities. For additional procedures applicable to students with disabilities, see AR 6159.4 - Behavioral Interventions for Special Education Students.

District staff shall enforce standards of appropriate student conduct in order to provide a safe and secure environment for students and staff on campus, but are prohibited from using seclusion and behavioral restraint to control student behavior except to the limited extent authorized by law.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Definitions

Behavioral restraint includes mechanical restraint or physical restraint used as an intervention when a student presents an immediate danger to self or to others. Behavioral restraint does not include postural restraints or devices used to improve a student's mobility and independent functioning rather than to restrict movement. (Education Code 49005.1)

Mechanical restraint means the use of a device or equipment to restrict a student's freedom of movement. Mechanical restraint does not include the use of devices as prescribed by an appropriate medical or related services professional, including, but not limited to, adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment; vehicle safety restraints during the transport of a student; restraints for medical immobilization; or orthopedically prescribed devices which permit a student to participate in activities without risk of harm. Mechanical restraint also does not include the use of devices by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

(cf. 3515.3 - District Police/Security Department)

Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move the torso, arms, legs, or head freely. Physical restraint does not include a physical escort in which a staff member temporarily touches or holds the student's hand,

USE OF SECLUSION AND RESTRAINT (continued)

wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location. Physical restraint also does not include the use of force by peace officers or security personnel for detention or for public safety purposes. (Education Code 49005.1)

Prone restraint means the application of a behavioral restraint on a student in a facedown position. (Education Code 49005.1)

Seclusion means the involuntary confinement of a student alone in a room or an area from which the student is physically prevented from leaving. Seclusion does not include a timeout involving the monitored separation of the student in an unlocked setting, which is implemented for the purpose of calming the student. (Education Code 49005.1)

Prohibitions

Seclusion and behavioral restraint of students shall not be used in any form as a means of coercion, discipline, convenience, or retaliation. (Education Code 49005.8)

(*cf.* 5144 - Discipline)

In addition, staff shall not take any of the following actions: (Education Code 49005.2, 49005.8)

1. Administer a drug that is not a standard treatment for a student's medical or psychiatric condition in order to control the student's behavior or restrict the student's freedom of movement
2. Use locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use as a locked room
3. Use a physical restraint technique that obstructs a student's respiratory airway or impairs a student's breathing or respiratory capacity, including a technique in which a staff member places pressure on the student's back or places his/her body weight against the student's torso or back
4. Use a behavioral restraint technique that restricts breathing, including, but not limited to, the use of a pillow, blanket, carpet, mat, or other item to cover a student's face
5. Place a student in a facedown position with the student's hands held or restrained behind the student's back
6. Use a behavioral restraint for longer than is necessary to contain the behavior that poses a clear and present danger of serious physical harm to the student or others

USE OF SECLUSION AND RESTRAINT (continued)**Limited Use of Seclusion or Restraint**

Staff shall avoid the use of seclusion and behavioral restraint of students whenever possible. Seclusion or behavioral restraint may be used only to control student behavior that poses a clear and present danger of serious physical harm to the student or others, which cannot be prevented by a response that is less restrictive. (Education Code 49005.4, 49005.6, 49005.8)

(cf. 5131.4 - Student Disturbances)

(cf. 5131.7 - Weapons and Dangerous Instruments)

If a student is put in seclusion, the student shall be under constant, direct observation of a staff member. Such observation may be through a window or another barrier through which the staff member is able to make direct eye contact with the student, but shall not be made through indirect means such as a security camera or closed-circuit television. (Education Code 49005.8)

If a student is restrained, staff shall afford the student the least restrictive alternative and the maximum freedom of movement, and shall use the least number of restraint points, while ensuring the physical safety of the student and others. (Education Code 49005.8)

If a prone restraint technique is used on a student, a staff member shall observe the student for any signs of physical distress throughout the use of the restraint. Whenever possible, the staff member monitoring the student shall not be involved in restraining the student. (Education Code 49005.8)

Reports

Note: Pursuant to Education Code 49006, as added by AB 2657, districts are required to collect data and report to the California Department of Education (CDE) annually in regard to the use of seclusion and behavioral restraints for district students, as specified below. CDE is required to post the data from the report on its web site within three months after the report is due to CDE.

The Superintendent or designee shall annually collect data on the number of times that seclusion, mechanical restraint, and physical restraint were used on students and the number of students subjected to such techniques. The data shall be disaggregated by race/ethnicity and gender, and reported for students with a Section 504 plan, students with an individualized education program, and all other students. This report shall be submitted to the California Department of Education no later than three months after the end of each school year, and shall be available as a public record pursuant to Government Code 6250-6270. (Education Code 49006)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

USE OF SECLUSION AND RESTRAINT (continued)

(cf. 6159 - Individualized Education Program)

(cf. 6164.6 - Identification and Education Under Section 504)

Legal Reference:

EDUCATION CODE

49001 *Prohibition against corporal punishment*

49005-49006.4 *Seclusion and restraint*

56520-56525 *Behavioral interventions, students with disabilities, especially:*

56521.1 *Emergency interventions when behavior poses threat to student or others*

56521.2 *Prohibited interventions*

GOVERNMENT CODE

6250-6270 *California Public Records Act*

UNITED STATES CODE, TITLE 20

1400-1482 *Individuals with Disabilities Education Act*

UNITED STATES CODE, TITLE 29

794 *Section 504 of the Rehabilitation Act of 1973*

Management Resources:

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Restraint and Seclusion: Resource Document, May 2012

WEB SITES

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

U.S. Department of Education: <http://www.ed.gov>

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CSBA Sample Board Policy

Students

BP 5141.52(a)

SUICIDE PREVENTION

Note: Education Code 215 **mandates** that the Governing Board of any district serving students in grades 7-12 adopt a policy on student suicide prevention, intervention, and postvention (i.e., intervention conducted after a suicide) with specified components. Those components are addressed in the following policy and the accompanying administrative regulation. Although not required by law, districts serving students in grades K-6 may adapt this policy for use in elementary schools.

The following policy and accompanying administrative regulation should be revised to reflect district practice. Pursuant to Education Code 215, the policy must be developed in consultation with school and community stakeholders, school-employed mental health professionals, and suicide prevention experts. It is recommended that districts also consult with legal counsel and the district's risk manager or insurance carrier, as appropriate.

Also see the California Department of Education's model policy required by Education Code 215.

The Governing Board recognizes that suicide is a leading cause of death among youth and that school personnel who regularly interact with students are often in a position to recognize the warning signs of suicide and to offer appropriate referral and/or assistance. In an effort to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop measures and strategies for suicide prevention, intervention, and postvention.

In developing measures and strategies for use by the district, the Superintendent or designee may consult with school health professionals, school counselors, school psychologists, school social workers, administrators, other staff, parents/guardians, students, suicide prevention experts, local health agencies, mental health professionals, and community organizations.

(cf. 1220 - Citizen Advisory Committees)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

Such measures and strategies shall include, but are not limited to:

Note: Education Code 215 **mandates** that the district's policy address any training to be provided to teachers of students in grades 7-12 on suicide awareness and prevention. See the accompanying administrative regulation for additional language fulfilling this mandate. In addition, Education Code 49604 encourages each district to provide suicide prevention training at least once to each middle, junior high, and high school counselor. Item #1 may be revised to specify other categories of employees who will receive the training.

1. Staff development on suicide awareness and prevention for teachers, school counselors, and other district employees who interact with students

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

SUICIDE PREVENTION (continued)

Note: Items #2-7 below reflect **optional** strategies for suicide prevention, intervention, and postvention and may be revised to reflect district practice.

2. Instruction to students in problem-solving and coping skills to promote students' mental, emotional, and social health and well-being, as well as instruction in recognizing and appropriately responding to warning signs of suicidal intent in others

(cf. 6142.8 - Comprehensive Health Education)

3. Methods for promoting a positive school climate that enhances students' feelings of connectedness with the school and that is characterized by caring staff and harmonious interrelationships among students

(cf. 5131 - Conduct)

(cf. 5131.2 - Bullying)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

4. The provision of information to parents/guardians regarding risk factors and warning signs of suicide, the severity of the suicide problem among youth, the district's suicide prevention curriculum, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis
5. Encouragement for students to notify appropriate school personnel or other adults when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions
6. Crisis intervention procedures for addressing suicide threats or attempts
7. Counseling and other postvention strategies for helping students, staff, and others cope in the aftermath of a student's suicide

Note: Education Code 215 **mandates** that the district's policy specifically address the needs of high-risk groups, including, but not limited to, those listed in the following paragraph. See the accompanying administrative regulation for additional language fulfilling this mandate.

As appropriate, these measures and strategies shall specifically address the needs of students who are at high risk of suicide, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth. (Education Code 215)

SUICIDE PREVENTION (continued)

Note: Pursuant to Education Code 215, as amended by AB 2639 (Ch. 437, Statutes of 2018), boards that serve students in grades 7-12 are required to review, and if necessary update, the district's student suicide prevention policy at least every five years.

The Board shall review, and update as necessary, this policy at least every five years. (Education Code 215)

Legal Reference: (see next page)

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SUICIDE PREVENTION (continued)*Legal Reference:*EDUCATION CODE

215 Student suicide prevention policies

215.5 Suicide prevention hotline contact information on student identification cards

216 Suicide prevention online training programs

32280-32289 Comprehensive safety plan

49060-49079 Student records

49602 Confidentiality of student information

49604 Suicide prevention training for school counselors

GOVERNMENT CODE

810-996.6 Government Claims Act

PENAL CODE

11164-11174.3 Child Abuse and Neglect Reporting Act

WELFARE AND INSTITUTIONS CODE

5698 Emotionally disturbed youth; legislative intent

5850-5883 Children's Mental Health Services Act

COURT DECISIONSCorales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554*Management Resources:*CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSHealth Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONSSchool Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009NATIONAL ASSOCIATION OF SCHOOL PSYCHOLOGISTS PUBLICATIONSPreventing Suicide: Guidelines for Administrators and Crisis Teams, 2015U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONSNational Strategy for Suicide Prevention: Goals and Objectives for Action, rev. 2012Preventing Suicide: A Toolkit for High Schools, 2012WEB SITESAmerican Association of Suicidology: <http://www.suicidology.org>American Foundation for Suicide Prevention: <https://afsp.org>American Psychological Association: <http://www.apa.org>American School Counselor Association: <https://www.schoolcounselor.org>California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh>

California Department of Health Care Services, Suicide Prevention Program:

<http://www.dhcs.ca.gov/services/MH/Pages/SuicidePrevention.aspx>Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth>National Association of School Psychologists: <https://www.nasponline.org>National Institute for Mental Health: <http://www.nimh.nih.gov>Trevor Project: <http://thetrevorproject.org>

U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services

Administration: <http://www.samhsa.gov>

(7/09 3/17) 12/18

Policy Reference UPDATE Service

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CSBA Sample Administrative Regulation

Students

AR 5141.52(a)

SUICIDE PREVENTION

Note: Pursuant to Education Code 215, districts serving students in grades 7-12 are **mandated** to adopt a policy on student suicide prevention, intervention, and postvention (i.e., intervention conducted after a suicide). See the accompanying Board policy. The following administrative regulation provides additional strategies that fulfill the mandate and may be revised to reflect district practice.

Examples of suicide prevention strategies are also available in the California Department of Education's (CDE) model policy, the U.S. Department of Health and Human Services publication Preventing Suicide: A Toolkit for High Schools, and resources issued by other state and federal agencies and organizations. For further information about strategies to protect students from bullying, cyberbullying, and other harassment, see BP 5131 - Conduct, BP 5131.2 - Bullying, BP 5145.3 - Nondiscrimination/Harassment, and BP 5145.9 - Hate-Motivated Behavior.

Effective July 1, 2019, Education Code 215.5, as added by SB 972 (Ch. 460, Statutes of 2018), requires districts that issue or reissue 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. If, as of July 1, 2019, the district has unissued student identification cards that do not comply with the above requirements, the cards should be issued until the supply is depleted.

Student identification cards shall include the National Suicide Prevention Lifeline telephone number and may also include the Crisis Text Line and/or a local suicide prevention hotline telephone number. (Education Code 215.5)

Staff Development

Note: Education Code 215 **mandates** that the district's policy and procedures address any training to be provided to teachers of students in grades 7-12 on suicide awareness and prevention. In addition, Education Code 49604 encourages each district to provide suicide prevention training at least once to each middle, junior high, and high school counselor. The following section may be revised to reflect district practice.

Education Code 216, as added by AB 1808 (Ch. 32, Statutes of 2018), requires CDE to identify evidence-based online training program(s), aligned with the requirements of Education Code 215, that districts can use to train students and staff. Additionally, dependent upon funds being appropriated in the annual Budget Act, CDE will provide grants, upon application, to county offices of education for the acquisition of such training programs to disseminate to districts at no cost.

Suicide prevention training shall be provided to teachers, counselors, and other district employees who interact with students. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

SUICIDE PREVENTION (continued)

Materials for training shall include how to identify appropriate mental health services at the school site and within the community, and when and how to refer youth and their families to those services. Materials also may include programs that can be completed through self-review of suitable suicide prevention materials. (Education Code 215)

Staff development shall include research and information related to the following topics:

Note: Education Code 215 **mandates** that the district's policy specifically address the needs of high-risk groups; see the accompanying Board policy. One strategy to specifically address their needs is to increase staff awareness of the higher rates of suicide among these groups, as provided in item #1 below.

1. The higher risk of suicide among certain groups, including, but not limited to, students who are bereaved by suicide; students with disabilities, mental illness, or substance use disorders; students who are experiencing homelessness or who are in out-of-home settings such as foster care; and students who are lesbian, gay, bisexual, transgender, or questioning youth

Note: Staff development may include training about individual risk factors associated with suicide, as provided in item #2 below. Information about risk factors is available from CDE, Centers for Disease Control and Prevention, American Association of Suicidology, American Foundation for Suicide Prevention, Trevor Project, and other agencies and organizations.

2. Individual risk factors such as previous suicide attempt(s) or self-harm, history of depression or mental illness, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, impulsivity, and other factors

(cf. 5131.6 - Alcohol and Other Drugs)

3. Warning signs that may indicate depression, emotional distress, or suicidal intentions, such as changes in students' personality or behavior and verbalizations of hopelessness or suicidal intent
4. Protective factors that may help to decrease a student's suicide risk, such as resiliency, problem-solving ability, access to mental health care, and positive connections to family, peers, school, and community
5. Instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
6. School and community resources and services, including resources and services that meet the specific needs of high-risk groups

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

SUICIDE PREVENTION (continued)

7. Appropriate ways to interact with a student who is demonstrating emotional distress or is suicidal and procedures for intervening when a student attempts, threatens, or discloses the desire to die by suicide, including, but not limited to, appropriate protocols for monitoring the student while the immediate referral of the student to medical or mental health services is being processed
8. District procedures for responding after a suicide has occurred

Instruction

Note: The state's content standards for health education include voluntary standards pertaining to mental, emotional, and social health at selected elementary and secondary grades and suicide prevention instruction at grade 7 or 8 and in high school.

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students and shall be aligned with the state content standards and curriculum framework. Suicide prevention instruction shall be incorporated into the health education curriculum at appropriate secondary grades and shall be designed to help students:

1. Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy, and anxiety can lead to thoughts of suicide
2. Develop coping and resiliency skills and self-esteem
3. Learn to listen, be honest, share feelings, and get help when communicating with friends who show signs of suicidal intent
4. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking services for mental health, substance abuse, and/or suicide prevention

(cf. 5131.6 - Alcohol and Other Drugs)

(cf. 5141.6 - School Health Services)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6164.2 - Guidance/Counseling Services)

Intervention

Note: Education Code 215 **mandates** that the district's policy and procedures address suicide intervention. The following section should be revised to reflect district practice.

In addition, the district may choose to incorporate crisis intervention strategies in its comprehensive school safety plan adopted pursuant to Education Code 32280-32289; see BP/AR 0450 - Comprehensive Safety Plan.

SUICIDE PREVENTION (continued)

Students shall be encouraged to notify a teacher, principal, counselor, or other adult when they are experiencing thoughts of suicide or when they suspect or have knowledge of another student's suicidal intentions.

Every statement regarding suicidal intent shall be taken seriously. Whenever a staff member suspects or has knowledge of a student's suicidal intentions based on the student's verbalizations or act of self-harm, the staff member shall promptly notify the principal or school counselor, who shall implement district intervention protocols as appropriate.

Note: Education Code 49602 generally protects the confidentiality of information of a personal nature disclosed to a school counselor by a student age 12 years or older or by a parent/guardian. However, in certain circumstances, the counselor may disclose such information to avert a clear and present danger to the health, safety, or welfare of the student or others within in the school community. Also see BP 6164.2 - Guidance/Counseling Services.

Although any personal information that a student discloses to a school counselor shall generally not be revealed, released, referenced, or discussed with third parties, the counselor may report to the principal or student's parents/guardians when there is reasonable cause to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or others within the school community. In addition, the counselor may disclose information of a personal nature to psychotherapists, other health care providers, or the school nurse for the sole purpose of referring the student for treatment. (Education Code 49602)

(cf. 5141 - Health Care and Emergencies)

School employees shall act only within the authorization and scope of their credential or license. An employee is not authorized to diagnose or treat mental illness unless specifically licensed and employed to do so. (Education Code 215)

Whenever schools establish a peer counseling system to provide support for students, peer counselors shall receive training that includes identification of the warning signs of suicidal behavior and referral of a suicidal student to appropriate adults.

(cf. 5138 - Conflict Resolution/Peer Mediation)

When a suicide attempt or threat is reported, the principal or designee shall ensure student safety by taking the following actions:

1. Immediately securing medical treatment and/or mental health services as necessary
2. Notifying law enforcement and/or other emergency assistance if a suicidal act is being actively threatened

SUICIDE PREVENTION (continued)

3. Keeping the student under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene
4. Removing other students from the immediate area as soon as possible

*(cf. 0450 - Comprehensive Safety Plan)
(cf. 5141 - Health Care and Emergencies)*

The principal or designee shall document the incident in writing, including the steps that the school took in response to the suicide attempt or threat.

(cf. 5125 - Student Records)

Note: The following paragraph is **optional**. If a student's parents/guardians refuse or neglect to access treatment for a student who has been identified to be at risk for suicide, the Superintendent or designee shall consider whether a referral to child protective services for child neglect is needed. Pursuant to Penal Code 11164-11174.3, the Child Abuse and Neglect Reporting Act, school employees who are mandated reporters are required to report child abuse or neglect, as defined in law, when they have knowledge of or reasonably suspect that a child is a victim of child abuse or neglect. See BP/AR 5141.4 - Child Abuse Prevention and Reporting.

The Superintendent or designee shall follow up with the parent/guardian and student in a timely manner to provide referrals to appropriate services as needed. If the parent/guardian does not access treatment for the student, the Superintendent or designee may meet with the parent/guardian to identify barriers to treatment and assist the family in providing follow-up care for the student. If follow-up care is still not provided, the Superintendent or designee shall consider whether it is necessary, pursuant to laws for mandated reporters of child neglect, to refer the matter to the local child protective services agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

For any student returning to school after a mental health crisis, the principal or designee and/or school counselor may meet with the parents/guardians and, if appropriate, with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school and determine the need for ongoing support.

Postvention

Note: Education Code 215 **mandates** that the district's policy and procedures address suicide postvention. The following section should be revised to reflect district practice.

SUICIDE PREVENTION (continued)

In the event that a student dies by suicide, the Superintendent or designee shall communicate with the student's parents/guardians to offer condolences, assistance, and resources. In accordance with the laws governing confidentiality of student record information, the Superintendent or designee shall consult with the parents/guardians regarding facts that may be divulged to other students, parents/guardians, and staff.

Note: Research has identified an increased risk of suicide among youth who are grieving the suicide of another (so-called "suicide contagion"). The National Association of School Psychologists, in its Preventing Suicide: Guidelines for Administrators and Crisis Teams, recommends that memorials should be implemented with care so as not to sensationalize or glamorize suicide and thereby increase the suicide risk to other students. If a memorial is conducted for a student who dies by suicide, the association suggests a living memorial, such as making donations to a local crisis center, participating in an event that raises awareness about suicide prevention, or providing other opportunities for service activities in the school that emphasize the importance of students taking care of each other.

The Superintendent or designee shall implement procedures to address students' and staff's grief and to minimize the risk of imitative suicide or suicide contagion. The Superintendent or designee shall provide students, parents/guardians, and staff with information, counseling, and/or referrals to community agencies as needed. School staff may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with students.

Any response to media inquiries shall be handled by the district-designated spokesperson who shall not divulge confidential information. The district's response shall not sensationalize suicide and shall focus on the district's postvention plan and available resources.

(cf. 1112- Media Relations)

After any suicide or attempted suicide by a student, the Superintendent or designee shall provide an opportunity for all staff who responded to the incident to debrief, evaluate the effectiveness of the strategies used, and make recommendations for future actions.

(7/09 3/17) 12/18

CSBA Sample Administrative Regulation

Instruction

AR 6173.2(a)

EDUCATION OF CHILDREN OF MILITARY FAMILIES

Note: The following administrative regulation is **optional**. Pursuant to Education Code 49701, districts are required to be flexible in applying their local rules to children of military families in order to facilitate their enrollment, placement, advancement, eligibility for extracurricular activities, and on-time graduation.

In addition, Education Code 51251 authorizes the Governing Board to establish a course credit transfer policy, provided that, under the policy, students would still be substantially meeting district graduation requirements. Pursuant to Education Code 51251, the district may provide early entry transfer, pretranscript evaluation, student support services, and other similar assistance to any school-aged child of a military service member who is on active duty, or within one year of discharge, or when the student's transfer to a new school is a direct result of the military transfer or discharge of a parent/guardian.

Definitions

Children of military families are school-aged children in the household of: (Education Code 49701)

1. Members who are in full-time duty status in the active uniformed service of the United States, including any member of the National Guard and Reserve on active duty order pursuant to 10 USC 1209 or 1211
2. Members or veterans of the uniformed services who are severely injured and medically discharged or retired, for one year after their medical discharge or retirement
3. Members of the uniformed services who have died while on active duty or as a result of injuries sustained on active duty, for one year after their death

Enrollment and Residency

The Superintendent or designee shall facilitate the enrollment of children of military families and ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements. (Education Code 49701)

A child of a military family shall be deemed to meet district residency requirements if the parent/guardian, while on active military duty pursuant to an official military order, is transferred or is pending transfer to a military installation within the state. The Superintendent or designee shall accept electronic submission of such a student's application for enrollment, including enrollment in a specific school or program within the district, and for course registration. (Education Code 48204.3)

EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

(cf. 5111.1 - District Residency)

When a child of a military family is transferring into the district, the Superintendent or designee shall enroll the student based on unofficial education records, if official records are not yet available. Upon enrollment, the Superintendent or designee shall immediately request the student's official records from the student's previous district. The Superintendent or designee shall allow the student 30 days from the date of enrollment to obtain all required immunizations. (Education Code 49701)

(cf. 5111 - Admission)

(cf. 5125 - Student Records)

(cf. 5141- Health Care and Emergencies)

(cf. 5141.31- Immunizations)

Note: Education Code 48204.6, as added by AB 2949 (Ch. 327, Statutes of 2018), requires districts to allow a child of a military family to continue attending the school of origin (i.e., the school in which the student is enrolled at the time that a change in residence occurs), as specified below.

A child of a military family shall be allowed to continue attending the school of origin, regardless of any change of residence of the family during that school year, for the duration of the student's status as a child of a military family. (Education Code 48204.6)

Note: The following paragraph may be revised to reflect the grade levels offered by the district and feeder patterns with other districts. Unified school districts and high school districts may delete item #2 below.

To provide a child of a military family the benefit of matriculating with peers in accordance with the established feeder patterns of the district, the following shall apply: (Education Code 48204.6)

1. If the student is transitioning between grade levels, the student shall be allowed to continue in the school district of origin in the same school attendance areas.
2. If the student is transitioning to a middle or high school and the school designated for matriculation is in another district, the student shall be allowed to continue to the school designated for matriculation in that school district.

The principal or designee of the new school shall ensure that the student is immediately enrolled even if the student has outstanding fees, fines, textbooks, or other items or moneys due to the school last attended or is unable to produce clothing or records normally required for enrollment, such as previous academic records, medical records, including, but not limited to, records or other proof of immunization history pursuant to Health and Safety Code 120325-120480, proof of residency, other documentation, or school uniforms. (Education Code 48204.6)

EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

Note: Items #1-2 may be revised to reflect the grade levels offered by the district.

If the student's status changes during a school year due to the end of military service of the student's parent/guardian, the following shall apply: (Education Code 48204.6)

1. If the student is in grades K-8, the student shall be allowed to continue attending the school of origin through the duration of that academic school year.
2. If the student is in high school, the student shall be allowed to continue attending the school of origin through graduation.

Note: Pursuant to Education Code 48307, a district must not deny a student whose parent/guardian is on active military duty from transferring out of the district to any other district. In addition, Education Code 46600 provides that a district must not prohibit the transfer of such a student out of the district to any other district that approves the transfer, regardless of whether or not an interdistrict transfer agreement exists or a permit is issued. Also see BP 5117 - Interdistrict Attendance.

A child of an active military duty parent/guardian shall not be prohibited from transferring out of the district, if the school district of proposed enrollment approves the application for transfer. (Education Code 46600, 48307)

(cf. 5117 - Interdistrict Attendance)

When a child of a military family is transferring out of the district, the Superintendent or designee shall provide the student's parents/guardians with a complete set of the student's records or, if the official student record cannot be released, an unofficial or "hand-carried" record. Upon request from the new district, the Superintendent or designee shall provide a copy of the student's record to the new district within 10 days. (Education Code 49701)

Transportation

Note: Education Code 48204.6, as added by AB 2949, does not require the district to provide transportation to allow a child of a military family to attend the school of origin, as specified above, unless otherwise required by federal law.

The Superintendent or designee may, but is not required to, provide transportation to enable a child of a military family to attend the school of origin or to matriculate to a feeder school as described above, except when indicated in the individualized education program (IEP) of a student with a disability or otherwise required by federal law. (Education Code 48204.6)

Placement

Note: The following **optional** paragraph may be revised to reflect district practice. Pursuant to Education Code 51251, the district may provide pretranscript evaluations, as described below, in order to address the needs of children of military families.

EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

Whenever a student's parent/guardian is serving on active duty or has been discharged from military service within the last year and the student transfers to a new school as the direct result of the military transfer or discharge, the Superintendent or designee may, prior to the receipt of official transcript(s) or the arrival of the student, review the student's coursework to date, including any unofficial transcript(s), to determine the appropriate placement of the student in classes. The evaluation shall also include communication with school counselors and teachers at the former school by videoconferencing, email, and/or telephone calls. (Education Code 51251)

The Superintendent or designee shall initially honor the placement of any child of a military family in educational courses and programs based on the student's enrollment and/or assessment in the previous school. The Superintendent or designee may, to the extent permitted by Board policy, waive course or program prerequisites, preconditions, and/or application deadlines when making decisions regarding placement of children of military families and their eligibility for extracurricular academic, athletic, and social activities. (Education Code 49701)

(cf. 6141.5 - Advanced Placement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6172 - Gifted and Talented Student Program)

(cf. 6174 - Education for English Learners)

Note: Pursuant to Education Code 49701, the district is required to provide a child of a military family who has been identified as a student with a disability eligible for services under the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act (29 USC 794) with services based on the student's current individualized education program or Section 504 plan, as appropriate. See BP/AR 6159 - Individualized Education Program and BP/AR 6164.6 - Identification and Education Under Section 504.

When a child of a military family transferring into the district has been identified as an individual with a disability pursuant to 20 USC 1400-1482, the Superintendent or designee shall provide comparable services based on the student's current IEP. In addition, when the child of a military family transferring into the district is eligible for services under Section 504 of the federal Rehabilitation Act, the Superintendent or designee shall make reasonable accommodations and modifications to address the needs of the student subject to the student's existing Section 504 plan. The district may authorize subsequent evaluations of the student to ensure appropriate placement. (Education Code 49701)

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education Under Section 504)

Transfer of Coursework and Credits

Note: The following section is for use by districts maintaining high schools.

EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

When a child of a military family transfers into a district school, the district shall accept and issue full credit for any coursework that the student has satisfactorily completed while attending another public school, a nonpublic, nonsectarian school or agency, or a juvenile court school and shall not require the student to retake the course. (Education Code 51225.2)

(cf. 6146.3 - Reciprocity of Academic Credit)

(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)

If the student did not complete the entire course, the student shall be issued partial credit for the coursework completed and shall be required to take only the portion of the course not completed at the previous school. However, the district may require the student to retake the portion of the course completed if, in consultation with the student's parent/guardian, the district finds that the student is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued, the student shall be enrolled in the same or equivalent course, if applicable, so that the student may continue and complete the entire course. (Education Code 51225.2)

Note: Although Education Code 51225.2 requires districts to award partial credits to children of military families who transfer between schools, there is no uniform system for calculating and awarding partial credits. The following **optional** paragraph reflects a recommendation for how to award partial credit by the California Child Welfare Council's Partial Credit Model Policy and Practice Recommendations and should be revised to reflect district practice.

Partial credits shall be awarded on the basis of 0.5 credits for every seven class periods attended per subject. If the school is on a block schedule, each block schedule class period attended shall be equal to two regular class periods per subject.

In no event shall the district prevent a child of a military family from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

(cf. 6143 - Courses of Study)

Absences

Note: The California Department of Education's (CDE) Final Report to the Legislature on the Interstate Compact on Educational Opportunity for Military Children, available on its web site, contains a sample letter that may be provided to parents/guardians to report deployment-related absences.

When a student's parent/guardian is an active duty member and is called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or to combat support posting, the Superintendent or designee may grant additional excused absences to the student to visit with the parent/guardian. (Education Code 49701)

(cf. 5113 - Absences and Excuses)

EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)**Graduation Requirements**

To obtain a high school diploma, a child of a military family shall complete all courses required by Education Code 51225.3 and shall generally fulfill any additional graduation requirements prescribed by the Governing Board.

(cf. 6146.1 - High School Graduation Requirements)

However, when a child of a military family who has completed the second year of high school transfers into the district from another school district or transfers between high schools within the district, the student shall be exempted from all district-adopted coursework and other district-established graduation requirements that are in addition to the statewide coursework requirements specified in Education Code 51225.2, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school by the end of the fourth year of high school. Within 30 calendar days of the student's transfer, the Superintendent or designee shall notify the student and parent/guardian of the availability of the exemption and whether the student qualifies for it. If the Superintendent or designee fails to provide this notification, the student shall be eligible for the exemption once notified, even if the notification occurs after the student no longer meets the definition of a child of a military family pursuant to Education Code 49701. (Education Code 51225.1)

To determine whether a child of a military family is in the third or fourth year of high school, the district shall use either the number of credits earned as of the date of the transfer or the length of school enrollment, whichever qualifies the student for the exemption. (Education Code 51225.1)

The Superintendent or designee shall notify any child of a military family who is granted an exemption and the student's parent/guardian how any requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.1)

The district shall not require or request a child of a military family to transfer schools in order to qualify for an exemption, and no child of a military family or parent/guardian shall be permitted to request a transfer solely to qualify for an exemption. (Education Code 51225.1)

If a child of a military family is exempted from local graduation requirements, the exemption shall continue to apply after the student no longer meets the definition of a child of a military family while enrolled in school or upon transfer to another school or school district. (Education Code 51225.1)

EDUCATION OF CHILDREN OF MILITARY FAMILIES (continued)

If the Superintendent or designee determines that a child of a military family is reasonably able to complete district graduation requirements within a fifth year of high school, the Superintendent or designee shall: (Education Code 51225.1)

1. Inform the student and, if under 18 years of age, the student's parent/guardian of the option available to the student to remain in school for a fifth year to complete the district's graduation requirements and how that will affect the student's ability to gain admission to a postsecondary educational institution
2. Provide information to the student about transfer opportunities available through the California Community Colleges
3. Upon agreement with the student, or with the parent/guardian if the student is under 18 years of age, permit the student to stay in school for a fifth year to complete the district's graduation requirements

Notification and Complaints

Note: Education Code 51225.1 and 51225.2 provide that complaints of noncompliance with specified requirements related to the educational rights of children of military families may be filed in accordance with the uniform complaint procedures specified in 5 CCR 4600-4670. As with other complaints covered under the uniform complaint procedures, a complainant may appeal the district's decision to CDE and, if the district or CDE finds any merit in the complaint, the district must provide a remedy to the affected student. See BP/AR 1312.3 - Uniform Complaint Procedures.

Information regarding the educational rights of children of military families, as specified in Education Code 51225.1 and 51225.2, shall be included in the annual uniform complaint procedures notification distributed to students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 51225.1, 51225.2)

Any complaint alleging that the district has not complied with requirements regarding the education of children of military families, as specified in Education Code 51225.1 or 51225.2, may be filed in accordance with the district's procedures in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

(3/16 10/17) 12/18

CSBA Sample Administrative Regulation

Instruction

AR 6183(a)

HOME AND HOSPITAL INSTRUCTION

A student with a temporary disability which makes school attendance impossible or inadvisable shall be entitled to receive individual instruction at home or in a hospital or other residential health facility, excluding state hospitals. (Education Code 48206.3)

(cf. 5112.2 - Exclusions from Attendance)

Temporary disability means a physical, mental, or emotional disability incurred while a student is enrolled in regular day classes or an alternative education program, and after which the student can reasonably be expected to return to regular day classes or the alternative education program in which the student is enrolled. *Temporary disability* does not include a disability that would qualify a student for special education pursuant to Education Code 56026. (Education Code 48206.3)

(cf. 5141.22 - Infectious Diseases)

(cf. 6158 - Independent Study)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

Note: Education Code 48206.3, as amended by AB 2109 (Ch. 167, Statutes of 2018), requires the district to notify parents/guardians of the availability of individual instruction for students with a temporary disability and to include in that notification information regarding student eligibility for, and the duration of, individual instruction.

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians of district students regarding: (Education Code 48206.3, 48208, 48980)

1. The availability of individual instruction for any student with a temporary disability, including information regarding student eligibility for, and the duration of, individual instruction
2. The rights and responsibilities of parents/guardians of any student with a temporary disability pursuant to Education Code 48207 and 48208

(cf. 5145.6 - Parental Notifications)

Note: Pursuant to Education Code 48208, it is the primary responsibility of parents/guardians to notify the district when their child is in a qualifying hospital. The following paragraph expands this requirement to include notification when a temporarily disabled student needs instruction at home.

Parents/guardians shall notify the principal or designee when their child is temporarily disabled and needs individual instruction at home or in a hospital or other residential health facility.

HOME AND HOSPITAL INSTRUCTION (continued)**Determination of Student Eligibility**

Note: Education Code 48208 specifies that the district must make a determination regarding a student's eligibility for individual instruction within five working days of receiving notification of the student's presence in a qualifying hospital. Although the law does not establish a time period for determining a student's eligibility for individual instruction at home, the following paragraph uses the five-day time period for determining eligibility for home instruction and may be revised to reflect district practice.

Not later than five working days after receiving notification from a parent/guardian that a student has a temporary disability, the Superintendent or designee shall determine whether the student will be able to receive individual instruction at home or in a hospital or residential health facility. (Education Code 48208)

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

The Superintendent or designee may require verification through any reasonable means that the student is temporarily disabled and needs individual instruction.

Provision of Individual Instruction

Note: Education Code 48208 requires that individual instruction in a hospital or residential health facility begin no later than five working days after determining a student's eligibility. As added by AB 2109, Education Code 48207.5 establishes the same time limit for providing instruction in a student's home.

Individual instruction at a student's home or in a hospital or other residential health facility shall begin no later than five working days after the Superintendent or designee makes the determination that the student is eligible to receive individual instruction. (Education Code 48207.5, 48208)

The district shall be responsible for providing individual instruction to any temporarily disabled student who is in a hospital or other residential health facility located within district boundaries, whether or not the student is enrolled in the district. If the student is enrolled in another district, the Superintendent or designee may enter into an agreement to have the student's district of residence provide the individual instruction. The Superintendent or designee may also enter into an agreement to provide individual instruction to a district student who is in a hospital or other residential health facility located within the boundaries of another district. (Education Code 48208)

(cf. 5111.1 - District Residency)

Whenever the district provides individual instruction to a non-district student who is in a hospital or other residential health facility located within district boundaries, the Superintendent or designee shall, within five working days of the beginning of the individual

HOME AND HOSPITAL INSTRUCTION (continued)

instruction, provide written notification to the student's district of residence that, effective on the date on which individual instruction began, the district of residence may not count the student for purposes of computing that district's average daily attendance. (Education Code 48208)

Note: Pursuant to Education Code 48207.3, as added by AB 2109, students receiving individual instruction in a hospital or residential health facility for a partial week remain eligible to attend school on days when they are not at the hospital. Pursuant to Education Code 48207, as amended by AB 2109, for apportionment purposes each district may count the student's attendance for only those days it provides instruction to the student.

A student receiving individual instruction in a hospital or residential health facility for a partial week shall be entitled to attend school or receive individual instruction at home on days in which the student is not receiving individual instruction in the hospital or other residential health facility, if the student is well enough to do so. (Education Code 48207.3)

Home or hospital instruction shall be provided only by teachers with valid California teaching credentials who consent to the assignment. (Education Code 44865)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

Note: The following optional paragraph may be revised to reflect district practice. State law does not prescribe the content of home and hospital instruction, but the California Department of Education's web site states that the goal of the program is to maintain the student's former level of performance while recovering.

Insofar as possible, the teacher providing home or hospital instruction shall consult with the student's current classroom teacher(s) so as to provide a continuity of instruction that enables the student to stay abreast with the regular school program.

Note: Education Code 48240, as amended by AB 2109, adds the following responsibility of the district's supervisor of attendance.

The district's attendance supervisor shall ensure that the absences of any temporarily disabled student receiving individual instruction at home or in a hospital or other residential health facility are excused until the student is able to return to the regular school program. (Education Code 48240)

(cf. 5113 - Absences and Excuses)

(cf. 5113.11 - Attendance Supervision)

HOME AND HOSPITAL INSTRUCTION (continued)

Return to School

A student receiving individual instruction who is well enough to return to school shall be allowed to return to the school that the student attended immediately before receiving individual instruction, if the return occurs during the school year in which the individual instruction was initiated. (Education Code 48207.3)

Legal Reference:

EDUCATION CODE

44865 *Qualifications for home teachers*

45031 *Home teachers*

48200 *Minimum school day*

48206.3-48208 *Students with temporary disabilities; individual instruction*

48240 *Supervisors of attendance*

48980 *Parental notifications*

51800-51802 *Employment of home teachers*

56026 *Individual with exceptional needs*

CODE OF REGULATIONS, TITLE 5

421 *Method of verification*

423 *Prolonged illness*

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CSBA Sample Board Bylaw

Board Bylaws

BB 9322(a)

AGENDA/MEETING MATERIALS

Agenda Content

Governing Board meeting agendas shall reflect the district's vision and goals and the Board's focus on student learning.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

Note: Government Code 54954.2 requires Governing Board meeting agendas to briefly describe each item to be discussed, including closed session items, and states that a brief general description of an item generally need not exceed 20 words. For information regarding the different types of meetings and meeting location requirements, see BB 9320 - Meetings and Notices. For agenda requirements regarding closed session agenda items, see BB 9321 - Closed Session Purposes and Agendas.

Each agenda shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. However, the agenda need not provide an opportunity for public comment when the agenda item has previously been considered at an open meeting of a committee comprised exclusively of Board members, provided that members of the public were afforded an opportunity to comment on the item at that meeting and that the item has not been substantially changed since the committee considered it. (Government Code 54954.3)

The agenda for a regular Board meeting shall also provide members of the public an opportunity to provide comment on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

(cf. 9323 - Meeting Conduct)

Note: Pursuant to Government Code 54957.5, the agenda for a regular meeting must include the address of the location where the public can inspect any materials that are related to an open session item and are distributed to the Board less than 72 hours before that meeting. See section below entitled "Agenda Dissemination to Members of the Public."

AGENDA/MEETING MATERIALS (continued)

Each agenda for a regular meeting shall list the address designated by the Superintendent or designee for public inspection of documents related to an open session item that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

Note: Government Code 54954.2 requires that the agenda include information regarding how, when, and to whom a request for a disability-related accommodation or modification may be made. See BB 9320 - Meetings and Notices. The following paragraph should be modified to reflect district practice as to when and to whom such a request should be made.

The agenda shall include information regarding how, when, and to whom a request should be made if an individual requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting. (Government Code 54954.2)

Agenda Preparation

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting.

(cf. 9121 - President)

(cf. 9122 - Secretary)

Note: Education Code 35145.5 mandates that the Board adopt reasonable regulations to ensure that members of the public can place matters directly related to district business on Board meeting agendas. The following paragraph, including the timeline, should be revised to reflect district practice. Districts are free to establish their own timeline for placing an item on the agenda, taking into account staff time and resources, as long as the established timeline is a reasonable one. In Caldwell v. Roseville Joint Union High School District, a federal district court upheld a district bylaw requiring members of the public to submit a written request in order to place items on a meeting agenda. The plaintiff had alleged that his First Amendment rights were violated when the district did not place his item on the agenda in response to his oral request because the district disagreed with his religious beliefs. However, the court held that the district's bylaw requiring that requests first be made in writing was content-neutral and thus a reasonable restriction.

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

Note: In Mooney v. Garcia, a California appeals court reaffirmed the board's discretion in determining whether an agenda item is related to school district matters.

AGENDA/MEETING MATERIALS (continued)

The Board president and Superintendent shall decide whether a request from a member of the public is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation.

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

If the Board president and Superintendent deny a request from a Board member to place an item on the agenda, the Board member may request the Board to take action to determine whether the item shall be placed on the agenda.

The Board president and Superintendent shall also decide whether an agenda item is appropriate for discussion in open or closed session, and whether the item should be an action item subject to Board vote or an information item that does not require immediate action.

Note: The following **optional** paragraph is for boards that use the consent agenda or calendar to take action on matters of a routine nature for which discussion may not be necessary. It is important for such boards to limit the use of the consent agenda to noncontroversial matters and to establish rules that help ensure that any use of the consent agenda does not reduce transparency in the board's conduct of district business or result in violation of the open meeting laws. In addition, boards should be aware that, by law, certain items may not be placed on the consent agenda. For example, pursuant to Government Code 54960.2, a board's decision to approve or rescind its unconditional commitment to refrain from taking certain actions in violation of the Brown Act must be made as a separate item and not on the consent agenda. See BB 9323.2 - Actions by the Board.

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval. When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. (Government Code 54954.3)

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

(cf. 9323.2 - Actions by the Board)

AGENDA/MEETING MATERIALS (continued)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3320 - Claims and Actions Against the District)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

Agenda Dissemination to Board Members

Note: The following section is **optional** and should be modified to reflect district practice. Pursuant to Government Code 6252.7, when the Board, in the conduct of its duties, is authorized by law to access any writing of the district, including agenda and supporting documents, the district is prohibited from discriminating between or among Board members as to when and which records will be made available.

CSBA's Agenda Online, an electronic board meeting agenda service for use by districts, county offices of education, and the public allows development of and access to Board meeting agendas, supporting documents, and minutes from any computer that has Internet access. Further information can be found on CSBA's web site.

At least 72 hours before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, and others; and other available documents pertinent to the meeting.

When special meetings are called, Board members shall receive, at least 24 hours prior to the meeting, notice of the business to be transacted. (Government Code 54956)

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not, outside of a noticed meeting, directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

(cf. 9012 - Board Member Electronic Communications)

Agenda Dissemination to Members of the Public

Any agenda and related materials distributed to the Board shall be made available to the public upon request without delay. Only those documents which are disclosable public records under the Public Records Act and which relate to an agenda item scheduled for the open session portion of a regular meeting shall be made available to the public. (Government Code 54957.5)

AGENDA/MEETING MATERIALS (continued)

Note: Pursuant to Government Code 54954.2, the agenda for a regular meeting of the Board must be posted at least 72 hours prior to the meeting on the district's web site, if it has one, and at a location that is freely accessible to the public. The Attorney General has determined in 78 Ops.Cal.Atty.Gen. 327 (1995) that weekend hours may be counted as part of the 72-hour period for posting of the agenda prior to a regular meeting. In the same opinion, the Attorney General found that the term "freely accessible" requires that the agenda be posted in a location where it can be read by the public at any time, including evening hours, during the 72 hours immediately preceding the meeting. Also see BB 9320 - Meetings and Notices.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

Note: Government Code 54954.2 requires that the agenda for any meeting occurring on or after January 1, 2019, be posted on the homepage of the district web site, if it has one, in accordance with law. Districts that use an integrated agenda management platform, such as CSBA's Agenda Online, may provide a link to access agendas posted on the platform. Pursuant to Government Code 54954.2, the link must not be solely accessible through a contextual menu, and the agenda must be posted in a format which is retrievable, downloadable, indexable, electronically searchable by commonly used Internet search applications, and without any restriction that would impede the reuse or redistribution of the agenda.

The Attorney General has opined (99 Ops. Cal. Atty. Gen. 11 (2016)) that the Brown Act regular meeting online agenda posting provision contained within Government Code 54954.2 is not necessarily violated when a local agency's web site experiences technical difficulties that cause the agenda to become inaccessible to the public for a portion of the 72 hours that precede the scheduled meeting. If the local agency has otherwise substantially complied with the Brown Act agenda posting requirements, the legislative body may lawfully hold its regular meeting as scheduled.

In addition, the Superintendent or designee shall post the agenda on the homepage of the district web site. The posted agenda shall be accessible through a prominent direct link to the current agenda or to the district's agenda management platform in accordance with Government Code 54954.2. When the district utilizes an integrated agenda management platform, the link to that platform shall take the user directly to the web site with the district's agendas, and the current agenda shall be the first available. (Government Code 54954.2)

(cf. 1113 - District and School Web Sites)
(cf. 1340 - Access to District Records)

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board. (Government Code 54957.5)

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

AGENDA/MEETING MATERIALS (continued)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Note: The following **optional** paragraph is for use by districts that charge a fee for mailing the agenda or agenda packet. Government Code 54954.1 authorizes districts to charge a fee for mailing the agenda or agenda packet as long as the fee does not exceed the cost of providing the service. Pursuant to Government Code 54957.5, a surcharge may not be imposed for providing the agenda and other public record documents in alternative formats to persons with disabilities.

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)

Note: Pursuant to Government Code 54954.1, upon request, the agenda and supporting documentation must be made available in appropriate alternative formats to persons with a disability, as required under the Americans with Disabilities Act (42 USC 12132). Examples of alternative formats, also referred to as "auxiliary aids and services," are listed in 28 CFR 36.303 and include accessible electronic and information technology, audio recordings, or Braille materials.

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

Legal Reference: (see next page)

AGENDA/MEETING MATERIALS (continued)

Legal Reference:

EDUCATION CODE

35144 *Special meetings*

35145 *Public meetings*

35145.5 *Right of public to place matters on agenda*

GOVERNMENT CODE

6250-6270 *Public Records Act*

53635.7 *Separate item of business*

54954.1 *Mailed agenda of meeting*

54954.2 *Agenda posting requirements; board actions*

54954.3 *Opportunity for public to address legislative body*

54954.5 *Closed session item descriptions*

54956.5 *Emergency meetings*

54957.5 *Availability of public records*

54960.2 *Challenging board actions; cease and desist*

UNITED STATES CODE, TITLE 42

12101-12213 *Americans with Disabilities Act*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 *Effective communications*

36.303 *Auxiliary aids and services*

COURT DECISIONS

Mooney v. Garcia, (2012) 207 Cal.App.4th 229

Caldwell v. Roseville Joint Union High School District, 2007 U.S. Dist. LEXIS 66318

ATTORNEY GENERAL OPINIONS

99 *Ops. Cal. Atty. Gen. 11* (2016)

78 *Ops. Cal. Atty. Gen. 327* (1995)

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 Legislative Bodies, rev. 2003

WEB SITES

CSBA, *Agenda Online*: <http://www.csba.org>

California Attorney General's Office: <http://www.oag.ca.gov>

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CSBA Sample Board Bylaw

Board Bylaws

BB 9324(a)

MINUTES AND RECORDINGS

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

The Governing Board recognizes that maintaining accurate minutes of Board meetings helps foster public trust in Board governance and provides a record of Board actions for use by district staff and the public.

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9323 - Meeting Conduct)

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request. (Education Code 35145, 35163)

(cf. 1340 - Access to District Records)
(cf. 9122 - Secretary)
(cf. 9323.2 - Actions by the Board)

The minutes of Board meetings shall include, but not be limited to:

Note: Pursuant to Government Code 54952 and Education Code 35164, a "meeting" occurs when a majority of the Board is present and a Board action requires a majority vote of the Board. Thus, the minutes should reflect any occasion on which a member is not present for the entire meeting in order to document that a majority of the Board remained in attendance throughout the meeting.

1. A notation of which Board members are present, in person or by teleconference, and whether a member is not present for part of the meeting due to late arrival and/or early departure

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)
(cf. 9320 - Meetings and Notices)

2. A brief summary of the Board's discussion on each agenda topic, rather than a verbatim record of each Board member's specific points of view during the discussion
3. A summary of the public comments made on agendized items and unagendized topics
4. The specific language of each motion and the names of the Board members who made and seconded the motion

MINUTES AND RECORDINGS (continued)

Note: Item #5 is for use by districts that maintain high schools and have one or more student Board members. Pursuant to Education Code 35012, student Board members are allowed to cast preferential votes on open session items before the official vote of the Board. Preferential votes are recorded in the minutes but not counted as a vote for the purpose of taking Board action. See BB 9150 - Student Board Members.

5. Preferential votes cast by student Board member(s) (Education Code 35012)

(cf. 9150 - Student Board Members)

6. Any action taken by the Board, and the vote or abstention on that action of each Board member present (Education Code 35145; Government Code 54953)

Note: Pursuant to Education Code 49073.2, as added by SB 1036 (Ch. 788, Statutes of 2018), the district is prohibited from including in its minutes a student's directory information, as defined in Education Code 49061, or a parent/guardian's personal information, as defined in Education Code 49073.2, when the student or parent/guardian requests that such information be excluded. For further information about the types of information that are categorized as directory information, see AR 5125.1 - Release of Directory Information.

Upon request by a student's parent/guardian, or by the student if age 18 or older, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the secretary or clerk of the Board. (Education Code 49073.2)

(cf. 5125.1 - Release of Directory Information)

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

The Board agenda shall include a statement of the option and process for students and parents/guardians to request that such information be excluded from the minutes.

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. The Board shall approve the minutes as circulated or with necessary amendments.

Note: The following **optional** paragraph is for use by districts which have their approved minutes signed by a Board officer or designee and should be modified to reflect the appropriate position.

Upon approval by the Board, the minutes shall be signed by _____.

Note: Pursuant to 5 CCR 16023, minutes and official actions of the Board must be classified and retained in accordance with 5 CCR 16022. See BP/AR 3580 - District Records.

CSBA's Agenda Online, an electronic board meeting agenda service, allows for the development, storage, and access to Board meeting agendas, supporting documents, and minutes from any computer with Internet access. Further information can be found on CSBA's web site.

MINUTES AND RECORDINGS (continued)

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

(cf. 3580 - District Records)

Note: Although Government Code 54957.2 permits keeping of minutes for closed sessions, districts should consult with legal counsel before making it a practice to do so. Should a court determine that a district has violated the Brown Act, Government Code 54960 allows the court to compel the Board to record its closed sessions. See BB 9323.2 - Actions by the Board.

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

(cf. 9321.1 - Closed Session Actions and Reports)

Recording or Broadcasting of Meetings

Note: The following **optional** section addresses the recording or broadcasting of meetings by the district.

Pursuant to Government Code 54953.5 and 54953.6, any person attending an open meeting may record or broadcast the meeting, unless the Board makes a reasonable finding that the recording or broadcast cannot continue without noise, illumination, or obstruction of view which would persistently disrupt the meeting. See BB 9323 - Meeting Conduct for language regarding recording by the public.

The district may tape, film, stream, or broadcast any open Board meeting. At the beginning of the meeting, the Board president shall announce that a recording or broadcasting is being made at the direction of the Board and that the recording or broadcast may capture images and sounds of those attending the meeting. As practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made at the direction of the Board during a meeting are public records and, upon request, shall be made available for inspection by members of the public on district equipment without charge. (Government Code 54953.5)

Legal Reference: (see next page)

MINUTES AND RECORDINGS (continued)

Legal Reference:

EDUCATION CODE

- 35012 *Number of members; terms; student board members*
- 35145 *Public meetings*
- 35163 *Official actions, minutes and journals*
- 35164 *Vote requirements*
- 49061 *Student records; definitions*
- 49073.2 *Privacy of student and parent/guardian personal information*

GOVERNMENT CODE

- 54952.2 *Meeting defined*
- 54953 *Meetings*
- 54953.5 *Audio or video recording of proceedings*
- 54953.6 *Broadcasting of proceedings*
- 54957.2 *Closed sessions; clerk; minute book*
- 54960 *Violations and remedies*

PENAL CODE

- 632 *Unlawful to intentionally record a confidential communication without consent*

CODE OF REGULATIONS, TITLE 5

- 16020-16027 *Classification and retention of records*

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*

WEB SITES

- CSBA, Agenda Online: <http://www.agendaonline.com>

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(7/08 4/14) 12/18

**PUBLIC DISCLOSURE OF PROPOSED
COLLECTIVE BARGAINING AGREEMENT**
(AB-1200, GOVERNMENT CODE SECTION 3547.5)

School District: COTTONWOOD UNION SCHOOL DISTRICT

Name of Bargaining Unit:	<u>CTA</u>
Effective dates of the proposed agreement:	<u>July 1, 2018 - June 30, 2022</u>
Settles negotiations for which fiscal year:	<u>2018/19 through 2021/22 (4 years)</u>
Date of Public Meeting:	<u>April 23, 2019</u>
Disclosure prepared by:	<u>Laura Merrick</u>

Send to Shasta County Office of Education ten (10) days prior to Board approval.

A. Proposed Change in Salary

Indicate the percentage salary change over the prior year salary schedule for the current and two subsequent fiscal years. Are the costs on-going or one-time?

Year of Proposed Agreement	Current Year	Year 1	Year 2
Percentage Salary Change	1%	5%	2%
On-going or one time cost?	One Time	On-going	On-going

In Year 3 (2021/22), the Health & Welfare CAP will be increased to \$11,500 (\$1,000 more/employee). No additional salary increase in year 3.

B. Cost of agreement

Indicate the costs of salary and benefit increases that would be incurred under the agreement for the current and two subsequent fiscal years.

Year	Current Year	Year 1	Year 2
Salary	\$ 32,332	\$ 157,177	\$ 218,252
Benefits	\$ 6,706	\$ 33,887	\$ 49,238
Other Costs - Health & Welfare increase	\$ 0	\$ 0	\$ 0
Total Cost	\$ 39,038	\$ 191,064	\$ 267,490

C. Source of funding

Indicate the source of funding for the proposed agreement. If Staff reductions would be required, this should be stated. Please use additional pages as necessary.

LCFF funds will be used to cover this raise. The EFB will be reduced to cover the deficit for the next few years if needed.

D. Major provisions

List the major provisions and each of the other costs of the agreement for the current and two subsequent fiscal years. Please use additional pages as necessary.

Please see the attached Tentative Agreement for the 2018/19 school year through the 2021/22 school year. The agreement is a 1% one-time increase in 2018/19 retro to 7/1/18 excluding extra-duty stipends, a 5% on-going increase in 2019/20, and a 2% on-going increase in 2020/21. The following year (2021/22) the health & welfare CAP will be increased to \$11,500 from \$10,500 with no additional salary increase.

E. Impact of proposed agreement on District reserves

State Recommended Minimum Reserve Level (after implementation of Proposed agreement)

This agreement will not impact the district's ability to meet the State Recommended Minimum Reserve Level.

District UNRESTRICTED Reserves sufficient to meet the minimum recommended level AFTER IMPLEMENTATION OF PROPOSED AGREEMENT for the current and two subsequent fiscal years.

GENERAL FUND RESERVES



YEAR	Current Year	Year 1	Year 2
Designated for Economic Uncertainties (Object code 9789)	\$ 533,760	\$ 526,725	\$ 511,793
Board-Assigned Reserves (Object code 9780)	\$ 2,706,550	\$ 2,361,346	\$ 2,327,832
UnAssigned / Unappropriated Amount (Object code 9790)			
TOTAL RESERVES:	\$ 3,240,310	\$ 2,888,071	\$ 2,839,625

If the funding source is the ending balance; the ending balance should be reduced each year by the cost of this agreement.

CERTIFICATION

To be signed by the District Superintendent and Chief Business Official when submitted for Public Disclosure before formal action by the Governing Board on the proposed agreement.

The Superintendent and Chief Business Official verify that the costs incurred by the District can be met during the complete term of the agreement.

 _____ District Superintendent (Signature)	4/12/19 _____ Date
 _____ District Chief Business Official (Signature)	4/12/19 _____ Date

CERTIFICATION

To be signed by the District Superintendent when submitted for Public Disclosure and by the Board President after formal action by the Governing Board on the proposed agreement.

The information provided in this document summarized the financial implications of the proposed agreement and is submitted for public disclosure in accordance with the requirement of AB1200 and GC3547.5

_____ District Superintendent (Signature)	_____ Date
After public disclosure of the major provisions contained in the Summary, the Governing Board, at its meeting on <u>April 23, 2019</u> took action to approve the proposed agreement with the _____ <u>CTA</u> bargaining unit.	
_____ President, Governing Board (Signature)	_____ Date


TENTATIVE AGREEMENT
2018/19 THROUGH 2021/22 SCHOOL YEARS
(4 YEAR AGREEMENT)

This agreement is entered into by and between the Cottonwood Union School District (District) and the Cottonwood Teachers' Association CTA/NEA (Association). The Association and the District tentatively agree that the following items represent the final agreement for the 2018/19 through 2021/22 school years:

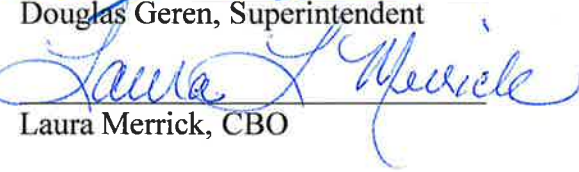
1. The District agrees to pay a 1% increase off the salary schedule, retroactive to July 1, 2018, with the extra duty pay/stipends exempt from retro pay.
2. The District agrees to pay a 5% increase on the salary schedule for the 2019/20 school year. This is an increase to the salary schedule.
3. The District agrees to pay a 2% increase on the salary schedule for the 2020/21 school year. This is an increase to the salary schedule.
4. The District agrees to increase the Health & Welfare CAP to \$11,500 (increase from \$10,500) in the 2021/22 school year. There will be no additional salary increase this year.
5. The District and Association will work together to finalize some minor language changes to the following articles: Article III: Association Rights (new title), Article XII: Leaves of Absence, Article XIV: Evaluations and Personnel Files, and Article XVIII: Layoff Procedures effective for the 2018/19 school year.
6. The District and Association agree to meet to work together to finalize language changes to the following articles for the 2019/20 year and beyond: Article V: Complaint Procedure, Article VI: Grievance Procedure, Article VIII: Employee Job Sharing, Article X: Extra Duty, Article XII: Leaves of Absence, and Appendix "C" Extra Duty Stipends. Appendix "F" Salary Schedule will be updated to show the percentage increases for each of the coming years.
7. The District representatives shall recommend approval of this agreement to the Board of Trustees. The Association representatives shall recommend approval of this agreement to the Association members.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 12th day of April, 2019.

COTTONWOOD UNION
SCHOOL DISTRICT



Douglas Geren, Superintendent



Laura Merrick, CBO

COTTONWOOD TEACHERS
ASSOCIATION CTA/NEA

Erin Andrews

Carol Johnson

Holly King

Carri Longnecker

Janette Masters

COTTONWOOD UNION SCHOOL DISTRICT
PERSONNEL REQUEST FORM

(Section A-1: To be completed by Site Supervisor)

Job Title/Classification: 4th Grade Teacher New Position Vacant Position Change

Position Justification: (Program/Action Plan) Large class - currently only 3 teachers

Desired Qualifications:
Skills/Abilities: Multi Subject Credential
Amount of experience desired: _____
Certification/Licenses Needed: CA teaching credential

Position is Permanent Temporary - from _____ to _____ Long Term Sub from _____ to _____

Daily Working Hours: from 7:30 to 3:00 Hours per day: 7

Worksite: North Assignment START date: 2019/20 School Year

Work Months Per Year 11 month 12 month

Employee Replaced: NA Supervisor: Geren

Signature of Requesting Supervisor: [Signature] Date: _____

(Section A-2: To be completed by CBO & Supt.)

Chief Business Official's Approval for Budget: [Signature] Date: 4/17/19

Superintendent's Approval to Post/Advertise: [Signature] Date: 4/18/19

(Section B: To be completed by Site Supervisor)

Interview Committee Recommendation: _____ Date: _____

Reference Check: _____ Date: _____ New Hire: _____ Transfer: _____
(initial)

Approval of Principal: _____ Date: _____
(initial)

(Section C: To be completed by HR)

Salary Schedule Placement: Column: _____ Step: _____ Amount: _____ Effective Date: _____

Date Position Offered: _____ Health Benefits: Yes No Annual Cont. Days: _____

Position accepted: _____ Date: _____
(Placement is contingent on clearance of fingerprints and physical examination.)

Cottonwood Union School District

ENROLLMENT UPDATE

Current Enrollment as of October 11, 2018											
School	As of 6/6/19	As of 5/15/19	As of 4/17/19	As of 3/14/19	As of 2/06/19	As of 1/9/19	As of 12/10/18	As of 11/07/18	As of 10/11/18	As of 9/12/18	Difference 9/10 to Current +/-
North		542	545	534	531	530	524	528	522		+20
West		418	411	417	416	414	404	404	404		+14
Total District		960	956	951	947	944	928	932	926		+34
CCCS		232	232	231	228	230	230	229	230		+2

CBEDS Enrollment (First Wednesday of October)					
	14/15	15/16	16/17	17/18	18/19
District Total	905	890	868	940	932
CCCS	179	208	225	225	229

ATTENDANCE UPDATE

Five year P-2 Historical Data (average daily attendance over 8 months)					
	14/15	15/16	16/17	17/18	18/19
District Total	861	846.92	835.9	890.86	888.28

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Cottonwood Union School District School Year: 2018/2019

Person completing this form: Laura Merrick Title: Chief Business Official

Quarterly Report Submission Date: (check one)

<input type="checkbox"/> July 1 – September 30	*(due October 15)
<input type="checkbox"/> October 1 – December 31	*(due January 15)
<input checked="" type="checkbox"/> January 1 – March 31	*(due April 15)
<input type="checkbox"/> April 1 – June 30	*(due July 15)

Date information will be reported publicly at governing board meeting: April 23, 2019

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Vacancy or Misassignment			
Facilities Conditions			
TOTALS			



 Signature of District Superintendent

Doug Geren

 Printed Name of District Superintendent

April 3, 2019

 Date

*Submit by quarterly due date to: Laurie Zambrano, Executive Assistant
 Shasta County Office of Education