

COTTONWOOD UNION SCHOOL DISTRICT

20512 West First Street
Cottonwood, California 96022

AGENDA FOR Tuesday, August 16, 2016, 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 – None

5.0 Public Forum/Hearing of Persons 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 Meeting Minutes for:

Regular Board Meeting held on June 21, 2016(pg. 4-8)

Special Board Meeting held on June 28, 2016(pg. 9-10)

6.1.2 Accept Letter of Resignation from Brittney Timmons- Bus Driver(pg. 11)

6.1.3 Approval to Hire:

Cindy Kious- Bus Driver

Teri Doty- Teacher

O'Meara Watson- Teacher

Melissa Wierzbicki- Teacher

Polly Bambauer- Psychologist Contract through SCOE

6.1.4 Consider Approval for the following contracts for the 2016/17 year:

School Services of California- Fiscal Budget Services(pg. 12-13)

6.2 Approval of Consent Agenda

7.0 Discussion/Action Items:

7.1 Consider approval of the Commercial Warrants.(pg. 14-35)

7.2 Consider approval of the 2016 Local Agency Biennial Notice and review of BB 9270, Conflict of Interest Code.(pg. 36)

7.3 Consider approval of the following Personnel Request Form:

Instructional Aide North (3.75 hours)(pg. 37)

Instructional Aide West (3.75 hours)(pg. 38)

Elective Instructor- Cooking Class(pg. 39)

Elective Instructor- Performing Arts Class(pg. 40)

7.4 Consider approval of Consolidated Application Part 1 for the 2016/17 year.(pg. 41-59)

7.5 Consider approval of Tentative Agreement and Contract with the Cottonwood Teachers' Association For July 1, 2016 through June 30, 2017.(pg. 60-114)

8.0 Informational Items:

8.1 CTA Report

**8.2 Superintendent's Report -
LCAP Updates**

8.3 Principal's Reports

9.0 Information/Communication Items.

9.1 Shasta County Pooled Investment Report for May, 2016. (pg. 115-116)

9.2 Quarterly Report on Williams Uniform Complaints (April- June 2016)(pg. 117)

10.0 Governing Board Discussion and Suggested Agenda Items.

11.0 Future Meetings:

**11.1 Regular Board Meeting, Tuesday, September 20, 2016, 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/Evaluation**

**12.2 Pursuant to Government Code Section 54957.6
Conference with Labor Negotiator: District Negotiator: Superintendent Alexander
RE: Cottonwood Teachers' Association**

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 W. First Street
Cottonwood, CA 96022

MINUTES for Tuesday, June21, 2016. 6:30PM
Regular Board Meeting, West Cottonwood Library

Members Present: Mrs. Cordova, Mr. Iles, Mr. Kohler, Mrs. Semingson
Members Absent: Mr. Vazquez
Others Present: Superintendent Dr. David Alexander
Principals: Doug Geren, Don Ray
Laura Merrick, Business Manager
Becky Bragg, Administrative Assistant
Community: One community member was present

- 1.0 **Call Regular Meeting to Order-** Mrs. Semingson called regular meeting to order at 6:30 p.m.
- 2.0 **Pledge of Allegiance** led by Mrs. Semingson.
- 3.0 **Approval of Agenda**
ACTION: Mr. Kohler moved, seconded by Mr. Iles, to move item 7.13 before item 7.1.
VOTE: Unanimous in favor
- 4.0 **Recognition (Students, Staff, Curriculum)/Curriculum Review-** None at this time.
- 5.0 **Public Forum/Hearing of Persons 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 Meeting Minutes for:
Regular Board Meeting held on May 17, 2016
 - 6.1.2 Accept Letter of Resignation from **Jenny Phinney**- Teacher
 - 6.1.3 Approval to Hire:
Susan Sellers- Bus Driver
Jamie Boemeke- Teacher
Tawnya Hiscock- Teacher
Justin Cascarina- Teacher
 - 6.1.4 Consider Approval of the Following Contracts for 2016/17:
Shasta Charter Academy- Facilities Use Agreement
SCOE- Project Share- After School Program at West Cottonwood
 - 6.2 Approval of Consent Agenda
ACTION: Mr. Kohler moved, seconded by Mr. Iles, to approve the agenda as presented.
VOTE: Unanimous in favor

7.0 Discussion/Action Items:

7.13 Consider approval of the Special Education Local Plan Area Local Educational Agency Assurances.

ACTION: Mr. Kohler moved, seconded by Mr. Iles, to approve the Special Education Local Plan Area Local Educational Agency Assurances

VOTE: Unanimous in favor

7.1 Consider approval of the Commercial Warrants.

ACTION: Mr. Kohler moved, seconded by Mrs. Cordova, to approve the Commercial Warrants

VOTE: Unanimous in favor

7.2 Consider approval of Resolution #2016-5, authorizing the Governing Board to transfer budgeted funds from the designated fund balance or the unappropriated fund balance to any expenditure classification or between expenditure classifications for year-end closing.

ACTION: Mrs. Cordova moved, seconded by Mr. Kohler, to approve Resolution #2016-5, authorizing the Governing Board to transfer budgeted funds from the designated fund balance or the unappropriated fund balance to any expenditure classification or between expenditure classifications for year-end closing.

VOTE: Unanimous in favor

7.3 Public Hearing – Review the Local Control Accountability Plan (LCAP) for the 2016/2017 year. (The plan will be presented for approval to the board on June 28, 2016.)

Mrs. Semingson opened the public hearing and requested any comments from the public. There were no comments at this time; the public hearing was closed.

7.4 Public Hearing- Review the Local Educational Agency Plan (LEAP) for the 2016/17 year. (The plan will be presented for approval to the board on June 28, 2016.)

Mrs. Semingson opened the public hearing and requested any comments from the public. There were no comments at this time; the public hearing was closed.

**7.5 Public Hearing on proposed 2016/2017 District Budgets.
(The 2016/2017 District Budgets will be presented for approval to the board on June 28, 2016.)**

Fund 01 - General Fund

Fund 13 - Cafeteria Fund

Fund 17 - Special Reserve Fund

Fund 20 – Retiree Fund

Fund 25 – Capital Facilities Fund

Fund 51 – Bond Interest & Redemption Fund

Fund 62 – Cottonwood Creek Charter Fund

Narrative, Summary of Inter-Fund Activities, Attendance Detail, Cash Flow, Multi Year Projections and Criteria and Standards are submitted for review and approval

Mrs. Semingson opened the public hearing and requested any comments from the public. There were no comments at this time; the public hearing was closed.

7.6 Consider approval of Resolution #2016-6, Regarding the Education Protection Account (EPA) for 2015-2016.

ACTION: Mr. Kohler moved, seconded by Mrs. Cordova, to approve Resolution #2016-6, Regarding the Education Protection Account (EPA) for 2015-2016.

VOTE: Unanimous in favor

7.7 Consider approval of Resolution #2016-7, Authorization for 2016/2017 Interfund Temporary Cash Transfers.

ACTION: Mr. Iles moved, seconded by Mrs. Cordova, to approve Resolution #2016-7, Authorization for 2016/2017 Interfund Temporary Cash Transfers.

VOTE: Unanimous in favor

7.8 Consider approval of the Annual Declaration of Need for Fully Qualified Educators for the 2016/2017 school year.

ACTION: Mr. Iles moved, seconded by Mr. Kohler, to approve the Annual Declaration of Need for Fully Qualified Educators for the 2016/2017 school year

VOTE: Unanimous in favor

7.9 Consider approval of the Agreement for Professional Services with Dannis, Wolvier, and Kelley for the 2016/17 Fiscal Year.

ACTION: Mr. Kohler moved, seconded by Mrs. Cordova, to approve the Agreement for Professional Services with Dannis, Wolvier, and Kelley for the 2016/17 Fiscal Year.

VOTE: Unanimous in favor

7.10 Consider approval of the Shasta County Office of Education Vehicle Maintenance Contract for the 2016-17 Fiscal Year.

ACTION: Mr. Iles moved, seconded by Mrs. Cordova, to approve all options on the Shasta County Office of Education Vehicle Maintenance Contract for the 2016-17 Fiscal Year.

VOTE: Unanimous in favor

7.11 Consider approval of the Shasta County Office of Education MOU for Transportation Oversight for the 2016-17 Fiscal Year.

ACTION: Mrs. Cordova moved, seconded by Mr. Kohler, to approve the Shasta County Office of Education MOU for Transportation Oversight for the 2016-17 Fiscal Year.

VOTE: Unanimous in favor

**7.12 Consider approval of the following Personnel Request Forms for the 2016/17 year:
Library Technician- change from .7185 (5.75hrs) to 1 FTE
Maintenance- 1 FTE (Job Description)
Leadership Stipends**

ACTION: Mr. Kohler moved, seconded by Mrs. Cordova, to approve the following

Personnel Request Forms for the 2016/17 year:
Library Technician- change from .7185 (5.75hrs) to 1 FTE
Maintenance- 1 FTE (Job Description).
Table Leadership Stipends for a future meeting.
VOTE: Unanimous in favor

7.14 Consider approval of the Cottonwood Creek Charter School MOU for Facilities for the 2016/17 through the 2019/20 fiscal years.

ACTION: Mr. Kohler moved, seconded by Mrs. Cordova, to approve the Cottonwood Creek Charter School MOU for Facilities for the 2016/17 through the 2019/20 fiscal years.

VOTE: Unanimous in favor

7.15 Consideration to adopt ELA/ELD Curriculum: McGraw/ Hill Wonders TK-4 and Study Sync 5-8.

Consideration to adopt ELA/ELD Curriculum. One week for community to review. Will bring back next week for approval.

8.0 Informational Items:

8.1 **CTA Report-** No report given.

8.2 **Superintendents Report-** Dr. Alexander passed out and summarized a blueprint of the LCAP and LEAP.

8.3 **Principal's Report**

Mr. Ray shared that North ended the school year with a great play day for the students. He thanked the board for approving the extension of hours for the Library Technician. Mr. Geren shared that West ended the school year with Day on the Green and Grad night. Both events went great! YMCA has been at the West Cottonwood pool putting on swim lessons and open swim lessons. He thanked the board for the support this school year.

9.0 Information/ Communication Items.

9.1 Shasta County Pooled Investment Report for May, 2016.

10.0 Governing Board Discussion and Suggested Agenda Items: Mr. Kohler spoke about school safety and putting up fencing and cameras at each site.

11.0 Future Meetings:

11.1 Special Board Meeting, **Tuesday, June 28, 2016, 6:30 p.m.** in the West Cottonwood School Library, 20512 W. First Street, Cottonwood, CA 96022.

11.2 Regular Board Meeting, **Tuesday, August 16, 2016, 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 8:26 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/Evaluation

13.0 Adjournment- the meeting adjourned at 9:20 p.m

Judy Semingson, President

Tom Vazquez, Clerk

Matt Iles, Member

Gerald Kohler, Member

Kimberly Cordova, Member

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

MINUTES for Tuesday, June 28, 2016. 6:30PM
Special Board Meeting, West Cottonwood Library

Members Present: Mrs. Cordova, Mr. Iles, Mr. Kohler, Mr. Vazquez
Members Absent: Mrs. Semingson
Others Present: Superintendent Dr. David Alexander
Principals: Doug Geren, Don Ray
Laura Merrick, Business Manager
Becky Bragg, Administrative Assistant

- 1.0 **Call Special Meeting to Order-** Mr. Vazquez called regular meeting to order at 6:30 p.m.
- 2.0 **Pledge of Allegiance** led by Mr. Vazquez.
- 3.0 **Approval of Agenda**
ACTION: Mrs. Cordova moved, seconded by Mr. Iles, 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 **Consent Agenda-**
 - 5.1 Review of Consent Agenda
 - 5.1.1 Medical Billing Systems- Contract Agreement
 - 5.1.2 Approval to Hire Doug Dickerson- Custodial/ Maintenance Worker
 - 5.2 Approval of Consent Agenda
ACTION: Mr. Kohler moved, seconded by Mrs. Cordova, to approve the agenda as presented.
VOTE: Unanimous in favor
- 6.0 **Discussion/Action Items:**
 - 6.1 **Consider approval of the Local Control Accountability Plan (LCAP) for the 2016/17 year.**
ACTION: Mrs. Cordova moved, seconded by Mr. Iles, to approve the Local Control Accountability Plan (LCAP) for the 2016/17 year.
VOTE: Unanimous in favor
 - 6.2 **Consider approval of the Local Educational Agency Plan (LEAP) for the 2016/17 year.**
ACTION: Mr. Kohler moved, seconded by Mrs. Cordova, to approve the Local Educational Agency Plan (LEAP) for the 2016/17 year.
VOTE: Unanimous in favor

- 6.3 Consider approval of the proposed 2016/2017 District Budgets. (See the June 21, 2016 Board Packet for a copy of the District's proposed budgets.)
ACTION: Mr. Kohler moved, seconded by Mrs. Cordova, to approve the proposed 2016/2017 District Budgets.
VOTE: Unanimous in favor
- 6.4 Consider approval of ELA/ELD adoption: McGraw/ Hill Wonders TK-4 and Study 5-8.
ACTION: Mrs. Cordova moved, seconded by Mr. Kohler, to approve the ELA/ELD adoption: McGraw/ Hill Wonders TK-4 and Study 5-8.
VOTE: Unanimous in favor
- 6.5 Consider approval of the revised 2016/17 School Calendar
ACTION: Mrs. Cordova moved, seconded by Mr. Kohler, to approve the revised 2016/17 School Calendar.
VOTE: Unanimous in favor
- 7.0 Information/ Communication Items.
7.1 Letters from K•COE ISOM for 2015/16 Audit.
- 8.0 Closed Session: Adjournment to Closed Session during this meeting to consider and/or take action upon the following items:
8.1 Pursuant to Government Code Section 54957,
Public Employee Discipline/Dismissal/Release/Evaluation
Public Notice of Action Taken in Closed Session
No closed session at this time
- 9.0 Adjournment- the meeting adjourned at 6:41 p.m.

Judy Semingson, President

Tom Vazquez, Clerk

Matt Iles, Member

Gerald Kohler, Member

Kimberly Cordova, Member

June 24, 2016

Cottonwood Union School District

To whom it may concern,

Please accept this letter as notice of my resignation from my position as School Bus Driver. My last day of employment will be June 30, 2016.

I have luckily been given an opportunity that I cannot pass up. It has been a pleasure working with you and the entire district over these few years. I wish you and your staff all the best. Thank you for the experiences.

Sincerely,

A handwritten signature in black ink, appearing to read "Brittney Timmons". The signature is fluid and cursive, with the first name being more prominent.

Brittney Timmons

AGREEMENT FOR SPECIAL SERVICES
Fiscal Budget Services

This is an agreement between the **COTTONWOOD UNION ELEMENTARY SCHOOL DISTRICT**, hereinafter referred to as "Client," and **SCHOOL SERVICES OF CALIFORNIA, INC.**, hereinafter referred to as "Consultant," entered into as of September 1, 2016.

RECITALS

WHEREAS, the Client needs assistance regarding issues of school finance, legislation, school budgeting, and general fiscal issues; and

WHEREAS, the Consultant, is professionally and specially trained and competent to provide these services; and

WHEREAS, the authority for entering into this Agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable;

NOW, THEREFORE, the parties to this Agreement do hereby mutually agree as follows:

1. Consultant agrees to perform such duties relating to issues of school finance, including:
 - a. Delivery of "one copy" of each edition of the *Fiscal Report* containing information on issues of school finance, budgets, or practices that impact school district fiscal policies, and one copy of the booklet *Analysis of the Governor's Proposals for the State Budget and K-12 Education*
 - b. Option of receiving information on Consultant's website regarding major school finance and policy issues
 - c. An analysis of all major school finance/fiscal legislation and reports on its legislative/executive branch progress
 - d. Eight (8) hours of service annually as the Client directs on fiscal issues, including: analysis of specific revenue or expenditure issues, analysis of specific legislative or regulatory issues, and a "quick query" service to provide telephone response to specific fiscal questions of the Client.

Services for which the base service hours may not be used, include: mandate questions, Client-specific economy, efficiency, or management consulting services, including, but not limited to, efficiency or management studies, demographic or school facility studies; special education studies; fiscal health analysis, and/or an in-depth budget review, direct collective bargaining or factfinding assistance; legislative representation or advocacy; fiscal analysis for purposes of collective bargaining, appearance as an expert witness, provision of depositions or declarations for district legal issues; major customized research projects or studies; or, on-site speeches or presentations.

- e. Preliminary school district revenue calculation using the online tools available on the Consultant's website for use in determining the projected revenue funding level soon after the budget is adopted based on the major annual school finance legislation

- f. Participation at the Consultant's school finance conferences and workshops at the Consultant's client rate
2. The Client agrees to pay to Consultant for services rendered under this Agreement:
 - a. \$2,940 annually, plus expenses, or payable at \$245 per month, plus expenses, for the services listed in Item 1 above, upon billings from Consultant
 - b. For all requested services in excess of eight (8) direct service hours as indicated in Item 1d above in a 12-month period, the applicable hourly rate for the person(s) performing the services shall apply
 - c. "Hours" are defined as hours of direct service to the Client, as well as reasonable travel time to and from the Client's site
 - d. "Expenses" are defined as actual, out-of-pocket expenses, such as travel, meals, shipping, and duplication of materials
3. The term of this contract shall be for the period of one year, beginning September 1, 2016, and terminating August 31, 2017. Agreement may be terminated prior to August 31, 2017 by either party on thirty (30) days' written notice. In the event that the Client elects to terminate services at the end of the Agreement, the Client shall give a 30-day written notice of nonrenewal. Consultant will provide continuing services for 90 days after the expiration date of the Agreement or until the Client provides written notice. The Client is responsible for these accrued charges and Consultant may bill these additional days. In case of cancellation, the Client shall be liable for any costs accrued to the date of cancellation under Item 2 above.
4. It is expressly understood and agreed to by both parties that Consultant, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the Client.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as indicated below:

BY: _____

DATE: _____

Print Name

Job Title

Cottonwood Union Elementary School District

BY:  _____

DATE: July 11, 2016

JOHN D. GRAY

President

School Services of California, Inc.

ReqPay05a

Payment Register

Scheduled 08/08/2016 - 08/10/2016							Bank Account COUNTY - County			
Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			4IMPRINT (000555/2) 25303 Network Place Chicago, IL 60673-1253							
FP	2016/17	08/04/16	R4817-00075	BACK TO SCHOOL EVENT	4819482	08/09/16	Audit	1,767.54	132.57	1,900.11
		2017 (001359)	01-001-0000-2700-5801-0000-2700-000-			1,900.11				
	Check #			BatchId		Check Date		PO# P4817-00075	Register #	
Total Invoice Amount								1,767.54		
AP Vendor			ANDERSON-COTTONWOOD DISP SRVCE (000005/1) PO BOX 541065 LOS ANGELES, CA 90054-1065							
	2016/17	07/01/16	R4817-00100	DISPOSAL SERVICE	1684123-0531-5	08/08/16	Audit	866.02		866.02
		2017 (002086)	01-001-0000-8240-5510-0000-8200-000-							
	Check #			BatchId		Check Date		PO# P4817-00100	Register #	
	2016/17	07/01/16	R4817-00100	DISPOSAL SERVICE	1684124-0531-3	08/08/16	Audit	777.42		777.42
		2017 (002086)	01-001-0000-8240-5510-0000-8200-000-							
	Check #			BatchId		Check Date		PO# P4817-00100	Register #	
	2016/17	08/01/16	R4817-00100	DISPOSAL SERVICE	168486-0531-7	08/08/16	Audit	886.80		886.80
		2017 (002086)	01-001-0000-8240-5510-0000-8200-000-							
	Check #			BatchId		Check Date		PO# P4817-00100	Register #	
	2016/17	08/01/16	R4817-00100	DISPOSAL SERVICE	1684868-0531-5	08/08/16	Audit	725.38		725.38
		2017 (002086)	01-001-0000-8240-5510-0000-8200-000-							
	Check #			BatchId		Check Date		PO# P4817-00100	Register #	
Total Invoice Amount								3,255.62		
AP Vendor			AXNER EXCAVATING (000143/1) 2900 OLD OREGON TRAIL REDDING, CA 96003							
	2016/17	08/02/16	R4817-00088	WEED KILLER	L967076	08/08/16	Audit	107.48		107.48
		2017 (001245)	01-020-0000-8110-4510-0000-8110-100-			53.74				
		2017 (001255)	01-050-0000-8110-4510-0000-8110-100-			53.74				
	Check #			BatchId		Check Date		PO# P4817-00088	Register #	
FP	2016/17	08/02/16	R4817-00088	WEED KILLER	L967077	08/08/16	Audit	107.48		107.48
		2017 (001245)	01-020-0000-8110-4510-0000-8110-100-			53.74				
		2017 (001255)	01-050-0000-8110-4510-0000-8110-100-			53.74				
	Check #			BatchId		Check Date		PO# P4817-00088	Register #	
Total Invoice Amount								214.96		
Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)										
								ESCAPE	ONLINE	
Page 1 of 22										

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

Page 1 of 22

Scheduled 08/08/2016 - 08/10/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		BEELER TRACTOR CO. (000709/1) 2025 BARNEY RD ANDERSON, CA 96007								
2016/17	07/12/16		TRACTOR PARTS	IN06305	08/10/16	Audit		296.60		296.60
		2017 (001250)	01-001-0000-8120-4510-0000-8110-100-							
Total Invoice Amount								296.60		
AP Vendor		CALIFORNIA SAFETY CO (000021/1) PO BOX 990956 REDDING, CA 96099-0956								
2016/17	07/06/16	R4817-00101	ALARM JUL 16- DEC 16	331667	08/08/16	Audit		50.00		50.00
		2017 (003205)	01-001-0000-0000-5630-0000-3600-000-							
		2017 (001335)	01-020-0000-2700-5630-0000-2700-100-							
		2017 (001341)	01-030-0000-2700-5630-0000-2700-100-							
		2017 (001324)	01-050-0000-2700-5630-0000-2700-100-							
Check #		BatchId			Check Date		PO# P4817-00101		Register #	
2016/17	07/06/16	R4817-00101	ALARM JUL 16- DEC 16	331669	08/08/16	Audit		150.00		150.00
		2017 (003205)	01-001-0000-0000-5630-0000-3600-000-							
		2017 (001335)	01-020-0000-2700-5630-0000-2700-100-							
		2017 (001341)	01-030-0000-2700-5630-0000-2700-100-							
		2017 (001324)	01-050-0000-2700-5630-0000-2700-100-							
Check #		BatchId			Check Date		PO# P4817-00101		Register #	
2016/17	07/06/16	R4817-00101	ALARM JUL 16- DEC 16	332269	08/08/16	Audit		25.00		25.00
		2017 (003205)	01-001-0000-0000-5630-0000-3600-000-							
		2017 (001335)	01-020-0000-2700-5630-0000-2700-100-							
		2017 (001341)	01-030-0000-2700-5630-0000-2700-100-							
		2017 (001324)	01-050-0000-2700-5630-0000-2700-100-							
Check #		BatchId			Check Date		PO# P4817-00101		Register #	
2016/17	07/06/16	R4817-00101	ALARM JUL 16- DEC 16	332394	08/08/16	Audit		71.00		71.00
		2017 (003205)	01-001-0000-0000-5630-0000-3600-000-							
		2017 (001335)	01-020-0000-2700-5630-0000-2700-100-							
		2017 (001341)	01-030-0000-2700-5630-0000-2700-100-							
		2017 (001324)	01-050-0000-2700-5630-0000-2700-100-							
Check #		BatchId			Check Date		PO# P4817-00101		Register #	
2016/17	08/02/16	R4817-00101	ALARM JUL 16- DEC 16	334101	08/08/16	Audit		50.00		50.00

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

Page 2 of 22

Scheduled 08/08/2016 - 08/10/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			CALIFORNIA SAFETY CO (000021/1)		(continued)		(continued)			
2016/17	08/02/16	R4817-00101	ALARM JUL 16- DEC 16	334101 (continued)	08/08/16	Audit		(continued)		
		2017 (003205)	01-001-0000-0000-5630-0000-3600-000-							
		2017 (001335)	01-020-0000-2700-5630-0000-2700-100-							
		2017 (001341)	01-030-0000-2700-5630-0000-2700-100-							
		2017 (001324)	01-050-0000-2700-5630-0000-2700-100-			50.00				
Check #				BatchId		Check Date		PO# P4817-00101	Register #	
2016/17	08/02/16	R4817-00101	ALARM JUL 16- DEC 16	334104	08/08/16	Audit		150.00		150.00
		2017 (003205)	01-001-0000-0000-5630-0000-3600-000-							
		2017 (001335)	01-020-0000-2700-5630-0000-2700-100-			150.00				
		2017 (001341)	01-030-0000-2700-5630-0000-2700-100-							
		2017 (001324)	01-050-0000-2700-5630-0000-2700-100-							
Check #				BatchId		Check Date		PO# P4817-00101	Register #	
2016/17	08/02/16	R4817-00101	ALARM JUL 16- DEC 16	334619	08/08/16	Audit		25.00		25.00
		2017 (003205)	01-001-0000-0000-5630-0000-3600-000-							
		2017 (001335)	01-020-0000-2700-5630-0000-2700-100-							
		2017 (001341)	01-030-0000-2700-5630-0000-2700-100-			25.00				
		2017 (001324)	01-050-0000-2700-5630-0000-2700-100-							
Check #				BatchId		Check Date		PO# P4817-00101	Register #	
2016/17	08/02/16	R4817-00101	ALARM JUL 16- DEC 16	334711	08/08/16	Audit		71.00		71.00
		2017 (003205)	01-001-0000-0000-5630-0000-3600-000-			71.00				
		2017 (001335)	01-020-0000-2700-5630-0000-2700-100-							
		2017 (001341)	01-030-0000-2700-5630-0000-2700-100-							
		2017 (001324)	01-050-0000-2700-5630-0000-2700-100-							
Check #				BatchId		Check Date		PO# P4817-00101	Register #	
Total Invoice Amount								592.00		
AP Vendor			CAROLINA BIOLOGICAL SUPPLY (000118/1) PO BOX 60232 CHARLOTTE, NC 28260-0232							
FP	2016/17	07/21/16	R4817-00023	SCIENCE INSTRUCTIONAL MATERIALS	49552979RI	08/10/16	Audit	377.41		377.41
		2017 (001162)	01-020-1100-0000-4310-1110-1000-100-							
Check #				BatchId		Check Date		PO# P4817-00023	Register #	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

Page 3 of 22

Scheduled 08/08/2016 - 08/10/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
						Total Invoice	Amount	377.41		
Direct Vendor		COASTAL BUSINESS SYSTEMS LEASING COMPANY (000270/1) 336 FIRST ST EUREKA, CA 95501								
2016/17	06/20/16		JULY LEASE	854407	08/08/16	Audit		233.28		233.28
2017 (001311) 01-001-0000-7200-5610-0000-7200-000-										
2016/17	06/30/16		MAINT 16/17	052782	08/08/16	Audit		2,575.00		2,575.00
2017 (001311) 01-001-0000-7200-5610-0000-7200-000-										
2016/17	07/20/16		AUG LEASE	854481	08/08/16	Audit		233.28		233.28
2017 (001311) 01-001-0000-7200-5610-0000-7200-000-										
Total Invoice								Amount	3,041.56	
Direct Vendor		COTTONWOOD CUSTOM MIRROR&GLASS (000032/1) 3660 MAIN ST STE A COTTONWOOD, CA 96022								
2016/17	07/01/16		REPAIR GLASS RM #22	7715	08/08/16	Audit		167.43		167.43
2017 (001336) 01-020-0000-8110-5630-0000-8110-100-										
Total Invoice								Amount	167.43	
Direct Vendor		COTTONWOOD WATER DISTRICT (000002/1) PO BOX 2130 COTTONWOOD, CA 96022								
2016/17	07/21/16		WATER-CCCS PLAYFIELD	370808-CCCS	08/08/16	Audit		116.96		116.96
2017 (001309) 01-001-0000-8230-5510-0000-8200-000-										
2016/17	07/21/16		WATER CCCS	5963802	08/08/16	Audit		96.79		96.79
2017 (001309) 01-001-0000-8230-5510-0000-8200-000-										
2016/17	07/21/16		WATER-SCA	5963802-SCA	08/08/16	Audit		3.52		3.52
2017 (001309) 01-001-0000-8230-5510-0000-8200-000-										
2016/17	07/21/16		WATER- JULY	8306920	08/08/16	Audit		2,884.57		2,884.57
2017 (001309) 01-001-0000-8230-5510-0000-8200-000-										
Total Invoice								Amount	3,101.84	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

Page 4 of 22

Scheduled 08/08/2016 - 08/10/2016						Bank Account COUNTY - County				
Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		COUNTY OF SHASTA DEPT OF PUBLIC WORKS (000051/1) CSA DIV 1855 PLACER ST REDDING, CA 96001								
2016/17	07/31/16		SEWER FEE	00171700-7	08/08/16	Audit		2,325.60		2,325.60
		2017 (001308)	01-001-0000-8220-5510-0000-8200-000-							
2016/17	07/31/16		SEWER FEES-CCCS	00172860-7	08/08/16	Audit		1,495.96		1,495.96
		2017 (001308)	01-001-0000-8220-5510-0000-8200-000-							
2016/17	07/31/16		SEWER FEES-SCA	00172860-SCA	08/08/16	Audit		54.44		54.44
		2017 (001308)	01-001-0000-8220-5510-0000-8200-000-							
Total Invoice Amount								3,876.00		
AP Vendor		CPM EDUCATIONAL PROGRAM (000588/1) 9498 LITTLE RAPIDS WAY ELK GROVE, CA 95758								
FP	2016/17	07/29/16	R4817-00018	STUDENT	1603516-IN	08/09/16	Audit	1,635.82		1,635.82
				TEXTBOOKS						
		2017 (001142)	01-020-0000-1110-4210-1110-1000-000-							
Check #				BatchId		Check Date		PO# P4817-00018	Register #	
Total Invoice Amount								1,635.82		
AP Vendor		CROSS PETROLEUM (000083/1) PO BOX 492200 REDDING, CA 96049-2200								
2016/17	07/15/16	R4817-00103	FUEL FOR	CL40438	08/08/16	Audit		118.34		118.34
			VEHICLES							
		2017 (003195)	01-001-0000-0000-4601-0000-3600-000-							
		2017 (001250)	01-001-0000-8120-4510-0000-8110-100-			118.34				
		2017 (001889)	13-001-5310-0000-4510-0000-3700-000-							
Check #				BatchId		Check Date		PO# P4817-00103	Register #	
2016/17	07/31/16	R4817-00103	FUEL FOR	CL40714	08/08/16	Audit		93.60		93.60
			VEHICLES							
		2017 (003195)	01-001-0000-0000-4601-0000-3600-000-							
		2017 (001250)	01-001-0000-8120-4510-0000-8110-100-			93.60				
		2017 (001889)	13-001-5310-0000-4510-0000-3700-000-							
Check #				BatchId		Check Date		PO# P4817-00103	Register #	
Total Invoice Amount								211.94		

Selection

Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)

ESCAPE

ONLINE

Page 5 of 22

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

Page 5 of 22

Scheduled 08/08/2016 - 08/10/2016						Bank Account COUNTY - County				
Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		CSBA (000013/2) C/O WEST AMERICA BANK PO BOX 1450 SUISUN CITY, CA 94585-4450								
2016/17	05/16/16		GAMUT 16/17	26936-M3Y8V9	08/08/16	Audit		4,135.00		4,135.00
2017 (001358) 01-001-0000-7200-5801-0000-7200-000-										
Total Invoice Amount								4,135.00		
AP Vendor		EDMENTUM (000494/1) N.W. 7504 PO BOX 1450 MINNEAPOLIS, MN 55485-7504								
FP 2016/17	08/12/16	R4817-00076	READING EGGS PROGRAM	INV072378	08/08/16	Audit		2,880.00		2,880.00
2017 (001235) 01-050-6300-0000-4310-1110-1000-100-										
Check #		BatchId			Check Date		PO# P4817-00076		Register #	
Total Invoice Amount								2,880.00		
Direct Vendor		ENTERPRISE ELEM SCHOOL DIST. FOOD SERVICES (000163/1) 1155 MISTLETOE LN REDDING, CA 96002								
2016/17	07/01/16		LEADERSHIP BLUEPRINT (3)	INV17-00034	08/08/16	Audit		2,250.00		2,250.00
2017 (003858) 01-001-0000-0000-5210-0000-3140-000-						750.00				
2017 (001278) 01-020-0000-2700-5210-0000-2700-100-						750.00				
2017 (001286) 01-050-0000-2700-5210-0000-2700-100-						750.00				
Total Invoice Amount								2,250.00		
Direct Vendor		EPES (000339/1) 206 N ARMSTRONG BIXBY, OK 74008-4309								
2016/17	08/11/16		STUDENT BODY ACCT	8112016	08/08/16	Audit		126.00		126.00
2017 (001242) 01-020-0000-2700-4510-0000-2700-100-										
Total Invoice Amount								126.00		
AP Vendor		ESCAPE TECHNOLOGY (000720/1) 3721 DOUGLAS BLVD STE 250 ROSEVILLE, CA 96022								

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

Page 6 of 22

Scheduled 08/08/2016 - 08/10/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		ESCAPE TECHNOLOGY (000720/1)			(continued)					
FP	2016/17	08/01/16	R4817-00073	ESCAPE PAYROLL TRAINING	6315	08/08/16	Audit	350.00		350.00
2017 (001275) 01-001-0000-7200-5210-0000-7200-000-										
Check #		BatchId				Check Date		PO# P4817-00073		Register #
Total Invoice Amount								350.00		

AP Vendor		ESGI (000599/1) P.O. BOX 938 ELKHART, IN 46515									
FP	2016/17	07/25/16	R4817-00027	TESTING SOFTWARE LICENSES	14041	08/08/16	Audit	700.00		700.00	
2017 (001235) 01-050-6300-0000-4310-1110-1000-100-											
Check #		BatchId				Check Date		PO# P4817-00027		Register #	
Total Invoice Amount								700.00			

Direct Vendor			EWING IRRIGATION (000649/1) 3015 CROSSROADS DR REDDING, CA 96003							
	2016/17	07/01/16		IRRIGATION REPAIRS	1738581	08/08/16	Audit	180.78		180.78
2017 (001255) 01-050-0000-8110-4510-0000-8110-100-										
Total Invoice Amount								180.78		

Direct Vendor			FIRST NATIONAL BANK OMAHA MASTERCARD (000129/1) PO BOX 2818 OMAHA, NE 68103-2818							
	2016/17	07/25/16		SERVICE FEE	0725	08/09/16	Audit	36.91		36.91
2017 (001359) 01-001-0000-2700-5801-0000-2700-000-										
Total Invoice Amount								36.91		

Direct Vendor			FIRST NATIONAL BANK OMAHA VISA (000130/1) PO BOX 2818 OMAHA, NE 68103-2818							
	2016/17	07/13/16		PLC CONFERENCE STAFF	254874	08/09/16	Audit	652.13		652.13
2017 (003755) 01-020-3010-0000-5210-1110-1000-100-										
2017 (001287) 01-050-3010-0000-5210-1110-1000-100-										
							326.07			
							326.06			

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

Page 7 of 22

Scheduled 08/08/2016 - 08/10/2016								Bank Account COUNTY - County		
Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		FIRST NATIONAL BANK OMAHA VISA (000130/1) (continued)								
2016/17	07/29/16		STAFF BACK TO SCHOOL	237482	08/09/16	Audit		33.44		33.44
		2017 (001247)	01-001-0000-2700-4510-0000-2700-100-							
2016/17	07/29/16		STAFF MTG SUPPLIES	346576	08/10/16	Audit		69.12		69.12
		2017 (003223)	01-001-0000-0000-4510-0000-3600-100-							
2016/17	07/29/16		STAFF BACK TO SCHOOL	510517	08/09/16	Audit		87.33		87.33
		2017 (001247)	01-001-0000-2700-4510-0000-2700-100-							
2016/17	08/03/16		STAFF MEETING	145856	08/09/16	Audit		35.62		35.62
		2017 (001247)	01-001-0000-2700-4510-0000-2700-100-							
2016/17	08/03/16		STAFF BACK TO SCHOOL	372444	08/09/16	Audit		39.16		39.16
		2017 (001247)	01-001-0000-2700-4510-0000-2700-100-							
2016/17	08/08/16		NEGOTIATIONS	211760	08/09/16	Audit		39.36		39.36
		2017 (001381)	01-001-0000-7100-5813-0000-7100-000-							
Total Invoice Amount								956.16		
AP Vendor		FLOCABULARY (000670/1) 20 JAY STREET STE 520 BROOKLYN, NY 11201								
FP	2016/17	07/25/16	R4817-00035	DIGITAL SITE LICENSE	44606	08/08/16	Audit	1,600.00		1,600.00
		2017 (001182)	01-020-6300-0000-4310-1110-1000-100-							
Check #				BatchId		Check Date		PO# P4817-00035	Register #	
Total Invoice Amount								1,600.00		
Direct Vendor		FOLLETT EDUCATIONAL SERVICES (000186/2) PO BOX 98581 CHICAGO, IL 60693-8581								
2016/17	05/01/16		DESTINY LIBRARY	1221698	08/08/16	Audit		1,100.00		1,100.00
		2017 (001162)	01-020-1100-0000-4310-1110-1000-100-			550.00				
		2017 (001188)	01-050-1100-0000-4310-1110-1000-100-			550.00				
Total Invoice Amount								1,100.00		

Selection

Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)

ESCAPE

ONLINE!

Page 8 of 22

Scheduled 08/08/2016 - 08/10/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		HILLTOP MEDICAL CLINIC WEST (000725/1) 2123 EUREKA WAY REDDING, CA 96001								
2016/17	07/28/16		TRANS MED EX	160728	08/09/16	Audit		100.00		100.00
		2017 (003204) 01-001-0000-0000-5801-0000-3600-100-								
Total Invoice Amount								100.00		
AP Vendor		HOUGHTON MIFFLIN COMPANY (000025/2) 14046 COLLECTIONS CENTER DR CHICAGO, IL 60693								
FP 2016/17	07/20/16	R4817-00019	TEACHER RESOURCE PACKAGE	952431968	08/09/16	Audit		472.14		472.14
		2017 (001142) 01-020-0000-1110-4210-1110-1000-000-								
Check #		BatchId			Check Date		PO# P4817-00019		Register #	
FP 2016/17	07/25/16	R4817-00028	PSYCH MATERIALS	952425668	08/09/16	Audit		977.07		977.07
		2017 (001155) 01-001-6500-3120-4310-5001-3120-100-								
Check #		BatchId			Check Date		PO# P4817-00028		Register #	
Total Invoice Amount								1,449.21		
Direct Vendor		I-5 RENTALS (000313/1) 8443 COMMERCIAL WAY REDDING, CA 96002-3902								
2016/17	07/12/16		SCISSOR LIFT	106942	08/08/16	Audit		385.00		385.00
		2017 (001317) 01-001-0000-8110-5610-0000-8700-100-								
Total Invoice Amount								385.00		
AP Vendor		LAUNDRY WORLD (000141/1) PO BOX 98 ANDERSON, CA 96007								
2016/17	07/06/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	131637	08/08/16	Audit		23.65		23.65
		2017 (001306) 01-001-0000-8250-5510-0000-8200-000-								
Check #		BatchId			Check Date		PO# P4817-00102		Register #	
2016/17	07/06/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	131638	08/08/16	Audit		49.75		49.75
		2017 (001306) 01-001-0000-8250-5510-0000-8200-000-								
Check #		BatchId			Check Date		PO# P4817-00102		Register #	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

Page 9 of 22

Scheduled 08/08/2016 - 08/10/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		LAUNDRY WORLD (000141/1)	(continued)							(continued)
2016/17	07/06/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	131639	08/08/16	Audit		60.00		60.00
2017 (001306) 01-001-0000-8250-5510-0000-8200-000-										
Check #				BatchId		Check Date		PO# P4817-00102	Register #	
2016/17	07/13/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	131976	08/08/16	Audit		23.65		23.65
2017 (001306) 01-001-0000-8250-5510-0000-8200-000-										
Check #				BatchId		Check Date		PO# P4817-00102	Register #	
2016/17	07/13/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	131977	08/08/16	Audit		49.75		49.75
2017 (001306) 01-001-0000-8250-5510-0000-8200-000-										
Check #				BatchId		Check Date		PO# P4817-00102	Register #	
2016/17	07/13/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	131978	08/08/16	Audit		60.00		60.00
2017 (001306) 01-001-0000-8250-5510-0000-8200-000-										
Check #				BatchId		Check Date		PO# P4817-00102	Register #	
2016/17	07/20/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	132278	08/08/16	Audit		23.65		23.65
2017 (001306) 01-001-0000-8250-5510-0000-8200-000-										
Check #				BatchId		Check Date		PO# P4817-00102	Register #	
2016/17	07/20/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	132279	08/08/16	Audit		49.75		49.75
2017 (001306) 01-001-0000-8250-5510-0000-8200-000-										
Check #				BatchId		Check Date		PO# P4817-00102	Register #	
2016/17	07/20/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	132280	08/08/16	Audit		60.00		60.00
2017 (001306) 01-001-0000-8250-5510-0000-8200-000-										
Check #				BatchId		Check Date		PO# P4817-00102	Register #	
2016/17	07/27/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	132596	08/08/16	Audit		23.65		23.65
2017 (001306) 01-001-0000-8250-5510-0000-8200-000-										
Check #				BatchId		Check Date		PO# P4817-00102	Register #	
2016/17	07/27/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	132597	08/08/16	Audit		49.75		49.75
2017 (001306) 01-001-0000-8250-5510-0000-8200-000-										
Check #				BatchId		Check Date		PO# P4817-00102	Register #	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

Page 10 of 22

Scheduled 08/08/2016 - 08/10/2016							Bank Account COUNTY - County			
Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		LAUNDRY WORLD (000141/1)			(continued)		(continued)			
2016/17	07/27/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	132598	08/08/16	Audit		60.00		60.00
Check #		2017 (001306) 01-001-0000-8250-5510-0000-8200-000-		BatchId		Check Date		PO# P4817-00102		Register #
2016/17	08/03/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	132912	08/08/16	Audit		23.65		23.65
Check #		2017 (001306) 01-001-0000-8250-5510-0000-8200-000-		BatchId		Check Date		PO# P4817-00102		Register #
2016/17	08/03/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	132913	08/08/16	Audit		49.75		49.75
Check #		2017 (001306) 01-001-0000-8250-5510-0000-8200-000-		BatchId		Check Date		PO# P4817-00102		Register #
2016/17	08/03/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	132914	08/08/16	Audit		60.00		60.00
Check #		2017 (001306) 01-001-0000-8250-5510-0000-8200-000-		BatchId		Check Date		PO# P4817-00102		Register #
Total Invoice Amount								667.00		
Direct Vendor		LOGO U.S.A. (000155/1) PO BOX 2070 COTTONWOOD, CA 96022								
2016/17	07/12/16		LANYARDS - NORTH	11527	08/09/16	Audit		389.44		389.44
		2017 (001257) 01-050-0000-2700-4510-0000-2700-100-								
Total Invoice Amount								389.44		
Direct Vendor		MAILFINANCE (000302/1) 25881 NETWORK PLACE CHICAGO, IL 60673-1258								
2016/17	07/01/16		POSTAGE METER	N5984106R	08/09/16	Audit		296.24		296.24
		2017 (001311) 01-001-0000-7200-5610-0000-7200-000-								
Total Invoice Amount								296.24		
AP Vendor		MCGRAW HILL INC SCHOOL PUBLISHING COMPANY (000008/2) PO BOX 894190 LOS ANGELES, CA 90189-4190								
FP 2016/17	07/18/16	R4817-00005	GRADES 6-8 STUDY SYNC CURRICULUM	92772080001	08/09/16	Audit		1,084.25		1,084.25
Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)										
									ESCAPE	ONLINE
Page 11 of 22										

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

Page 11 of 22

Scheduled 08/08/2016 - 08/10/2016							Bank Account COUNTY - County			
Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			MCGRAW HILL INC SCHOOL PUBLISHING COMPANY (000008/2) (continued)							
FP	2016/17	07/18/16	R4817-00005	GRADES 6-8 STUDY SYNC CURRICULUM	92772080001 (continued)	08/09/16	Audit	(continued)		
		2017 (003279)	01-001-0000-7156-4140-1110-1000-100-							
		Check #			BatchId			Check Date	PO# P4817-00005	Register #
	2016/17	07/19/16	R4817-00005	GRADES 6-8 STUDY SYNC CURRICULUM	92771074001	08/09/16	Audit	57,737.93		57,737.93
		2017 (003279)	01-001-0000-7156-4140-1110-1000-100-							
		Check,#			BatchId			Check Date	PO# P4817-00005	Register #
Total Invoice Amount								58,822.18		
Direct Vendor			MENDES SUPPLY (000656/1) 1030 W DEL NORTE ST EUREKA, CA 95501							
	2016/17	07/05/16		CARPET CLEANER	R012735	08/10/16	Audit	125.00		125.00
		2017 (001313)	01-020-0000-2700-5610-0000-2700-100-							
		2017 (001320)	01-050-0000-2700-5610-0000-2700-100-							
Total Invoice Amount								125.00		
AP Vendor			MobyMax (000564/1) PO BOX 392385 PITTSBURGH, PA 15251							
FP	2016/17	07/25/16	R4817-00041	SCHOOL SITE LICENSE	68344	08/08/16	Audit	699.00		699.00
		2017 (001182)	01-020-6300-0000-4310-1110-1000-100-							
		Check #			BatchId			Check Date	PO# P4817-00041	Register #
Total Invoice Amount								699.00		
Direct Vendor			MT. SHASTA SPRING WATER (000036/1) 1878 TWIN VIEW BLVD REDDING, CA 96003-1501							
	2016/17	07/20/16		WATER TRANS	172585	08/08/16	Audit	13.65		13.65
		2017 (003223)	01-001-0000-0000-4510-0000-3600-100-							
	2016/17	07/20/16		WATER	172588	08/08/16	Audit	7.50		7.50
		2017 (001247)	01-001-0000-2700-4510-0000-2700-100-							
Total Invoice Amount								21.15		
Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)										
									ESCAPE	ONLINE
Page 12 of 22										

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

Page 12 of 22

Scheduled 08/08/2016 - 08/10/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			NEWEGG.COM (000268/1) 9997 E ROSE HILLS RD WHITTIER, CA 90601							
FP	2016/17	08/03/16	R4817-00015	XPS 13 LAPTOP	1202022282	08/09/16	Audit	2,097.46		2,097.46
			2017 (001159)	01-020-1100-2420-4310-0000-2420-100-			1,048.73			
			2017 (001189)	01-050-1100-2420-4310-1110-1000-100-			1,048.73			
	Check #			BatchId		Check Date		PO# P4817-00015	Register #	
Total Invoice Amount								2,097.46		
Direct Vendor			NORTHSTATE MECHANICAL SERVICES (000054/1) PO BOX 494996 REDDING, CA 96049							
	2016/17	07/19/16		REPAIR UNIT ROOM	324192	08/08/16	Audit	371.17		371.17
			2017 (001329)	01-030-0000-8110-5630-0000-8110-100-						
	2016/17	07/21/16		COOLER BAND	324198	08/08/16	Audit	1,058.38		1,058.38
			2017 (001336)	01-020-0000-8110-5630-0000-8110-100-						
Total Invoice Amount								1,429.55		
AP Vendor			ORIENTAL TRADING CO (000603/1) P.O. BOX 2308 OMAHA, NE 68103-2308							
FP	2016/17	08/02/16	R4817-00091	BACK TO SCHOOL	678855206-01	08/09/16	Audit	233.81	17.54	251.35
			2017 (001359)	01-001-0000-2700-5801-0000-2700-000-			251.35			
	Check #			BatchId		Check Date		PO# P4817-00091	Register #	
Total Invoice Amount								233.81		
Direct Vendor			PACIFIC GAS AND ELECTRIC CO (000007/1) BOX 997300 SACRAMENTO, CA 95899-7300							
	2016/17	08/04/16		ELEC JULY	080416	08/10/16	Audit	16,103.93		16,103.93
			2017 (001307)	01-001-0000-8260-5510-0000-8200-000-						
	2016/17	08/04/16		ELEC JULY CCCS	080416CCCS	08/10/16	Audit	1,846.02		1,846.02
			2017 (001307)	01-001-0000-8260-5510-0000-8200-000-						
	2016/17	08/04/16		ELEC JULY SCA	080416SCA	08/10/16	Audit	67.18		67.18
			2017 (001307)	01-001-0000-8260-5510-0000-8200-000-						
	2016/17	08/10/16		ELEC CAFE JULY	081016	08/10/16	Audit	2,251.53		2,251.53
Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)										
								ESCAPE	ONLINE	
Page 13 of 22										

ESCAPE ONLINE

Page 13 of 22

Scheduled 08/08/2016 - 08/10/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		PACIFIC GAS AND ELECTRIC CO (000007/1)		(continued)						(continued)

2016/17	08/10/16		ELEC CAFE JULY	081016 (continued)	08/10/16	Audit		(continued)		
---------	----------	--	----------------	--------------------	----------	-------	--	-------------	--	--

2017 (001307)	01-001-0000-8260-5510-0000-8200-000-
---------------	--------------------------------------

Total Invoice Amount	20,268.66
----------------------	-----------

AP Vendor	PALO SPORTS (000643/1)
	11711 S. AUSTIN AVENUE
	ALSIP, IL 60803

FP	2016/17	07/25/16	R4817-00021	PE EQUIPMENT	236128-00	08/09/16	Audit	57.99	7.50	65.49
----	---------	----------	-------------	--------------	-----------	----------	-------	-------	------	-------

2017 (001162)	01-020-1100-0000-4310-1110-1000-100-
---------------	--------------------------------------

Check #	BatchId	Check Date	PO# P4817-00021	Register #
---------	---------	------------	-----------------	------------

2016/17	07/25/16	R4817-00021	PE EQUIPMENT	236128-01	08/09/16	Audit	371.18	27.84	399.02
---------	----------	-------------	--------------	-----------	----------	-------	--------	-------	--------

2017 (001162)	01-020-1100-0000-4310-1110-1000-100-
---------------	--------------------------------------

Check #	BatchId	Check Date	PO# P4817-00021	Register #
---------	---------	------------	-----------------	------------

Total Invoice Amount	429.17
----------------------	--------

Direct Vendor	PERFECT POOL & SPA (000439/1)
	PO BOX 491975
	REDDING, CA 96049

2016/17	07/01/16		POOL CHEMICALS	26878	08/08/16	Audit	2,525.18		2,525.18
---------	----------	--	----------------	-------	----------	-------	----------	--	----------

2017 (001254)	01-001-0000-8210-4510-0000-8200-100-
---------------	--------------------------------------

2016/17	07/25/16		POOL CHEMICALS	27456	08/08/16	Audit	141.00		141.00
---------	----------	--	----------------	-------	----------	-------	--------	--	--------

2017 (001254)	01-001-0000-8210-4510-0000-8200-100-
---------------	--------------------------------------

2016/17	08/01/16		POOL CHEMICALS	27414	08/08/16	Audit	2,812.31		2,812.31
---------	----------	--	----------------	-------	----------	-------	----------	--	----------

2017 (001254)	01-001-0000-8210-4510-0000-8200-100-
---------------	--------------------------------------

Total Invoice Amount	5,478.49
----------------------	----------

AP Vendor	PREMIER AGENDAS (000097/2)
	MB UNIT 67-3106
	CHICAGO, IL 60695-3106

FP	2016/17	07/25/16	R4817-00022	PLANNERS	204500465752	08/09/16	Audit	1,903.16		1,903.16
----	---------	----------	-------------	----------	--------------	----------	-------	----------	--	----------

2017 (001162)	01-020-1100-0000-4310-1110-1000-100-
---------------	--------------------------------------

Check #	BatchId	Check Date	PO# P4817-00022	Register #
---------	---------	------------	-----------------	------------

Total Invoice Amount	1,903.16
----------------------	----------

Direct Vendor	PROFESSIONAL EXTERMINATORS (000403/1)
	PO BOX 991507
	REDDING, CA 96099

2016/17	07/20/16		PEST CONTROL	0092195	08/09/16	Audit	40.00		40.00
---------	----------	--	--------------	---------	----------	-------	-------	--	-------

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)

ESCAPE	ONLINE
--------	--------

Page 14 of 22

Scheduled 08/08/2016 - 08/10/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		PROFESSIONAL EXTERMINATORS (000403/1) (continued)								
2016/17	07/20/16		PEST CONTROL	0092195 (continued)	08/09/16	Audit		(continued)		
		2017 (001336)	01-020-0000-8110-5630-0000-8110-100-							
Total Invoice Amount								40.00		
Direct Vendor		RAY MORGAN COMPANY (000561/1) 3131 ESPLANADE CHICO, CA 95973								
2016/17	07/19/16		COPIES	1296672	08/09/16	Audit		160.34		160.34
		2017 (001312)	01-020-1100-1120-5610-1110-1000-100-			80.17				
		2017 (001321)	01-050-1100-1120-5610-1110-1000-100-			80.17				
FP	2016/17	07/21/16	R4817-00025	STAPLES	1300026	08/08/16	Audit	151.15		151.15
		2017 (001242)	01-020-0000-2700-4510-0000-2700-100-							
	Check #			BatchId		Check Date		PO# P4817-00025		Register #
Total Invoice Amount								311.49		
AP Vendor		RENAISSANCE LEARNING INC. (000134/2) PO BOX 64910 ST. PAUL, MN 55164-0910								
2016/17	07/07/16	R4817-00009	RENEWAL; RENAISSANCE LEARNING 2016/17	4256773	08/08/16	Audit		1,250.00		1,250.00
		2017 (001182)	01-020-6300-0000-4310-1110-1000-100-			533.53				
		2017 (001341)	01-030-0000-2700-5630-0000-2700-100-			313.71				
		2017 (001235)	01-050-6300-0000-4310-1110-1000-100-			402.76				
	Check #			BatchId		Check Date		PO# P4817-00009		Register #
2016/17	07/07/16	R4817-00009	RENEWAL; RENAISSANCE LEARNING 2016/17	4256774	08/08/16	Audit		8,803.40		8,803.40
		2017 (001182)	01-020-6300-0000-4310-1110-1000-100-			8,803.40				
		2017 (001341)	01-030-0000-2700-5630-0000-2700-100-							
		2017 (001235)	01-050-6300-0000-4310-1110-1000-100-							
	Check #			BatchId		Check Date		PO# P4817-00009		Register #
2016/17	07/07/16	R4817-00009	RENEWAL; RENAISSANCE LEARNING 2016/17	4256776	08/08/16	Audit		6,543.60		6,543.60
		2017 (001182)	01-020-6300-0000-4310-1110-1000-100-			6,543.60				
		2017 (001341)	01-030-0000-2700-5630-0000-2700-100-							
		2017 (001235)	01-050-6300-0000-4310-1110-1000-100-							
	Check #			BatchId		Check Date		PO# P4817-00009		Register #
Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)										
								ESCAPE	ONLINE	
Page 15 of 22										

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page
Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

Page 15 of 22

Scheduled 08/08/2016 - 08/10/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		RENAISSANCE LEARNING INC. (000134/2)		(continued)						(continued)

FP	2016/17	07/07/16	R4817-00009	RENEWAL; RENAISSANCE LEARNING 2016/17	4256777	08/08/16	Audit	5,004.56		5,004.56
			2017 (001182)	01-020-6300-0000-4310-1110-1000-100-						
			2017 (001341)	01-030-0000-2700-5630-0000-2700-100-			5,004.56			
			2017 (001235)	01-050-6300-0000-4310-1110-1000-100-						
Check #		BatchId		Check Date		PO# P4817-00009		Register #		

Total Invoice Amount 21,601.56

AP Vendor
RTC (000584/1)
9734 TANQUERAY CT
REDDING, CA 96003

FP	2016/17	08/05/16	R4817-00079	MAKERSPACE	47826	08/10/16	Audit	888.00	888.00
				ELECTIVE					
			2017 (001340)	01-020-0000-1110-5630-1110-1000-100-					
	Check #			BatchId		Check Date	PO# P4817-00079	Register #	
						Total Invoice Amount	888.00		

Direct Vendor
RYAN DOUGLAS STOCKTON (000526/3)
22119 RED BUD LANE
PALO CEDRO, CA 96073

2016/17	07/04/16		LAWN SERVICE	1139	08/09/16	Audit	750.00		750.00
		2017 (001336)	01-020-0000-8110-5630-0000-8110-100-			375.00			
		2017 (001326)	01-050-0000-8110-5630-0000-8110-100-			375.00			
2016/17	07/10/16		LAWN SERVICE	1142	08/09/16	Audit	750.00		750.00
		2017 (001336)	01-020-0000-8110-5630-0000-8110-100-			375.00			
		2017 (001326)	01-050-0000-8110-5630-0000-8110-100-			375.00			
2016/17	07/16/16		LAWN SERVICE	1143	08/09/16	Audit	750.00		750.00
		2017 (001336)	01-020-0000-8110-5630-0000-8110-100-			375.00			
		2017 (001326)	01-050-0000-8110-5630-0000-8110-100-			375.00			
2016/17	07/24/16		LAWN SERVICE	1144	08/09/16	Audit	750.00		750.00
		2017 (001336)	01-020-0000-8110-5630-0000-8110-100-			375.00			
		2017 (001326)	01-050-0000-8110-5630-0000-8110-100-			375.00			
2016/17	07/29/16		LAWN SERVICE	1147	08/09/16	Audit	750.00		750.00
		2017 (001336)	01-020-0000-8110-5630-0000-8110-100-			375.00			
		2017 (001326)	01-050-0000-8110-5630-0000-8110-100-			375.00			
2016/17	08/07/16		LAWN SERVICE	1168	08/09/16	Audit	750.00		750.00
		2017 (001336)	01-020-0000-8110-5630-0000-8110-100-			375.00			

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

Page 16 of 22

Scheduled 08/08/2016 - 08/10/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		RYAN DOUGLAS STOCKTON (000526/3)		(continued)						(continued)
2016/17	08/07/16		LAWN SERVICE	1188 (continued)	08/09/16	Audit		(continued)		
		2017 (001326)	01-050-0000-8110-5630-0000-8110-100-			375.00				
Total Invoice Amount								4,500.00		

AP Vendor	SAN JOAQUIN COUNTY OF ED (000553/1) P.O. BOX 213030 STOCKTON, CA 95213-9030									
FP	2016/17	08/01/16	R4817-00093	ANNUAL MEMBERSHIP FEES 16-17	46543	08/08/16	Audit	450.00		450.00
			2017 (001358)	01-001-0000-7200-5801-0000-7200-000-						
Check #				BatchId		Check Date		PO# P4817-00093	Register #	
Total Invoice Amount								450.00		

Direct Vendor	SCHOOLINFOAPP (000581/1) P.O. BOX 2144 RUSTON, LA 71273									
	2016/17	07/01/16		16/17	2897	08/09/16	Audit	499.00		499.00
			2017 (003156)	01-001-0000-2420-5801-0000-2420-100-						
Total Invoice Amount								499.00		

Direct Vendor	SHASTA CO OFFICE OF EDUCATION (000055/1) 1644 MAGNOLIA AVE REDDING, CA 96001									
	2016/17	08/03/16		FINGERPRINTING	INV17-00092	08/09/16	Audit	72.00		72.00
			2017 (001360)	01-001-0000-7207-5801-0000-7200-000-						
Total Invoice Amount								72.00		

Direct Vendor	SI&A DEPOSITS (000165/1) PO BOX 101127 PASADENA, CA 91189-1127									
	2016/17	07/01/16		FY 2016/17	0135195	08/09/16	Audit	2,250.00		2,250.00
			2017 (001359)	01-001-0000-2700-5801-0000-2700-000-						
Total Invoice Amount								2,250.00		

AP Vendor	SIERRA PRINTING (000058/1) PO BOX 619 COTTONWOOD, CA 96022-0619									
-----------	---	--	--	--	--	--	--	--	--	--

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

Page 17 of 22

Scheduled 08/08/2016 - 08/10/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		SIERRA PRINTING (000058/1)	(continued)							
FP	2016/17	08/04/16	R4817-00024	OFFICE STUDENT FORMS	14598	08/09/16	Audit	191.34		191.34
2017 (001242) 01-020-0000-2700-4510-0000-2700-100-										
Check #				BatchId		Check Date		PO# P4817-00024		Register #
Total Invoice Amount								191.34		

Direct Vendor	STATE OF CALIFORNIA DEPARTMENT OF JUSTICE (000111/1) ACCOUNTING OFFICE PO BOX 944255 SACRAMENTO, CA 94244-2550									
	2016/17	08/05/16		FINGERPRINTING	179519	08/09/16	Audit	194.00		194.00
2017 (001360) 01-001-0000-7207-5801-0000-7200-000-										
Total Invoice Amount								194.00		

Direct Vendor	STATE TEACHERS RETIREMENT SYST (000446/1) ATTN CASH RECEIPTS PO BOX 15275 SACRAMENTO, CA 95851-0275									
	2016/17	07/31/16		PAYMENT # 6 OF 8	882273239873	08/10/16	Audit	8,759.55		8,759.55
							1,746.37			
							7,013.18			
Total Invoice Amount								8,759.55		

Direct Vendor	TEHAMA CO LOCK AND SECURITY ANDERSON LOCK & SAFE (000229/1) 1015 Walnut St. RED BLUFF, CA 96080									
	2016/17	07/07/16		KEYS	30050	08/09/16	Audit	9.65		9.65
2017 (001253) 01-050-0000-8200-4510-0000-8200-100-										
Total Invoice Amount								9.65		

Direct Vendor	US BANK EQUIPMENT FINANCE (000558/1) P.O. BOX 790448 ST LOUIS, MO 63179-0448									
	2016/17	07/01/16		COPIER LEASE	308159920	08/09/16	Audit	1,089.62		1,089.62
							544.81			
							544.81			
	2016/17	08/01/16		COPIER LEASE AUG	310314703	08/09/16	Audit	1,089.62		1,089.62

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)

ESCAPE ONLINE!

Page 18 of 22

Scheduled 08/08/2016 - 08/10/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		US BANK EQUIPMENT FINANCE (000558/1)		(continued)		(continued)				
2016/17	08/01/16		COPIER LEASE AUG	310314703 (continued)	08/09/16	Audit		(continued)		
	2017	(001312)	01-020-1100-1120-5610-1110-1000-100-			544.81				
	2017	(001321)	01-050-1100-1120-5610-1110-1000-100-			544.81				
Total Invoice Amount								2,179.24		
Direct Vendor		VALLEY WEST ACE HARDWARE (000241/1) 20639 GAS POINT RD COTTONWOOD, CA 96022								
2016/17	07/06/16		MAINT SUPPLIES	053140	08/09/16	Audit		28.21		28.21
	2017	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	07/07/16		MAINT SUPPLIES	053148	08/09/16	Audit		10.71		10.71
	2017	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	07/07/16		MAINT SUPPLIES	053153	08/09/16	Audit		9.66		9.66
	2017	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	07/11/16		MAINT SUPPLIES	053177	08/09/16	Audit		51.04		51.04
	2017	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	07/11/16		MAINT SUPPLIES	053178	08/09/16	Audit		20.41		20.41
	2017	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	07/12/16		MAINT SUPPLIES	053186	08/09/16	Audit		18.79		18.79
	2017	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	07/12/16		MAINT SUPPLIES	053191	08/09/16	Audit		34.37		34.37
	2017	(001255)	01-050-0000-8110-4510-0000-8110-100-							
2016/17	07/13/16		MAINT SUPPLIES	053199	08/09/16	Audit		3.53		3.53
	2017	(001255)	01-050-0000-8110-4510-0000-8110-100-							
2016/17	07/14/16		MAINT SUPPLIES	053215	08/09/16	Audit		6.44		6.44
	2017	(001255)	01-050-0000-8110-4510-0000-8110-100-							
2016/17	07/19/16		MAINT SUPPLIES	053254	08/09/16	Audit		35.98		35.98
	2017	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	07/20/16		MAINT SUPPLIES	053264	08/09/16	Audit		40.26		40.26
	2017	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	07/21/16		MAINT SUPPLIES	053288	08/09/16	Audit		11.90		11.90
	2017	(001255)	01-050-0000-8110-4510-0000-8110-100-							
2016/17	07/26/16		MAINT SUPPLIES	053335	08/09/16	Audit		26.37		26.37
	2017	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	07/28/16		MAINT SUPPLIES	053374	08/09/16	Audit		35.44		35.44

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

Page 19 of 22

Scheduled 08/08/2016 - 08/10/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor			VALLEY WEST ACE HARDWARE (000241/1)				(continued)			
2016/17	07/28/16		MAINT SUPPLIES	053374 (continued)	08/09/16	Audit		(continued)		
		2017 (001255)	01-050-0000-8110-4510-0000-8110-100-							
2016/17	07/28/16		MAINT SUPPLIES	053375	08/09/16	Audit		37.59		37.59
		2017 (001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	07/29/16		MAINT SUPPLIES	053397	08/09/16	Audit		18.80		18.80
		2017 (001255)	01-050-0000-8110-4510-0000-8110-100-							
Total Invoice Amount								389.50		
Direct Vendor			VERIZON WIRELESS (000208/2) P.O. BOX 660108 DALLAS, TX 75266-0108							
2016/17	07/26/16		SERVICE	9769398592	08/09/16	Audit		1.98		1.98
		2017 (001384)	01-001-0000-7200-5910-0000-7200-000-							
Total Invoice Amount								1.98		
AP Vendor			VIRCO (000427/1) 2027 HARPERS WAY TORRANCE, CA 90501							
FP	2016/17	07/25/16	R4817-00011	CLASSROOM CHAIRS/DESKS	91697888	08/08/16	Audit	19,415.25		19,415.25
			2017 (001153)	01-001-0000-1110-4310-1110-1000-100-						
Check #		BatchId			Check Date		PO# P4817-00011		Register #	
Total Invoice Amount								19,415.25		
Direct Vendor			WILGUS FIRE CONTROL, INC. (000660/1) 1703 SONOMA ST REDDING, CA 96001							
2016/17	07/19/16		EXTINGUISHERS - BUSES	112568	08/09/16	Audit		319.50		319.50
		2017 (003205)	01-001-0000-0000-5630-0000-3600-000-							
Total Invoice Amount								319.50		
AP Vendor			WONDERLAND SIGNS, INC. (000702/1) 3316 S MARKET ST REDDING, CA 96001							
FP	2016/17	08/01/16	R4817-00077	VALEDICTORIAN SIGN	12029	08/08/16	Audit	212.19		212.19
			2017 (001335)	01-020-0000-2700-5630-0000-2700-100-						
Check #		BatchId			Check Date		PO# P4817-00077		Register #	
Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page Break by Check? = N, Zero? = Y)										
									ESCAPE	ONLINE
Page 20 of 22										

ESCAPE ONLINE

Page 20 of 22

Scheduled 08/08/2016 - 08/10/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		WONDERLAND SIGNS, INC. (000702/1)		(continued)						

Total Invoice Amount 212.19

Direct Vendor
 WORLD TELECOM, INC (000509/1)
 1819 KEYSTONE CT
 REDDING, CA 96003

2016/17	07/05/16	PHONE WORK ORDER	15514	08/09/16	Audit	237.50	237.50
---------	----------	------------------	-------	----------	-------	--------	--------

2017 (001343) 01-001-0000-8200-5630-0000-8200-000-

Total Invoice Amount 237.50

EXPENSES BY FUND - Bank Account COUNTY

Fund	Expense	Cash Balance	Difference
01	190,355.29	138,507.77-	328,863.06-
13		245.58	245.58
Total	190,355.29		

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page
 Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

Page 21 of 22

Scheduled 08/08/2016 - 08/10/2016

Bank Account COUNTY - County

Number of Payments	134
Number of Checks	60
Total Check Amount	\$190,169.84
Total Unpaid Sales Tax	\$185.45
Total Expense Amount	\$190,355.29

CHECK AMOUNT DISTRIBUTION COUNTS

\$0 - \$99	6
\$100 - \$499	24
\$500 - \$999	6
\$1,000 - \$4,999	18
\$5,000 - \$9,999	2
\$10,000 - \$14,999	
\$15,000 - \$99,999	4
\$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

? denotes check name different than payment name

FP denotes Final Payment

APPROVAL AUGUST 16, 2016

Report Totals -	Number of Payments	134	Number of Checks	60	Total Check Amount	190,169.84
-----------------	--------------------	-----	------------------	----	--------------------	------------

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 011676, Page
Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

Page 22 of 22

2016 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

☐ An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- ☐ Include new positions
- ☐ Revise disclosure categories
- ☐ Revise the titles of existing positions
- ☐ Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- ☐ Other (*describe*) _____

☐ The code is currently under review by the code reviewing body.

☐ No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 3, 2016**, or by the date specified by your agency, if earlier, to:

**SHASTA COUNTY
CLERK OF THE
BOARD OF SUPERVISORS**
1450 Court Street, Suite 308B
Redding, CA 96001-1673

COTTONWOOD UNION SCHOOL DISTRICT
PERSONNEL REQUEST FORM

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

Job Title/Classification: Instruction Aide New Position ☒ Vacant Position ☐ Change ☐

Position Justification: (Program/Action Plan) Morning Aide for PBIS supervision on campus and on the playground. Will also help as a fill in aide for absent aides, 2/3 Combo class.

Desired Qualifications: Paraprofessional Certificate
Skills/Abilities: _____
Amount of experience desired: _____
Certification/Licenses Needed: _____

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

Daily Working Hours: from TBA to _____ Hours per day: 3.75

Worksite: North Assignment START date: 2016/2017 School Year

Work Months Per Year ☒ 11 month ☐ 12 month

Employee Replaced: _____ Supervisor: Don Ray

Signature of Requesting Supervisor: Don Ray Date: 7/28/16

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

Chief Business Official's Approval for Budget: _____ Date: _____

Superintendent's Approval to Post/Advertise: _____ Date: _____

(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.)

DA10/5/15

COTTONWOOD UNION SCHOOL DISTRICT
PERSONNEL REQUEST FORM

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

Job Title/Classification: Inst. Aide New Position ☒ Vacant Position ☐ Change ☐

Position Justification: (Program/Action Plan) student services room to provide support.

Desired Qualifications:

Skills/Abilities: Paraprofessional certification

Amount of experience desired: _____

Certification/Licenses Needed: _____

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

Daily Working Hours: from 7:45 to 12:30 Hours per day: 3.75

Worksite: West Cottonwood Assignment START date: 8-18-16

Work Months Per Year ☒ 11 month ☐ 12 month

Employee Replaced: N/A Supervisor: Terri Wright

Signature of Requesting Supervisor: [Signature] Date: 8-10-16

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

Chief Business Official's Approval for Budget: [Signature] Date: 8-10-16

Superintendent's Approval to Post/Advertise: _____ Date: _____

(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.)

DA10/5/15

COTTONWOOD UNION SCHOOL DISTRICT
PERSONNEL REQUEST FORM

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

Job Title/Classification: Elective Instructor New Position ☒ Vacant Position ☐ Change ☐

Position Justification: (Program/Action Plan) New electives for 2016/2017 school year
Cooking Class Elective

Desired Qualifications:

Skills/Abilities: Knowledge of Cooking

Amount of experience desired: _____

Certification/Licenses Needed: None but teaching credential would be helpful

Position is ☐ Permanent ☒ Temporary - from 2016 to 2017 ☐ Long Term Sub from _____ to _____
School Year

Daily Working Hours: from 2:00 to 3:00 Hours per day: 1

Worksite: West Cottonwood Assignment START date: Sept 6th

Work Months Per Year ☒ 11 month ☐ 12 month

Employee Replaced: New position Supervisor: Christine Hill

Signature of Requesting Supervisor: [Signature] Date: 8/11/16

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

Chief Business Official's Approval for Budget: [Signature] Date: 8/11/16

Superintendent's Approval to Post/Advertise: _____ Date: _____

(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.)

DA10/5/15

COTTONWOOD UNION SCHOOL DISTRICT
PERSONNEL REQUEST FORM

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

Job Title/Classification: Elective Instructor New Position ☒ Vacant Position ☐ Change ☐

Position Justification: (Program/Action Plan) New electives for 2016/2017 School year
Performing Arts

Desired Qualifications:

Skills/Abilities: Experience with music & dance

Amount of experience desired: _____

Certification/Licenses Needed: None, but teaching credential would be helpful

Position is ☐ Permanent ☒ Temporary - from 2016 to 2017 ☐ Long Term Sub from _____ to _____

Daily Working Hours: from 2:00 to 3:00 Hours per day: 1

Worksite: _____ Assignment START date: Sept 6th

Work Months Per Year ☒ 11 month ☐ 12 month

Employee Replaced: New position

Supervisor: Bryan McAlpin

Signature of Requesting Supervisor: [Signature] Date: 8/11/16

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

Chief Business Official's Approval for Budget: [Signature] Date: 8/11/16

Superintendent's Approval to Post/Advertise: _____ Date: _____

(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.)

DA10/5/15

2016-17 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca16asstoc.asp>.

CDE Program Contact:

Joy Paull, jpaull@cde.ca.gov, 916-319-0297

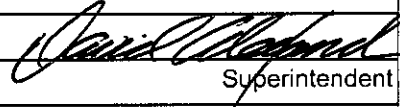
LEA Plan

An LEA that receives Title I funds and is in Program Improvement corrective action must certify that its LEA Plan, including any Addenda to the Plan, is current and provide the local online web address for their LEA Plan. An LEA that receives Title III funds must upload the Title III LEA Plan Performance Goal 2 to the California Department of Education Monitoring Tool (CMT) at <https://cmt.cde.ca.gov/cmt/logon.aspx>.

State Board of Education approval date	9/11/2003
LEA Plan Web page (format http://SomeWebsiteName.xxx)	http://www.cwusd.com/

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to have the use of these funds reviewed and/or audited according to the standards and criteria set forth in the California Department of Education's Categorical Program Monitoring (CPM) Manual. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this page are on file.

Authorized Representative's Full Name	David Alexander
Authorized Representative's Signature	
Authorized Representative's Title	Superintendent
Authorized Representative Signature Date	06/16/2016

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2016-17 Protected Prayer Certification

ESEA Section 9524(b) specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov, 916-319-0269

Protected Prayer Certification Statement

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	David Alexander
Authorized Representative Title	Superintendent
Authorized Representative Signature Date	06/14/2016
Comment	
If the LEA is not able to certify at this time an explanation must be provided in the Comment field. (Maximum 500 characters)	

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2016-17 Application for Funding**CDE Program Contact:**Education Data Office, ConApp@cde.ca.gov, 916-319-0297**Local Governing Board Approval**

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	06/28/2016
---	------------

District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	
DELAC review date	
Meeting minutes web address Please enter the Web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)	Not applicable

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Title I Part A (Basic Grant) ESEA Sec. 1111 et seq. SACS 3010	Yes
Title I Part D (Delinquent) ESEA Sec. 1401 SACS 3025	No
Title II Part A (Educator Quality) ESEA Sec. 2101 SACS 4035	Yes
Title III Part A Immigrant ESEA Sec. 3102 SACS 4201	No
Title III Part A LEP (English Learner)	No

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2016-17 Application for Funding

CDE Program Contact:

Education Data Office, ConApp@cde.ca.gov, 916-319-0297

ESEA Sec. 3102 SACS 4203	
-----------------------------	--

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2016-17 Substitute System for Time Accounting

This certification may be used by auditors and by CDE oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the LEA submits and certifies this data collection.

CDE Program Contact:

Julie Brucklacher, Financial Accountability and Info Srv Office, jbruckla@cde.ca.gov, 916-327-0858

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Additional information on the predetermined schedule substitute system of time accounting can be found at <http://www.cde.ca.gov/fg/ac/co/timeaccounting2013.asp>. Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the Web at <http://www.cde.ca.gov/fg/ac/sa/>.

2016-17 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2015-16 Title I, Part A School Program Improvement Activities

Per ESEA Section 1116, LEAs must report school level Program Improvement (PI) activities related to Title I, Part A. This includes, but is not limited to, student participation and PI compliance activities based on the number of years a school is in PI status.

CDE Program Contact:

Jacqueline Matranga, District Innovation and Improvement Office, jmatranga@cde.ca.gov, 916-445-4905
Mindi Yates, Title I Policy and Program Guidance Office, myates@cde.ca.gov, 916-319-0789

North Cottonwood (45 69955 45699550111393)

PI Year	3
Number of students in PI school who applied for public school choice provisions of ESEA Section 1116	0
Number of new and continuing students who transferred under ESEA	0
Number of new and continuing students who transferred under state or local choice programs	0
Number of students who applied for SES	0
Number of students who received SES	0
PI Activities Exception Comment	Student Intervention Services were offered through an intervention for all program in a more effective model throughout the school day and extended day.
Additional Comments (Maximum 500 characters)	Student Intervention Services were offered through an intervention for all program in a more effective model throughout the school day and extended day.

For PI schools in Year 3, the LEA implemented at least one of the following (check all that apply)

Replaced school staff relevant to the failure to make adequate yearly progress (AYP)	N
Implemented a new curriculum, including appropriate professional development	Y
Decreased management authority	N
Appointed an outside expert to advise the school on making AYP based on its school plan	Y
Extended school year or day	Y
Restructured the internal organizational structure	N
Provide a description of internal organizational restructure activities	

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2015-16 Title I, Part A Program Improvement Expenditures and Reallocation Criteria

Report of end-of-year expenditures for Title I, Part A Program Improvement funds and LEA reallocation criteria.

CDE Program Contact:

Jacqueline Matranga, District Innovation and Improvement Office , jmatranga@cde.ca.gov, 916-445-4905

Jane Liang, District Innovation and Improvement Office, jliang@cde.ca.gov, 916-319-0259

Entitlement after transfers	\$182,015
Program Improvement set aside (Amount equivalent to 20% of 2015-16 Title I, Part A entitlement plus transfers in.)	\$36,403
Maximum allowable Parent Outreach (Amount equivalent to .2% of 2015-16 Title I, Part A entitlement plus transfers in or 1% of the 20% Program Improvement set aside.)	\$364

Expenditures and Encumbrances

Choice transportation using Title I Part A funds	
Choice transportation using non-Title I Part A funds	
SES using Title I Part A funds	
SES using non-Title I Part A funds	
Parent Outreach using Title I Part A funds	
Parent Outreach using non-Title I Part A funds	\$136
Total expenditures and encumbrances using Title I Part A funds	\$0
Total expenditures and encumbrances using non-Title I Part A funds	\$136
Amount of Program Improvement set aside unspent	\$36,267
Choice Explanation Options	
An explanation option is required if total Title I and non-Title I Choice transportation expenditures and encumbrances equals zero	LEA has only one school at the grade level or LEA's schools are in program improvement, corrective action, or restructuring and contacted neighboring LEA's but not able to establish interdistrict transfer agreement(s)
Expenditure comment An explanation is required if no program improvement expenditures or encumbrances have occurred. (Maximum 500 characters)	
General comments (Maximum 500 characters)	

Reallocation Exemption

Warning

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2015-16 Title I, Part A Program Improvement Expenditures and Reallocation Criteria

Report of end-of-year expenditures for Title I, Part A Program Improvement funds and LEA reallocation criteria.

CDE Program Contact:

Jacqueline Matranga, District Innovation and Improvement Office , jmatranga@cde.ca.gov, 916-445-4905

Jane Liang, District Innovation and Improvement Office, jliang@cde.ca.gov, 916-319-0259

The exemptions below are only applicable if the LEA did not meet its 20% Program Improvement obligation (the amount of Program Improvement set aside unspent is greater than zero).

Provided Choice and or SES to all eligible students using less than the 20% obligation	Yes
The LEA has not been able to establish interdistrict transfer agreements, and the LEA could not offer SES because it was not served by any approved providers including online providers	

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2015-16 Title II, Part A Fiscal Year Expenditure Report, 12 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2015 through June 30, 2016.

CDE Program Contact:

Melissa Flemmer, Educator Excellence Office, mflemmer@cde.ca.gov, 916-324-5689

2015-16 Title II, Part A entitlement	\$64,171
--------------------------------------	----------

Professional Development Expenditures

Professional development for teachers	
Professional development for administrators	
Subject matter project	
Other professional development expenditures	

Exams and Test Preparation Expenditures

Exam fees, reimbursement	
Test preparation training and or materials	
Other exam and test preparation expenditures	

Recruitment, Training, and Retaining Expenditures

Recruitment activities	
Hiring incentive and or relocation allotment	
National Board Certification and or stipend	
Verification process for special settings (VPSS)	
University course work	
Other recruitment training and retaining expenditures	

Miscellaneous Expenditures

Class size reduction	\$64,171
Administrative and indirect costs	
Total funds transferred to Title I, Part A	
Other allowable expenditures or encumbrances	
Total expenditures and encumbrances	\$64,171
General Comment (Maximum 500 characters)	

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2015-16 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in ESEA Section 722. This collection includes 1) monitoring LEAs and their compliance with key provisions of the Education for Homeless Children and Youths Act and 2) collecting contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Coordinated School Health and Safety Office, lwheeler@cde.ca.gov, 916-319-0383
Pat Boncella, Coordinated School Health and Safety Office, pboncell@cde.ca.gov, 916-319-0384

Homeless Education Certification

The LEA hereby assures and certifies to the California State Board of Education that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths

2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
 - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless
 - b) Includes a dispute resolution process
 - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison

3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

Homeless Liaison Contact Information

Homeless liaison first name	David
Homeless liaison last name	Alexander
Homeless liaison title	Superintendent
Homeless liaison e-mail address (format: abc@xyz.zyx)	dalexander@cwusd.com
Homeless liaison telephone number (format: 999-999-9999)	530-347-3165
Has the homeless liaison attended and/or participated in a homeless education liaison training within the last two years	Yes
If yes, indicate what level of training was completed. (Check all options that apply.)	
Local	No

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2015-16 Homeless Education Policy, Requirements, and Implementation

The purpose of this data collection is to meet federal requirements specified in ESEA Section 722. This collection includes 1) monitoring LEAs and their compliance with key provisions of the Education for Homeless Children and Youths Act and 2) collecting contact information for each required designated LEA's homeless liaison.

CDE Program Contact:

Leanne Wheeler, Coordinated School Health and Safety Office, lwheeler@cde.ca.gov, 916-319-0383
Pat Boncella, Coordinated School Health and Safety Office, pboncell@cde.ca.gov, 916-319-0384

County	Yes
State	No
National	No

Homeless Education Policy and Requirements

Does the LEA have a written homeless education policy	Yes
No policy comment	
Provide an explanation why the LEA does not have a homeless education policy. (Maximum 500 characters)	
Date LEA's board approved the homeless education policy	01/21/2003
Does the LEA meet the above federal requirements	Yes
Compliance comment	
Provide an explanation why the LEA does not comply with federal requirements. (Maximum 500 characters)	

Title I, Part A Homeless Expenditures

2015-16 Title I, Part A Entitlement	\$182,015
2015-16 Title I, Part A direct or indirect services to homeless children reservation	\$1,000
Amount of 2015-16 Title I, Part A funds expended or encumbered for direct or indirect services to homeless children	\$0
No expenditures or encumbrances comment	The district was unaware of any homeless children with specific needs.
Provide an explanation why there are no Title I, Part A expenditures or encumbrances for homeless services. (Maximum 500 characters)	

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2014-15 Title II, Part A Fiscal Year Expenditure Report, 24 Months

A report of year-to-date expenditures and encumbrances by activity. Activity period covered is July 1, 2014 through June 30, 2016.

CDE Program Contact:

Melissa Flemmer, Educator Excellence Office, mflemmer@cde.ca.gov, 916-324-5689

2014-15 Title II, Part A entitlement	\$64,289
--------------------------------------	----------

Professional Development Expenditures

Professional development for teachers	
Professional development for administrators	
Subject matter project	
Other professional development expenditures	

Exams and Test Preparation Expenditures

Exam fees, reimbursement	
Test preparation training and or materials	
Other exam and test preparation expenditures	

Recruitment, Training, and Retaining Expenditures

Recruitment activities	
Hiring incentive and or relocation allotment	
National Board Certification and or stipend	
Verification process for special settings (VPSS)	
University course work	
Other recruitment training and retaining expenditures	

Miscellaneous Expenditures

Class size reduction	\$64,289
Administrative and indirect costs	
Total funds transferred to Title I, Part A	
Other allowable expenditures or encumbrances	
Total expenditures and encumbrances	\$64,289
General Comment (Maximum 500 characters)	

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2015-16 Title I, Part A Parental Involvement Policies

To meet federal requirements specified in ESEA Title I, Part A Section 1118(h) to review the LEAs parental involvement policies and practices to determine if the policies and practices meet the requirements of Section 1118.

CDE Program Contact:

Nancy Bodenhausen, Title I Policy and Program Guidance Office, NBodenhausen@cde.ca.gov, 916-445-4904
Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956

District Parental Involvement Certification

Each LEA shall develop jointly with, agree on with, and distribute to parents of Title I children, a written Title I parental involvement policy (ESEA Section 1118(a)). The policy describes how the LEA will:

- a) Involve parents in the joint development of the LEA Plan and the processes of school review and improvement for program improvement schools under ESEA Section 1116;
- b) Help schools to plan and implement effective parental involvement activities to improve student academic achievement and school performance;
- c) Build the schools' and parents' capacity for strong parental involvement;
- d) Coordinate and integrate parental involvement strategies under Part A and under other programs as specified;
- e) Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy and use the findings of the evaluation to design more effective parental involvement; and
- f) Involve parents in the activities of the Title I schools.

Does the district have a written parental involvement policy Yes

LEA policy compliance Yes

Does your current Title I district level parental involvement policy meet the above criteria

Annual evaluation date

Warning

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2015-16 Title I, Part A Parental Involvement Policies

To meet federal requirements specified in ESEA Title I, Part A Section 1118(h) to review the LEAs parental involvement policies and practices to determine if the policies and practices meet the requirements of Section 1118.

Annual Evaluation

The district has involved parents throughout the new LCAP process which includes the expenditure of some of district's Title I funding. The district felt these meetings were sufficient. However, the parent involvement policy will be reviewed again during the 2016-17 school year.

Describe the involvement of parents during the policy evaluation process. If no evaluation occurred or if the evaluation date is not within the allowable range, provide an explanation why. (Maximum 500 characters)

Parental Involvement Allocation

Describe parental involvement in decisions on the use of parental involvement set-aside. (Maximum 500 characters)

District Parental Involvement Contact Information

Parental Involvement contact name

David Alexander

Contact title

Superintendent

Contact e-mail address

dalexander@cwusd.com

(format abc@xyz.zyx)

Contact telephone number

530-347-3165

(format 999-999-9999)

School Parental Involvement Policy Compliance Requirements

Warning

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2015-16 Title I, Part A Parental Involvement Policies

To meet federal requirements specified in ESEA Title I, Part A Section 1118(h) to review the LEAs parental involvement policies and practices to determine if the policies and practices meet the requirements of Section 1118.

The Title I, Part A school-level parental involvement policy describes the means to carry out:

- a) Involvement of parents in the development of the policy
- b) School-parent compacts
- c) Building of capacity for involvement of parents
- d) Accessibility and opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students

School Name	School Code	Parental Involvement Policy Exists	No Policy Comment (Max 250 char)	Meets Policy Requirements ?	Not Compliant Comment (Max 250 char)	Parental Involvement Contact Name	Parental Involvement Contact Title	Parental Involvement Contact E-mail Address (format abc@xyz.zyx)	Parental Involvement Contact Telephone Number (format 999-999-9999)
West Cottonwood Junior High	6050207	Y		Y		Sonja Vazquez	Parent Liaison	svazquez@cwusd.com	530-347-1698
North Cottonwood	0111393	Y		Y		Sonja Vazquez	Parent Liaison	svazquez@cwusd.com	530-347-1698

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2016-17 Title I, Part A Planned School Allocations

Based on information provided in the School Student Counts data collection, the table below provides eligibility and ranking information. For school allocation planning, the LEA has indicated which schools it intended to allocate Title I Part A funds to by entering a check in the Fund column.

CDE Program Contact:

Nancy Bodenhausen, Title I Policy and Program Guidance Office, NBodenhausen@cde.ca.gov, 916-445-4904
Lana Zhou, Title I Policy and Program Guidance Office, lzhou@cde.ca.gov, 916-319-0956

If an exception to funding is needed, enter an Exception Reason. Use lower case only.

Allowable Exception Reasons

- a - Meets 35% Low Income Requirement
- c - Funded by Other Allowable Sources
- d - Desegregation Waiver on File
- e - Grandfather Provision
- f - Feeder Pattern
- g - Local Funded Charter Opted Out
- h - Local Funded Charter Opt In

Low income measure

FRPM

Group Schools by Grade Span

Yes

District-wide Low Income %

51.32%

Grade Span 1 Low Income %

51.35%

Grade Span 2 Low Income %

51.28%

Grade Span 3 Low Income %

0.00%

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Eligible	Funding Required	Ranking	Fund Flag	Exception Reason	Comment (Max 500 char)
North Cottonwood	0111393	1	497	291	58.55	Y	N	1	Y		
Cottonwood Creek Charter	0121640	1	208	71	34.13	N	N	2	N		
West Cottonwood Junior High	6050207	2	392	201	51.28	N	N	1	N		

Warning

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2015-16 Title II, Part A School Class Size Reduction Report

The ESEA Act of 2001, Title II, Part A, Section 2123(a)(2)(B) allows LEAs to use ESEA Title II, Part A funds to recruit and hire highly qualified teachers to reduce class size.

CDE Program Contact:

Melissa Flemmer, Educator Excellence Office, mflemmer@cde.ca.gov, 916-324-5689

School Name	School Code	Total Class Size Reduction Teacher Count	ESEA Title II Part A Funded Class Size Reduction Teacher Count	ESEA/Highly Qualified Teacher Count
Cottonwood Creek Charter	0121640	0	0	0
North Cottonwood	0111393	1	1	1
West Cottonwood Junior High	6050207	0	0	0

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2015-16 Title I, Part A School Funded Staff Report

To collect school level data, as required by ESEA, about teachers and instructional paraprofessionals in Title I, Part A programs.

CDE Program Contact:

Jane Liang, District Innovation and Improvement Office, jliang@cde.ca.gov, 916-319-0259

Jacqueline Matranga, District Innovation and Improvement Office, jmatranga@cde.ca.gov, 916-445-4905

School Name	School Code	Public	New Title I, Part A Funded Teachers Hired Count	Non-ESEA Qualified Hired Count	Title I, Part A Funded Teachers Count (0.00)	Title I, Part A Funded FTE Paraprofessionals Count (0.00)	ESEA Qualified FTE Paraprofessionals Count (0.00)	ESEA Qualified FTE Paraprofessionals %	Title I, Part A Funded Administrators Count (0.00)	Title I, Part A Funded Support Staff Count (0.00)	Other Title I, Part A Funded Staff Count (0.00)
North Cottonwood	0111393	Y	0							0.50	
West Cottonwood Junior High	6050207	Y	0						0.25		

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

TENTATIVE AGREEMENT
2016/2017 through 2018/2019 SCHOOL YEARS

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 as follows.

1. The parties agree they have worked together to revise and edit the Agreement between the Cottonwood Union School District and the Cottonwood Teachers' Association for the period of July 1, 2016 through June 30, 2019.
2. All language is mutually agreed upon with the exception of Article XVI – Compensation. Sections 16.1 and 16.2 pertaining to Salaries and Benefits have not been finalized at this time.
3. Both parties agree to continue working together until the above-mentioned sections are settled for the 2016/17 school year.
4. This agreement is subject to the final approval of the Board of Trustees of the District, the final approval of the members of the Association and the final approval of the Shasta County Office of Education.
5. 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 _____ day of August, 2016.

COTTONWOOD UNION
SCHOOL DISTRICT

COTTONWOOD TEACHERS
ASSOCIATION CTA/NEA

David Alexander, Superintendent

Erin Andrews

Laura Merrick, CBO

Carol Johnson

Glenda White

AGREEMENT BETWEEN THE
COTTONWOOD UNION SCHOOL DISTRICT ("DISTRICT")

AND THE
COTTONWOOD TEACHERS' ASSOCIATION CTA/NEA ("ASSOCIATION")

JULY 1, 2016 THROUGH JUNE 30, 2019

APPROVED BY THE BOARD OF TRUSTEES ON

Cottonwood Teachers' Association

Erin Andrews

Carol Johnson

Glenda White

Cottonwood Union School District

Judy Semington
President, Board of Trustees

David Alexander, Ed.D.
Superintendent

Laura Merrick, CBO

TABLE OF CONTENTS

ARTICLE I	
AGREEMENT	4
ARTICLE II	
RECOGNITION	4
ARTICLE III	
PAYROLL DEDUCTION AND DUES	4
ARTICLE IV	
SUPPLEMENTAL CLASSROOM SUPPLIES	5
ARTICLE V	
COMPLAINT PROCEDURE.....	5
ARTICLE VI	
GRIEVANCE PROCEDURE	6
ARTICLE VII	
HOURS OF EMPLOYMENT.....	8
ARTICLE VIII	
EMPLOYEE JOB SHARING.....	9
ARTICLE IX	
CLASS SIZE	10
ARTICLE X	
EXTRA DUTY	11
ARTICLE XI	
CATASTROPHIC LEAVE	12
ARTICLE XII	
LEAVES OF ABSENCE	14
ARTICLE XIII	
TRANSFER AND REASSIGNMENT.....	18
ARTICLE XIV	
EVALUATIONS AND PERSONNEL FILES.....	19
ARTICLE XV	
SALARY SCHEDULE PLACEMENT AND ADVANCEMENT	22
ARTICLE XVI	
COMPENSATION	24

ARTICLE XVII	
SUMMER SCHOOL/TUTORING	25
ARTICLE XVIII	
LAYOFF PROCEDURES	26
ARTICLE XIX	
RETIREMENT.....	28
ARTICLE XX	
SAVINGS	28
ARTICLE XXI	
EMERGENCY PROVISION	29
ARTICLE XXII	
TERM	29
ADDENDUM	
EDUCATION CODE 44977	30
APPENDIX "A"	
REIMBURSEMENT REQUEST FORM	31
APPENDIX "B"	
SCHOOL CALENDAR.....	32
APPENDIX "C"	
EXTRA DUTY STIPENDS.....	33
APPENDIX "D"	
REQUEST FOR TRANSFER/ <u>REASSIGNMENT</u>	34
APPENDIX "E"	
EVALUATION FORMS	
<u>TRADITIONAL EVALUATION FORM</u>	35
<u>ALTERNATIVE EVALUATION FORM – OPTION 1</u>	43
<u>ALTERNATIVE EVALUATION FORM – OPTION 2</u>	47
APPENDIX "F"	
SALARY SCHEDULE.....	49
APPENDIX "G"	
JOB SHARE ASSIGNMENT PROPOSAL	50

ARTICLE I

AGREEMENT

1.1 The articles and provisions contained herein constitute a bilateral and binding agreement ("Agreement") by and between the Cottonwood Union School District ("The District") and the Cottonwood Teachers' Association CTA/NEA ("The Association").

It is the intent of both the District and the Association that this agreement be a living document, and, as concerns arise, both parties may meet upon mutual agreement and resolve issues, including the revision of contract articles. Further, it is agreed that both parties agree to meet on a monthly basis at mutually agreeable dates and times to discuss issues of concern to either party.

ARTICLE II

RECOGNITION

2.1 The District confirms its recognition of the Association as the exclusive representative for the unit of unit members certified by the Public Employment Relations Board in Case(s) S-R 866 & S-I-106, dated November 27, 1989.

2.2 The "Unit" for the purposes of recognition and exclusive representation shall be defined to include all certificated employees of the District, excluding all management, supervisory and confidential employees as defined by the Act.

ARTICLE III

PAYROLL DEDUCTION AND DUES

3.1 The District and the Association recognize the rights of unit members to form, join, and participate in lawful activities of employee organizations and the equal, alternative right of employees to refuse to form, join and participate in employee organizations.

3.2 The District shall deduct from the pay of Association members and pay to the Association the sum equal to the normal and regular monthly Association membership dues.

3.3 Such deduction shall be made only upon submission of the authorized CTA form to the designated representative of the District, duly completed and executed by the unit member and the Association.

3.4 The District shall not be obligated to put into effect any new, changed, or discontinued deduction until the pay period commencing thirty (30) days after such submission.

ARTICLE IV

SUPPLEMENTAL CLASSROOM SUPPLIES

4.1 The District shall reimburse each unit member, up to ~~\$200.00~~ \$300.00, during each school year for purchase of special or supplemental supplies upon submittal of a receipt, a description of the item purchased, and a description of the purpose and use of the item. If the proper receipt documentation is submitted to the district office prior to February 1st each year, the unit member may be reimbursed up to \$350.00.

4.2 Unit members shall submit reimbursement requests on the form attached hereto as Appendix "A." Reimbursement requests may only be submitted during the school year in which the expenditure is made. All reimbursement requests for the current school year must be submitted prior to the last working day. The ~~\$200.00~~ \$300.00 shall not accumulate from school year to school year.

ARTICLE V

COMPLAINT PROCEDURE

In order to promote fair communication and an orderly process, the following procedures shall govern the resolution of complaints against school personnel. Every effort should be made to resolve a complaint at the earliest possible stage. Failure to observe the provisions of this regulation, including the time deadlines, shall result in the dismissal of the complaint.

5.1 Complaints by a non-employee against an employee should be made directly by the complainant to the person against whom the complaint is lodged. Parents/guardians are encouraged to attempt to resolve concerns directly with the staff member. The appropriate processing of the complaints concerning unit members shall be from the complainant to the unit member to the Principal to the Superintendent to the Governing Board. Complaints presented to the Governing Board must be submitted in writing. A meeting must be held with the staff member within 10 workdays of a specific incident(s).

5.2 Upon receipt of a written complaint by the Principal he/she shall direct the complainant to meet with the unit member if they have not already met and shall inform the unit member of the complaint. If the complainant refuses to meet with the unit member, the principal may meet with complainant. The principal will take no action regarding the complaint until he/she has met with the unit member and discussed the complaint.

5.3 Upon receipt of a complaint by the Superintendent he/she shall direct the complainant to meet with the Principal if they have not already met.

5.4 An Association and District representative may be present at the meeting between complainant and the unit member.

5.5 A copy of any written complaint received by the District regarding the unit member shall be provided to the unit member within 3 workdays.

5.6 If the complaint is not resolved at the Superintendent's level, and the complainant desires to have the complaint heard by the Governing Board, he/she shall reduce the complaint to writing within 30 workdays.

5.7 The unit member shall be given notification of the time, date, and place of any Governing Board meeting at which the Governing Board will hear the complaint. The unit member shall have the right to be represented at the meeting.

ARTICLE VI

GRIEVANCE PROCEDURE

6.1 Right to Informal Discussion

Nothing within this procedure shall be construed to limit the right of a certificated employee to informally discuss any employment problem with the Superintendent.

6.2 Definitions

6.2.1 "Grievance" is defined as an allegation by the Association, or one or more members of the Association, that there has been a violation or misapplication of the specific provisions of this Agreement [or Ed. Code]. Actions to challenge or change the policies, regulations or other matters outside this Agreement are not within the scope of this procedure.

6.2.2 "Day" is a day that the certificated employees are scheduled to work per the school calendar for each year.

6.3 Levels of Procedure

6.3.1 **Level I:** The grievant will exercise best efforts to meet with the Principal to resolve a grievance before filing a formal grievance under this Level I. Within thirty (30) calendar days of the occurrence of the act or omission which gives rise to the grievance, the grievant must present such grievance in writing on the appropriate form to the District Principal or designee. The grievance shall consist of (1) a clear and concise statement of the problem; (2) the specific provision of the Agreement involved; and (3) the specific remedy sought and (4) the specific meeting date with Principal prior to filing this grievance. The District Principal shall communicate a written decision within ten (10) days of receipt of the grievance.

6.3.2 **Level II:** If the grievant is not satisfied with the decision at Level I, or if the District Principal does not respond within the timelines as required by Level I, then within ten (10) days after receipt of the Level I response or the expiration of the time within which the Principal must respond, the grievant may then appeal the decision, or lack thereof, on the appropriate

form to the Superintendent. The District Superintendent shall communicate a written response within ten (10) days of receipt of the grievance.

- 6.3.3 **Level III:** If the grievant is not satisfied with the decision at Level II, or if the District Superintendent does not respond within the timelines required by Level II, then within five (5) days after the receipt of the Level II response or the expiration of time within which the Superintendent must respond, the grievant may then appeal the decision, or lack thereof, on the appropriate form to the Board of Trustees. Upon receipt of an appeal from the grievant to the Board of Trustees, the Board of Trustees shall schedule a meeting at which the grievant will be heard.

After the hearing before the Board of Trustees, the Board of Trustees shall render a decision on the grievance and send same to the Superintendent and the grievant. The Board alone has the power to render a final and binding determination of the grievance, subject to judicial review which must be filed no later than 60 calendar days after the date the decision of the Board of Trustees is mailed or delivered to the grievant. The governing board may reopen the record for the taking of additional evidence.

6.4 General Provisions

- 6.4.1 The grievant shall be present at all stages of the proceeding of the grievance. ~~unless illness, accident or death in the immediate family occurs.~~
- 6.4.2 A decision rendered at any step during the grievance procedure becomes final unless appealed within the time limit specified. The time limits specified at each level should be considered to be maximums. The time limits may, however, be extended by mutual written agreement. Time is of the essence to all provisions.
- 6.4.3 In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, a hiatus will be granted over the summer months unless mutually agreed upon by grievant and district that it needs to be resolved over the summer. ~~and could, if left unresolved until the beginning of the following school year, result in harm to the grievant, the time limits set forth herein may be reduced so that the procedure may be exhausted as close to the end of the school year as possible. The grievant shall process the grievance during the summer months if so requested by the District.~~
- 6.4.4 Time limits for appeal provided in each level shall begin the day following the receipt of the written decision. If the grievant does not appeal a decision within the timelines allowed then the grievance shall be deemed resolved.
- 6.4.5 All documents, communications and records dealing with the processing of

a grievance shall be filed in a separate grievance file.

6.4.6 If the same complaint, or substantially the same complaint, is made by more than one employee against the District, only one employee, on behalf of himself/herself and the other complainants, may process the grievance or complaint through the grievance procedure. The names and signatures of all aggrieved parties shall appear on all documents related to the processing of the grievance.

6.4.7 The District or the grievant may, at any step in the formal leave, have one other person serve as a representative and to be present during the proceeding.

ARTICLE VII

HOURS OF EMPLOYMENT

7.1 Unit members shall annually render services to the District on one hundred eighty (180) pupil attendance days plus ~~two (2)~~ three (3) days prior to the first pupil attendance day and one (1) day after the last pupil attendance day ~~In addition, beginning with the 2014-2015 school year (1) Staff Development Days will be scheduled and designated by the District for a grand total of 184 days.~~

7.2 The school calendar is set forth on Appendix "B" attached hereto and incorporated herein by reference.

7.3 Unit member's duty day is 7.5 hours per day. In the event it is necessary for a unit member to leave the work place during the above assigned duty times, the unit member shall notify the Principal or designee in advance for approval when leaving.

7.4 Unit members shall be provided a thirty (30) minute duty free lunch period.

7.5 The District may assign unit members, outside and in addition to the above referenced work day, to activities such as school open houses, back to school nights, faculty meetings (one regular site level faculty meeting per month and up to two district level faculty meetings per year). ~~categorically funded advisory committees, site council meetings, and grade level meetings.~~ In addition the district may also assign unit members to site council meetings and advisory committees for up to 8 hours per year if a certificated person is a requirement.

~~7.5 The Association and the District shall encourage unit members to participate in school sponsored activities.~~

~~7.7~~ 7.6 On work days of non-student attendance, unit members shall report for duty as designated by the Principal or designee, except that the designated duty hours shall not exceed those of a normal work day.

ARTICLE VIII

EMPLOYEE JOB SHARING

8.1 Eligibility:

- a. Shared teaching assignments shall be available only to certificated ~~tenured~~ **permanent** teachers who possess a clear credential. ~~The permanent teacher making the request shall work at least 50%, but no more than 60%, of the school year. The remaining team member must hold a clear credential and will be classified as a temporary employee.~~ Teachers may submit their request for such an assignment along with a written proposal outlining the year's program to include areas of curriculum, grading, and a joint behavior management plan. Proposal shall be submitted no later than March 30th of the preceding school year. (Appendix G)
- b. The ~~tenured~~ **permanent** teacher's partner will be selected through an interviewing process and will be subject to all district standards.
- c. Teachers requesting a shared assignment shall be informed of the status of their proposal by June 10th of the preceding year.
- d. At the end of the year, a meeting shall take place between the Principal and the two teachers to evaluate the success of the job share.
- e. Each job sharing arrangement shall be for up to one (1) year and the employee bargaining unit members may request to continue in the program following approved procedures.
- f. A bargaining unit member participating in a job sharing contract may elect to return to full-time teaching for the following school year. ~~should an opening exist.~~ The bargaining unit member must notify the District by February 1st of his/her intent to return to a full-time position for the succeeding school year.
- g. Part-time bargaining unit members shall maintain their positions of seniority and will progress on the salary schedule as specified in Article 16.10 of this agreement.
- h. Bargaining unit members participating in a job share shall be entitled to all the rights and benefits mandated by law for full-time unit members and shall receive compensation as specified in Article XV of this agreement.
 1. Sick Leave for part time unit members shall be prorated.
 - J. Contributions to the State Teachers' Retirement System shall be proportionate to the time served and salary earned.

8.2 Hours and Responsibilities:

Both teachers shall meet with the principal before school opens to review exact working days and meeting responsibilities. (See attached Job Share Assignment Proposal Form.) Both teachers together shall assume full responsibility for the class instructional program. They will regularly meet to jointly develop lesson plans as well as be informed as to grade level collaborations and ensure clear lines of communication with parents/guardians.

Both participants will be required to work the first five days of the contract period. This includes

two days prior to student attendance and the first day of school. Both participants will conduct parent conferences, attend faculty meetings, open house, back to school night, and alternate in- service days.

8.3 Salary, Leaves, and Absences:

- a. Each participating employee shall receive the appropriate prorated portion of the full time salary to which they would be entitled if they were working full time.
- b. The District shall provide health and welfare benefits, leave and all applicable benefits, and STRS contributions at the prorated percentage of the participant's assignment as compared with full time employment. The employee may purchase at their own expense, the remainder of the full time health benefits.
- c. When one member of the job share is absent for illness or other paid leave, the remaining team member shall be given the first opportunity to take over the full time responsibilities for the period of absence. For this service, his/her pay shall correspond with the districts approved ~~substitute pay~~ daily rate. If the absence is anticipated to extend beyond two consecutive weeks, the district will look to hire a substitute teacher for this position if needed.

8.4 The superintendent will have the authority to approve or disapprove of the proposal and convey the decision to the affected unit members along with a written rationale for the decision.

ARTICLE IX

CLASS SIZE

9.1 The District and the Association recognize the value of classes with a reasonable student teacher ratio and thus, the District and the Association agree to meet and negotiate class size, if either party requests to do so, during the course of any school year.

When assigning students to specific classes, the principal or designee will consider the following criteria:

- a. Staff recommendation, including, but not limited to, the recommendations of teachers and counselors
- b. Student skill level as indicated by achievement and testing data.(Classroom grades/evaluation and Standardized Testing)
- c. Balance of high, medium, and low academic achievers
- d. Balance of mainstreamed student, students with a current IEP, students on 504 Plans, EL students and students in intervention programs.

- e. Balance of students with behavior issues and low motivation as indicated by previous school years data
- f. Balance of boys/girls

The principal or designee may accept requests from parents/guardians for a specific teacher, but honoring parent requests is implemented after the other six criteria is completed. Parents will be notified of the above criteria when requesting a specific teacher.

During the school year, the principal or designee may make any adjustments in class placement which he/she considers beneficial to the student or the educational program.

ARTICLE X

EXTRA DUTY

10.1 The District shall fund extra duty assignments as set forth in Appendix "C".

10.2 Unit members who agree to perform extra duty assignments, shall be obligated to perform that assignment for only one (1) year unless they fail to give the District notice of their intent not to continue in said assignment on or before April 15 for all assignments, except persons coaching sports ending after April 10 who shall give notice by May 15. Such notice shall be in writing and addressed to the site administrator. A unit member who does not provide such a notice shall perform the assignment for another one (1) year period and will be expected to fill that assignment unless the District gives notice of non-renewal prior to June 1.

The stipend positions will be posted annually and will show all positions. Those positions that are currently filled will include the name of the person in that position. Vacancies will be blank so staff can see which positions are open.

10.3 When a member agrees to perform an extra duty assignment, the unit member shall be provided with instructions and guidelines for the position specifying the approximate length of duty time that the position will require and the responsibilities of the position.

10.4 Unit members performing extra duty assignments shall be obligated to complete that assignment unless prevented from doing so because of illness, injury, or approved leave of absence, or they shall forfeit all right to compensation for same. Unit members prevented from completing their assignment shall be paid on a prorated basis for services rendered.

10.5 The District may terminate an extra duty assignment at any time. If the District so terminates an extra duty assignment, it shall pay to the unit member the greater of the following: (1) the prorated sums earned to date for services rendered plus 20% thereof; (2) 25% of the stipend which would have been awarded had the extra duty assignment been completed.

10.6 The extra duty positions set forth on Appendix "C" shall be offered, first, to qualified unit member applicants. If there are no unit member applicants, then the District may fill the position with other applicants at its discretion.

10.7 If the only persons who apply to fill such positions are unit members whose services have been terminated by the District pursuant to paragraph 10.5, then the District is not required to offer such positions to said unit members and may offer the positions to other applicants.

ARTICLE XI

CATASTROPHIC LEAVE

INTRODUCTION

The District hereby establishes these provisions regarding catastrophic leave for certificated employees. This policy is only applicable to certificated employees of the District who are employed as probationary, permanent, or as administrators, including the Superintendent.

11.1 Catastrophic Illness or Injury: Catastrophic illness or injury means an illness or injury that is expected to incapacitate the certificated employee for an extended period of time, i.e. at least 10 working days or longer, or that incapacitates a family member of a certificated employee for such period of time and which requires the certificated employee to take time off from work for an extended period of time of at least 10 working days to care for himself or herself or to care for the certificated employee's family member and the taking of extended time off work without pay creates a financial hardship for the certificated employee because he or she has exhausted all of her sick leave and accumulated sick leave.

11.2 Donated Sick Leave: Donated sick leave means accrued and unused sick leave of a certificated employee of the District donated to the sick leave bank for that school year. If unused, it remains in original donor's account.

11.2 Procedure for Donating Regular Sick Leave:

11.2.1 A certificated employee may donate sick leave days only if he/she has a minimum of ten days of accumulated sick leave and may donate only days in excess of that ten days. ~~subject to "C" below.~~

11.2.2 Contributions shall be authorized in writing by the certificated employee.

11.2.3 Certificated employees must donate sick leave in increments of 1 day and no more than 2 days of sick leave during any school year.

11.2.4 Potential donors who were employed in a certificated position covered by STRS prior to July 1, 1980, are advised to consider the retirement implications of donating their unused sick leave credit for the Catastrophic Sick Leave Program.

11.3 Procedure for Requesting Sick Leave Credit:

11.3.1 A certificated employee desiring Catastrophic Sick Leave credit shall submit a request to the District Office with verification from a medical

doctor of the illness.

11.3.2 A certificated employee who receives sick leave credit pursuant to this section shall use any leave credits that he/she continues to accrue on a monthly basis prior to receiving paid leave pursuant to this section.

11.3.3 The maximum amount of donated sick leave credit that may be used by an individual under this section shall be 20 days during a 12 month period.

11.4 Eligibility Procedures: Eligible sick leave may be donated to a certificated employee for a catastrophic illness or injury if all of the following requirements are met:

11.4.1 The certificated employee who is or whose family member is suffering from a catastrophic illness or injury requests that eligible leave credits be donated and provides verification of catastrophic injury or illness as required by the District. The District determines that the employee is unable to work due to his or her catastrophic illness or injury or catastrophic illness or injury affecting the certificated employee's family member.

11.4.2 The employee has exhausted all of his/her paid sick leave.

11.4.3 In the event two or more eligible certificated employees are entitled to the benefits of this Catastrophic Leave Program, then the days will be allocated equally until exhausted.

11.5 Administrative Regulations:

11.5.1 Catastrophic leave credits shall not be used for illness or disability which qualifies the participant for Workers' Compensation benefits.

11.5.2 Credits shall not be considered available leave for the purpose of qualifying for STRS disability.

11.5.3 The District shall maintain on file the Catastrophic Leave Bank of Credits. Credits donated and distributed shall be donated on District forms.

11.5.4 Donated leave will be used on an as-needed basis by a random drawing at that time.

11.5.5 The District shall keep all records confidential and shall not disclose the nature of the illness except when necessary to process the request for withdrawal.

11.5.6 This policy shall be implemented on a non-discriminatory basis so long as the certificated employee or the certificated employee's family member suffers from a catastrophic illness or injury.

11.5.7 Donations made to the Catastrophic Sick Leave Bank are strictly voluntary.

11.5.8 After 20 days have been exhausted, the employee can apply for income protection if the illness is related to the employee themselves.

11.5.9 Unused donated sick leave will be returned to the original donor after the Catastrophic Leave is ended.

ARTICLE XII

LEAVES OF ABSENCE

12.1 Rules for General Absence

12.1.1 Except as provided herein, unit members shall not be absent from duty without notifying and receiving permission in advance from a District administrator.

12.1.2 If a unit member needs to be absent from duty, notice must be given to the District. Whenever possible, the District shall be notified prior to the day of absence. Except in the event of emergency, it is the responsibility of the unit member to see that the seating chart, lesson plans and other pertinent material necessary to continue the program are made available at the work site.

12.2 Sick Leave

12.2.1 Unit members employed five (5) days per week shall be entitled to ten (10) work days leave of absence for illness or injury, with full pay, for each school year of service. Unit members employed fewer than five (5) days per week shall be entitled to a proportionate amount of sick leave.

12.2.2 Unit members may accumulate unused sick leave without limitation.

12.2.3 Unit members returning to work from sick leave after an absence of three (3) or more consecutive work days, upon the request of the District, must provide a written physician's release and explanation certifying the reasons for such absence and medical permission to return to work.

12.2.4 When a unit member's employment terminates and more sick leave has been used than earned, the amount of sick leave used, but not earned, shall be deducted from the next pay warrant on a differential basis.

12.3 Extended Illness Leave

When a unit member is absent from duties on account of illness or accident for a period of five

(5) school months or less, the amount deducted from salary due the unit member shall be determined as required by Education Code Section 44977. See Addendum for Education Code 44977.

12.4 Pregnancy Disability Leave

A unit member may utilize accumulated Sick Leave for the purpose of a disability related to pregnancy, miscarriage, childbirth, and the recovery therefrom. The length of such leave, including the date on which the leave shall commence and the date on which the unit member shall resume duties, shall be determined by the unit member and the unit member's physician; provided that such statement from the physician verifies that such leave is only for pregnancy related disability. Such leave is not for child care. Such pregnancy disability leave with pay shall be granted and administered in the same manner as Sick Leave and Extended Illness Leave.

12.4.1 Family Leave and Child Bonding Leave

Employees may elect to utilize up to 12 weeks of child bonding leave occasioned by the birth of the employee's child, or the placement of a child with the employee in connection with the employee's adoption or foster care of the child as provided by the California Family Rights Act (CFRA).

12.4.1.1 For mothers, the 12 week child bonding leave shall commence at the conclusion of any pregnancy disability leave.

12.4.1.2 For non-birthing parents, the 12 week child bonding leave shall commence on the first day of such leave.

12.4.1.3 Pursuant to Education Code Section 44977.5, if an employee exhausts his/her accumulated sick leave prior to expiration of the 12 week child bonding leave, s/he shall be entitled to differential pay as defined in Education Code Section 44977.5 for the balance of the 12 week period.

12.5 Industrial Accident and Illness Leave

12.5.1 Unit members shall be eligible for a leave of absence because of industrial accident or illness arising out of a claim which the District's insurance carrier determines to be valid or which is recognized as compensable after adjudication under the Workers' Compensation statutes. Industrial illness and accident leave is to be used in lieu of sick leave. Upon submission of a claim, the unit member shall, as soon as physically possible, perform all appropriate actions necessary to file for Workers' Compensation, disability, or any other financial support.

12.5.2 Allowable leaves shall be for not more than one period of sixty (60) work days in any one fiscal year for the same accident and shall commence with the first day of absence.

12.5.3 Leave of absence under this provision shall not be accumulated from year to year.

When the industrial accident or illness leave overlaps into the next fiscal year, the unit member shall be entitled to only the amount of unused leave due him/her for the same illness or injury.

12.5.4 Unit members shall be paid such portion of the salary due them for any month in which absence occurs as, when added to the temporary disability indemnity under the California Labor Code, will result in payment to them of not more than their full salaries.

12.5.5 If a unit member is receiving a temporary disability indemnity, the unit member shall be entitled to utilize only so much of his/her sick leave and vacation leave which, when added to his/her temporary disability indemnity, will result in a payment to him/her of no more than a full day's wages or salary. The District, in turn, shall issue the appropriate salary warrants for payment of salary and shall deduct normal retirement and other authorized deductions.

12.5.6 ~~Unit members receiving benefits under the policy during a period of illness or injury shall remain in the State of California as required by Education Code Section 44984, unless travel outside the state is authorized in writing by the District prior to the commencement of said travel.~~

12.5.7 The District may require, from time to time, a written statement from the unit member's physician verifying a unit member's absence under this leave and his/her ability to return to work, or verifying the continued illness or inability to work due to an accident. The District may require a written statement from the unit member's physician certifying medical permission to return to service at the end of this leave.

12.5.8 Leave of absence under this provision shall be reduced by one (1) day for each day of authorized absence, regardless of a temporary disability indemnity award or other compensation from any other source paid to the unit member.

12.6 Jury Duty Leave

A unit member is entitled to a leave to appear for jury duty. A unit member shall receive the regular pay, less any amount received for jury duty, exclusive of allowed travel and meal expense. A unit member shall endorse over in favor of the district all compensation received for jury duty except travel and meal expenses. This Section 12.6 is not applicable to service on a grand jury. [Unit members shall provide proof of service with the date(s) shown when serving on Jury Duty (provide notice from the court as proof).]

12.7 Personal Necessity Leave

12.7.1 Unit members may use accumulated Sick Leave for Personal Necessity Leave as specified in this article.

12.7.2 Personal Necessity Leave shall be taken in minimum increments of one-half (1/2) days.

12.7.3 No advance permission is necessary to take Personal Necessity Leave for the following conditions/circumstances; and the unit member shall notify the site administrator as soon as possible prior to taking such leave.

12.7.3.1 Imminent danger to the home of the unit member which reasonably requires the attention of the unit member during duty hours.

12.7.3.2 Accident or injury involving the unit member's person or property, or the person or property of a member of the unit member's immediate family, of sufficient emergency nature to require the unit member's attention during duty hours.

12.7.3.3 Serious or critical illness, or death of a member of the unit member's immediate family requiring the immediate presence of the unit member during duty hours.

~~12.7.3.4 The birth of the unit member's child.~~

~~12.7.3.4~~ The birth of a grandchild.

~~12.7.3.5~~ Attendance at the funeral of a friend.

12.7.4 Personal Necessity Leave may be used for appearance in court as a litigant or as a witness under official order if forty-eight (48) hours' notice to the site administrator or designee is provided prior to taking such leave.

12.7.5 Personal Necessity Leave may be used for circumstances which cannot reasonably be disregarded and which require the immediate personal attention of the unit member during duty hours if forty-eight (48) hours advance notice is provided to the site administrator or designee, except in unforeseeable and emergency circumstances when such notice may be waived by the site administrator.

12.8 Personal Leave

12.8.1 Unit members shall be eligible to use ~~two (2)~~ three (3) days in which reasons will not be required. Personal days will be deducted from accumulated sick leave.

12.9 Bereavement Leave

12.9.1 Unit members shall be entitled to five (5) days leave of absence without loss of salary for the death of any member of the unit member's immediate family as defined in Section 12.9.3.

12.9.2 If travel of more than three hundred (300) miles one way is required, a unit member shall be entitled to two (2) additional days paid Bereavement Leave.

12.9.3 Member of the "immediate family" is defined as the mother, mother-in-law, father,

father-in-law, grandmother, grandfather, or a grandchild of the unit member or of the spouse of the unit member, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, or sister, sister-in-law of the unit member, or any relative living in the immediate household of the unit member.

12.10 Leave of Absence

Members that are on a one-year Leave of Absence shall notify the District by February 1st of whether they will return or not for the succeeding year. Upon returning from a Leave of Absence, a unit member is guaranteed a position but is not guaranteed the same assignment they had prior to the leave being granted.

12.11 Association Leave

12.11.1 The Association President or other unit members designated by the president shall be permitted released time up to a maximum of eight days for each twelve-month period per school year for the purpose of conducting business or legal obligations of the Association. ~~This leave shall be effective July 1, 2008.~~

12.11.2 The Association shall be permitted release time for up to six members to attend Regional conferences. The cost of substitutes will be paid by the Association.

ARTICLE XIII

TRANSFER AND REASSIGNMENT

13.1 A ~~transfer~~ reassignment is the change in teaching assignment from one grade to another. ~~or~~ A transfer is the movement of a unit member between schools. A transfer and reassignment can occur at the same time, but may not always be concurrent.

13.2 A voluntary ~~transfer~~ reassignment occurs when a unit member requests a transfer ~~reassignment~~ which is granted by the District. A unit member may request a ~~transfer~~ reassignment on the "Request for ~~Transfer~~ Reassignment" form attached hereto as Appendix "D". ~~The District shall maintain a file containing "Request for Transfer" forms until December 31 of each year at which time all forms may be discarded by the District.~~

13.3 An involuntary ~~transfer~~ reassignment occurs when a unit member is ~~transferred~~ reassigned without his or her consent. The unit member who is involuntarily ~~transferred~~ reassigned shall be given the opportunity to discuss the reasons for the ~~transfer~~ reassignment with the Principal and/or Superintendent. A unit member shall not be involuntarily ~~transferred~~ reassigned more than twice within a five year period of time. A school closure or opening transfer does not constitute a move within the five year period.

13.4 Notice of vacancies for classroom teachers for the succeeding school year shall be emailed and posted for five (5) days in the faculty rooms at each school as soon as such vacancies are confirmed.

13.5 The District ~~shall endeavor to~~ will notify unit members of their tentative assignments by the last working day in June. ~~and in no event later than August 1.~~

13.6 The District will review and consider unit member "Request for Transfer/ Reassignment" forms when filling vacant positions based on the following criteria:

13.1.1 The educational needs of the pupils and the program needs of the District.

13.1.2 The unit member's training experience and rationale for the request.

13.1.3 Grade level seniority – years of experience at a specific grade level.

13.1.4 Seniority – first day of paid service.

13.7 If a unit member is transferred/reassigned (or moved from one room to another) between the third day prior to the first pupil attendance day and the last pupil attendance day, the District shall provide the unit member with two (2) days of released time, for the purpose of moving, room preparation and lesson planning.

~~Should such reassignments occur, those positions would be for one year only, and any unit member reassigned would automatically have the opportunity to return to their original grade level for the subsequent school year.~~

~~For the purposes of this agreement, a reassignment may occur in grade levels K-3 due to unpredictable under/over enrollment and is not viewed as a permanent assignment. Any subsequent needs for additional sections at any grade level will be posted as specified according to contract.~~

ARTICLE XIV

EVALUATIONS AND PERSONNEL FILES

14.1 Evaluation Procedures

14.1.1 The District retains responsibility for the evaluation and assessment of performance of each unit member, subject to the following procedural requirements. No grievance arising under this Article shall challenge the content of the evaluation. Any grievance shall be limited to a claim that the following procedures have been violated.

14.1.2 Evaluation and assessment of the performance of each certificated employee shall be made on a continuing basis as follows:

(1) At least once each school year for probationary personnel.

(2) At least every other year for personnel with permanent status.

(3) At least every (3) years until employed 20 years in the District

~~(3)~~ (4) At least every five years for personnel with permanent status who have been

employed ~~at least 10 years~~ more than 20 years with the school district, are highly qualified, as defined in 20 U.S.C. Sec. 7801, and whose previous evaluation rated the employee as meeting or exceeding standards, if the evaluator and certificated employee being evaluated agree. The certificated employee or the evaluator may withdraw consent at any time.

The Traditional Evaluation will be used for the first (3) evaluation cycles. After that, the certificated employee can choose between the (3) three evaluation options (See Article 14.1.8).

If a unit member is scheduled to be evaluated, but has been granted a leave of absence of one (1) semester or longer, such evaluation may take place during that school year or, upon the mutual consent of the unit member and the District, may take place during the next school year.

14.1.3 Prior to October 1, the District shall inform each unit member who is scheduled to be evaluated of the name of the prime evaluator. Prior to October 15, the unit member and the prime evaluator shall meet to discuss the criteria for evaluation under Education Code Section 44662. In the event agreement upon the elements of the evaluation cannot be reached, the matter shall be referred to the Superintendent or designee for final resolution.

14.1.4 The evaluation process shall include at least two (2) classroom observations. The observations shall be 20-40 minutes. At least one of the two required observations shall be announced and shall be preceded by a pre-observation conference. A post observation conference shall be held between the evaluator and the unit member within ten (10) working days of each observation. If the evaluator determines that the performance of the unit member during the observation is unsatisfactory, the District will provide an opportunity for another observation after providing the unit member with guidelines and suggestions for improvement prior to preparation of the final written evaluation. (See Appendix E for the Evaluation Form.) Observations may be made by other evaluators as selected by the District. If the evaluator is a person who is not a regular employee of the District, the District shall provide the Association and unit member with the name of the evaluator at least ten (10) working days prior to any observation using said evaluator.

14.1.5 The unit member may prepare a written response to the evaluation, and said response shall be attached to the evaluation and placed in the unit member's personnel file as described in Education Code Section 44663.

14.1.6 The final written evaluation of a unit member shall be in writing and a copy shall be given to the unit member at the time of the final evaluation conference which shall occur thirty days before the last school day.

14.1.7 The District shall comply with Education Code Section 44664 and provide recommendations as appropriate in areas of needed improvement. Any permanent unit

member who has received an unsatisfactory evaluation shall be annually evaluated until the unit member receives a satisfactory evaluation. Any person receiving an overall unsatisfactory evaluation will not advance on the salary schedule for that year.

14.1.8 Alternative Teacher Evaluation:

To promote the continued improvement and learning opportunities for teachers to positively affect student achievement and success, and to promote a learning culture, it is agreed that a bargaining unit member evaluated under this section shall receive a satisfactory rating.

By October 15, the bargaining unit member and the evaluator shall agree to a written evaluation plan. The parties recognize that an alternative evaluation plan is intended to be a collaborative undertaking between the bargaining unit member and the supervisor. If a written agreement may not be agreed upon, the unit member will be evaluated according to 14.1.1 through 14.1.7.

The alternative plan is based on action research principles as guided by California Standards for teaching professionals, whereas the teacher is challenged to develop a professional growth goal based on an educational need with action steps and implementation to reach that goal. The goal is to be designed to increase effectiveness within the sphere of their influence.

This process is designed to be a learning experience and to assist the unit member in increasing teacher effectiveness. The results are strictly to learn best practices.

No later than May 1, the bargaining unit member and the supervisor shall meet to review and complete the year's evaluation activities.

14.2 Personnel Files The official personnel file for each unit member shall be maintained in the District. All materials placed in a unit member's personnel file must be dated and signed by the contributor.

14.2.1 A unit member may inspect and make one copy of material in his/her personnel file that may serve as a basis for affecting the status of his/her employment except materials which:

- a) were obtained prior to employment
- b) were prepared by identifiable committee members, or
- c) were obtained in connection with a promotional examination.

Such examination must take place during normal business hours of the District Office at such times other than when the unit member is required to render service. Such inspection shall take place under supervision of a designee of the Superintendent. The unit member may have a representative present during such inspection of materials in his/her personnel file.

14.2.2 Information of a derogatory nature, except material excepted above, shall not be entered or filed unless and until the unit member is given notice and an

opportunity to review and comment thereon. A unit member shall have the right to attach his/her own comments to any derogatory statement. The review shall take place during normal business hours, and the unit member shall be released from duty for this purpose without salary reduction. Such review, except as otherwise approved by the Principal, shall take place at times when the unit member is not assigned to instruction or student supervision activities.

ARTICLE XV

SALARY SCHEDULE PLACEMENT AND ADVANCEMENT

15.1 Unit credit for salary placement and advancement shall be granted for completion of a degree or course work from a college or university accredited by the Western Association of Schools and Colleges, or its affiliates.

15.2 In order for courses to qualify for salary advancement, all courses must be approved in writing by ~~a four (4) member committee~~ the Superintendent prior to or within five (5) days of enrollment in the course work. ~~The Superintendent has three (3) days to approve or deny the units after complete submission of the paperwork. If units are not approved by the Superintendent, the unit member can appeal to the units committee within five (5) days of denial.~~ The committee is composed of two (2) unit members (one unit member selected from each school by the Association) and two (2) administrators. The committee shall meet when necessary during the pupil attendance year. At least two (2) teachers and two (2) administrators must meet to constitute a meeting of the Unit Committee. ~~During the summer months, or when dealing with previously approved courses, the Superintendent or designee shall replace the committee and approve or disapprove units.~~ The unit value earned shall be the unit value assigned by the college or university.

15.3 It is the unit member's responsibility to demonstrate the requested units to be of educational value in the unit member's assignments. A course description with unit value determined by college or university must be submitted prior to approval.

15.4 Credit will not be awarded for courses which are duplicative, repetitious, or substantially similar to courses taken previously by the unit member.

15.5 ~~Credit will not be awarded for attendance~~ If a unit member attends a district approved workshop, class, meeting, or course held during school hours and the district pays the registration fees, credits can be paid for and obtained by unit members if pre-approved as specified in Section 15.2. A total of six (6) units can be earned in one school year at any district approved workshop, class, meeting or course. ~~In a District sponsored workshop or class, additional fees for unit credit are the responsibility of the unit member.~~

15.6 Credit on the salary schedule will only be awarded for units taken after receipt of the Bachelor's Degree.

15.7 Unit members must provide the District with written proof of satisfactory completion of the units necessary to change columns or receive career increment steps on the salary schedule prior

to September 30 of the current school year for advancement to occur during the current school year. Exceptions to this date may be granted by the Unit Committee. Satisfactory completion means a grade of "C" or better in a graded course, "pass" in pass/fail course, and "credit" in a credit/no credit course.

15.8 Unit members ~~may~~ will be given credit on a year for year basis up to a maximum of ~~five (5)~~ twelve (12) years of previous teaching experience with placement on the salary schedule no higher than Step ~~6,12~~, provided that:

15.8.1 All experience shall be verified to the satisfaction of the District.

15.8.2 The previous teaching was full-time for at least one hundred thirty (130) days per school year.

~~15.8.3 The previous teaching occurred within ten (10) years immediately prior to initial placement.~~

~~15.8.4~~ 3 The previous teaching occurred after the unit member received a California clear credential (or its equivalent from another state).

~~15.8.4 The previous teaching was within the authority of the credential and was service customarily and ordinarily expected of a teacher with that credential.~~

15.9 Unit members must render full-time service to the District for 75% or more of the pupil attendance days each school year in order to receive one (1) year of credit for placement on the salary schedule. Unit members will only advance on the salary schedule at the beginning of each school year. Unit members may only advance one column on the salary schedule per year.

15.10 Calculations on part-time employment shall be based on a seven (7) hour work day constituting a full-time day. Unit members who work less than a full-time day will receive credit on the salary schedule as follows:

15.10.1 Unit members working 5 1/4 hours or more per day will receive the same credit as full-time unit members.

15.10.2 Unit members working 3 1/2 hours per day up to but not including 5 1/4 hours per day will receive 1/2 year credit for each year of service.

15.10.3 Unit members working 1 3/4 hours per day up to but not including 3 1/2 hours per day will receive 1/4 year credit for each year of service.

15.10.4 Unit members working less than 1 3/4 hours per day will receive no credit for such service.

15.10.5 Movement on the salary schedule will occur when a unit member has accrued one (1) year of credit for movement on the salary schedule based upon addition of the

above fractions.

15.11 ~~It is mutually agreed that all unit members are presently properly based on the salary schedule.~~

ARTICLE XVI

COMPENSATION

16.1 Wages

16.1.1 The salary schedule in effect during any school year shall remain in effect, without modification, for that school year. ~~For the 2013-2014 school year a 3% salary increase ongoing will be added to the salary schedule. However, the salary schedule shall be the subject of negotiations during said school year if the District receives a permanent increase in its base revenue limit.~~

16.1.2 Unit members who are less than full-time shall be paid prorated wages as provided for in Appendix "F" of this Agreement.

16.2 Insurance Coverages

~~16.2.1 The maximum annual District insurance premium contribution shall be \$9,852. The District agrees to distribute the savings from the Association moving to tiered rates in a manner that is agreed upon by both the Association and the District for the length of this contract. The amount distributed, under no circumstance, will exceed the amount that the District realized from the Association move to tiered rates.~~

~~Annual savings in insurance costs to the District will be determined after employees have completed Open Enrollment. The District will use these savings, if realized, to reduce premium insurance rates for District employees.~~

~~At the conclusion of this contract, all employees' premium costs will be the standard amount charged by the District's insurers, and the health benefits contribution by the District specified in section 17.2.1 of the collective bargaining agreement will continue at \$9,852 per year, or whatever amount is specified by the contract that is in force at that time. The maximum annual District insurance premium contribution shall be subject to negotiations for subsequent school years.~~

16.2.2 If at any time the combined insurance premiums for medical, dental, and vision insurance exceeds \$9,852 per year for each eligible unit member, then all amounts in excess thereof shall be paid by the employee, monthly, by automatic payroll withdrawal, i.e., the District shall deduct from the monthly paychecks for unit members all amounts in excess of \$9,852 per year and shall pay same to the insurer, broker or other payee as appropriate.

16.2.3 In the event that (1) fees, (2) assessments, (3) buy out, termination, exit costs, charges or expenses or (4) any other charges are charged to the District by the insurer, broker, or insurance plan or program as a result of any material change of insurance within the scope of negotiation, then responsibility for payment of such sums shall be negotiated prior to any such change.

16.3 Full-time unit members shall be entitled to receive the above-described insurance benefit contributions. The above-described maximum monthly insurance premiums shall be prorated for part-time unit members except those who are employed for less than half-time, who shall not be eligible to receive any insurance contribution or coverage. The annual maximum insurance premium shall be prorated monthly for part-time unit members.

16.4 Automobile Mileage Expense Reimbursement

A unit member who is authorized in advance to use the unit member's personal automobile in the performance of duties shall be reimbursed at the ~~certificated District established~~ IRS mileage rate per mile. To be eligible for such mileage reimbursement, a unit member must follow District approval and claim procedures. For purposes of this provision only, every unit member will have a work site designated by the District.

~~16.5 The District will provide full time unit members Plan I group decreasing life insurance through Standard Insurance Company.~~

~~16.6 The District will provide full time unit members Plan D group salary protection Standard Insurance Company.~~

16.5 The District will provide Life Insurance and Income Protection for full time unit members. The District reserves the right to change providers as long as a substantially similar amount of benefits continue to be provided.

ARTICLE XVII

SUMMER SCHOOL/TUTORING

17.1 The District shall fund summer school/tutoring positions as set forth in Appendix "C".

17.2 Unit members shall be selected to teach summer school/tutoring according to the following criteria:

17.2.1 The District shall select from among current permanent unit member applicants.

17.2.2 If there are more permanent unit member applicants than there are positions available, then ~~permanent unit members who have not taught summer school/tutoring within the past three (3) years shall be selected in preference over those who have.~~ permanent unit members who meet the criteria for the assignment shall be selected.

17.2.3 ~~Permanent unit members may not teach two (2) consecutive years of summer~~

~~school/tutoring if there is an adequate number of permanent unit member applicants to fill positions.~~

17.2.3 The District may select from among current probationary unit member applicants if there are not enough permanent unit member applicants.

17.2.4 The District may select from other applicants at its discretion if there are not enough permanent or probationary unit member applicants.

ARTICLE XVIII

LAYOFF PROCEDURES

18.1 If a legal basis exists to layoff unit members, and if the Superintendent recommends to the Board of Trustees that unit members should be laid off, the Superintendent shall notify the Association President prior to meeting with and informing unit members who may be laid off.

18.2 The District shall provide to the Association President a seniority list noting the affected unit members.

18.3 Seniority is determined by the unit member's initial date of paid service ~~by~~ **for** the District.

~~As between employees who first rendered paid service to the District on the same date, the ranking of such employees shall be determined by a lottery conducted by the Superintendent or designee in the presence of the Association unless the District and the Association agree that the Board of Trustees shall determine the order of termination based upon the needs of the District for that given year.~~

18.4 Criteria for Layoffs:

18.4.1 Seniority is determined pursuant to Education Code 44845.

18.4.2 The criteria and numerical scale to determine the order of termination of probationary and permanent employees having the same first day of paid probationary service shall be the following:

18.4.2.1 Professional Preparation:

Each Teaching Credential	3 points
Each Supplemental Authorization	2 points

18.4.2.2 Experience

Each year of out-of-district public school experience up to five years as a certificated employee will be equal to 1 point per year (Maximum 5 years)

18.4.2.3 Specialized Training

Each Master's Degree held	2 points
Column B placement on Salary Schedule	1 point
Column C placement on Salary Schedule	1 point

18.4.3 If there is a tie after application of the criteria in paragraphs of Section 18.4.2, the tie break will be determined by a lottery, for example, a coin toss or drawing of straws.

18.4.4 The application of the tie breaking criteria shall be made within two weeks of the employees' seniority date. The Cottonwood Teachers' Association President and the employees involved in the tie break shall be present when the tie break is determined. An updated seniority list shall be distributed to all unit members by October 1 of each year.

18.4.5 When two or more certificated employees render paid service to the district on the same date, the order of termination shall be based upon the number of points earned by the application of the criteria set forth in Section 18.4.2 above. Employees with the fewest points shall be terminated before employees with more points.

18.4.6 If a unit member is assigned to a non-bargaining unit position with the District, that unit member does not accrue seniority for the purposes of this Article while working on such an assignment.

18.4.7 The District shall annually furnish the Association with a current seniority list. The District shall update the list as needed or requested by the Association.

18.5 A unit member who is laid off from employment shall receive the following benefits:

18.5.1 The laid off unit member may use up to two days of District paid leave for the purpose of participating in verifiable job interviews to secure other employment. The unit member shall give the District notice at least three days in advance thereof unless the District waives this requirement.

18.5.2 A unit member who is laid off shall be entitled to continue enrollment in any health and welfare plan offered by the District to unit members. The unit member shall continue to receive, ~~at no cost to the unit member~~, through September, the medical and health insurance benefits currently awarded to full-time certificated employees. Thereafter, the unit member may continue to pay for said coverage under COBRA, provided they are eligible per the insurance carrier.

18.5.3 A laid off unit member will be offered re-employment as required by law.

18.5.4 The District Superintendent or designee may meet with unit members to be laid off and discuss the execution by them of a "layoff agreement" ~~in lieu of completing~~ as part of the formal layoff process and layoff hearings, provided the District Superintendent gives a copy of the proposed layoff agreement to the Association President prior to meeting with any unit member. Upon request of the employee, an Association representative may be present during such meetings.

18.6 The provisions of this article shall not limit the rights of unit members to re-employment as provided by law.

ARTICLE XIX

RETIREMENT

19.1 With the approval of the insurance carrier(s), a retired unit member is eligible to continue individual coverage by the District's medical, dental and/or vision insurance carrier(s) for a period of up to five (5) years, but not to continue past ~~age 65~~ Medicare age. Said coverage will be paid for by the District, is subject to the then existing rules and regulations of such carrier(s), and is subject to the approval of such carrier(s). To be eligible for retiree benefits, a unit member must have provided at least ten (10) years of full-time service within the district. The maximum annual District payment for such medical, dental and/or vision insurance, per year, is \$6,420 per qualified retired unit member.

19.2 With the approval of the insurance carrier(s), a retired unit member may elect to continue coverage for their spouse under the District's medical, dental, and/or vision carrier(s) for the same period of time that the retired unit member remains covered under such plans. Said coverage will be paid for by the retired unit member, is subject to the then existing rules and regulations of such carrier(s), and is subject to the approval of such carrier(s).

19.3 Unit members who have retired from employment with the District and have elected to continue coverage, (for themselves or their spouse), by the District's medical, dental and/or vision insurance may continue such coverage provided that the retired unit member pays, in advance to the District, all premiums due for such insurance. If the unit member fails to make timely payments to the District on any two occasions within any twenty-four (24) months then such insurance may be terminated at the option of the District upon thirty (30) days notice to the unit member. Such continued insurance coverage shall be provided only upon the approval of the insurance broker or carrier, and only in accordance with the rules and regulations of said insurance broker or carrier. In the event the District obtains insurance for unit members through another insurance carrier or broker, then the retired unit member may or may not be able to continue such insurance coverage depending upon the rules and regulations of the new insurance carrier or broker. Neither the District nor the Association is under any obligation to continue to obtain insurance from the same broker or carrier. The broker or carrier may be changed, at any time, without the approval of the retired unit members even if the new broker or carrier will not provide such coverage to the retired unit member. In the event such change results in the new broker or carrier not providing such coverage to the retired unit member, then such insurance coverage for the retired unit member shall terminate, and it shall not be the obligation of the Association or the District to provide continued insurance coverage to the retired unit member.

ARTICLE XX

SAVINGS

20.1 If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction or by an enactment of law by the State, such provision shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions shall continue and will be applied in full force and effect.

20.2 In the event that any rule, regulation, statute or law, enacted or adopted by the Federal or State legislature or any final decision of the Public Employment Relations Board or final decision of a court affects, modifies, declares invalid, adds to or subtracts from the provisions of this Agreement, the parties shall meet and negotiate the affect and impact thereof.

ARTICLE XXI

EMERGENCY PROVISION

The District retains its tights to amend, modify or rescind policies, practices and provisions referred to herein in this Agreement in the event of an emergency for the duration of the emergency. An "emergency" is defined as a natural or man-made disaster, act of God, war, fire, or other serious occurrence beyond the control of the District which interferes with the normal operations of the District. If the emergency lasts more than three (3) working days, the District and the Association shall meet to discuss how to meet the emergency.

ARTICLE XXII

TERM

This Agreement shall commence July 1, ~~2013~~ 2016, and remain in full force and effect up through June 30, ~~2016~~ 2019, and shall continue in effect thereafter year by year unless one of the parties notifies the other in wlitng not later than March 31 of the current year, of its request to modify, amend, or terminate the Agreement for the following year.

Addendum I

Article XII 12.3

Education Code

Leave of absence

EC 44977

(a) During each school year, when a person employed in a position requiring certification qualifications has exhausted all available sick leave, including all accumulated sick leave, and continues to be absent from his or her duties on account of illness or accident for an additional period of five school months, whether or not the absence arises out of or in the course of the employment of the employee, the amount deducted from the salary due him or her for any of the additional five months in which the absence occurs shall not exceed the sum that is actually paid a substitute employee employed to fill his or her position during his or her absence or, if no substitute employee was employed, the amount that would have been paid to the substitute had he or she been employed. The school district shall make every reasonable effort to secure the services of a substitute employee.

(b) For purposes of subdivision (a):

(1) The sick leave, including accumulated sick leave, and the five-month period shall run consecutively.

(2) An employee shall not be provided more than one five-month period per illness or accident. However, if a school year terminates before the five-month period is exhausted, the employee may take the balance of the five-month period in a subsequent school year.

(c) The governing board of every school district shall adopt a salary schedule for substitute employees. The salary schedule shall indicate a salary for a substitute for all categories or classes of certificated employees of the district.

(d) Excepting in a district the governing board of which has adopted a salary schedule for substitute employees of the district, the amount paid the substitute employee during any month shall be less than the salary due the employee absent from his or her duties.

(e) When a person employed in a position requiring certification qualifications is absent from his or her duties on account of illness for a period of more than five school months, or when a person is absent from his or her duties for a cause other than illness, the amount deducted from the salary due him or her for the month in which the absence occurs shall be determined according to the rules and regulations established by the governing board of the district. The rules and regulations shall not conflict with rules and regulations of the State Board of Education.

(f) Nothing in this section shall be construed so as to deprive any district, city, or city and county of the right to make any reasonable rule for the regulation of accident or sick leave or cumulative accident or sick leave without loss of salary for persons acquiring certification qualifications.

(g) This section shall be applicable whether or not the absence from duty is by reason of a leave of absence granted by the governing board of the employing district.

2016/17

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

APPENDIX "A"

REIMBURSEMENT REQUEST FORM

Name _____

Date Submitted _____

North Cottonwood
West Cottonwood

Vendor Name

Item Description
Purpose/Use

Cost

1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

Signature _____

TOTAL _____

If this form and proper receipts are submitted to the District Office by February 1st of each year, the unit member may be reimbursed up to \$350 in one school year.

Note: ONLY Original receipts must accompany this form to the District Office for reimbursement. Copies are no longer needed. Supplies for the current year *MUST* be purchased between 7/1/2016 and 6/7/2017. All reimbursements must be processed within the SAME school year as purchased. Requests must be turned in to the District Office by your last working day of the year in order to be reimbursed.

APPENDIX "B"
SCHOOL CALENDAR

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

EXTRA DUTY STIPENDS

APPENDIX "C"

PERCENTAGE/STIPEND

Athletic Director	5.0
Cheerleading Advisor	4.1
Soccer Coach	4.1
Asst. Soccer Coach	3.1
Volleyball (7th)	4.1
Volleyball (8th)	4.1
Girls Basketball (8th)	4.1
Girls Basketball (7th)	4.1
Girls Basketball (6th)	3.1
Girls Basketball (5th)	2.1
Boys Basketball (8th)	4.1
Boys Basketball (7th)	4.1
Boys Basketball (6th)	3.1
Boys Basketball (5th)	2.1
Girls Softball (7 th & 8th)	4.1
Boys Baseball (7th & 8th)	4.1
Head Cross Country Coach	4.1
Asst. Cross Country Coach (As Needed)	3.1
Head Track Coach	4.1
Asst. Track Coach	3.1
Running Club Coach	2.1
Activities Director	5.0
Yearbook Advisor (West)	5.0
Yearbook Advisor (North)	4.1
Intramural Sports	\$400/quarter
Summer School/Tutoring Teacher	<u>\$35/hour</u>

DISTRICT LEVEL

Special Education Coordinator	\$5,000/year
Technology Trainer	\$3,000/year

These stipends are a percentage of Step 1, Column A of the salary schedule.
After four years of service in an extra duty position, if the unit member serves a fifth year, the stipend shall be increased by \$250. An additional \$250 increase will be added to the stipend on the tenth year of service in an extra duty position.

APPENDIX "D"

REQUEST FOR TRANSFER/REASSIGNMENT

1. Name _____
2. I hereby request a transfer in my teaching assignment from my assignment in
Grade _____ to Grade _____.
3. If departmentalized, please specify your field: _____
4. Date _____

Signature _____

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

APPENDIX "E"

EVALUATION OF

Teacher

Grade Level/Subject Field

Date

I. Professional Attitudes and Performances

ME	NI	DNM	
D	D	D	1. Prompt and punctual to work and with assignments
D	D	D	2. Professional and appropriate dress
D	D	D	3. Neatness and accuracy of reports
D	D	D	4. Appropriate vocabulary, which is free from profanity and slang
D	D	D	5. Cooperates with other staff members
D	D	D	6. Responds to administrative suggestions for improvement
D	D	D	7. Supports School and District policies and activities
D	D	D	8. Fulfills committee and school duty assignments
D	D	D	9. Parent/Community communications
D	D	D	10. Maintains control during classroom transition periods
D	D	D	11. Uses bulletin boards and media to enhance teaching

COMMENTS

II. Knowledge of Subject Matter

ME	NI	DNM	
D	D	D	1. Knowledge of subject matter
D	D	D	2. Adheres to curricular guidelines for subject matter

COMMENTS

III. Teaching Strategies

ME	NI	DNM	
D	D	D	1. Involves students in a variety of learning experiences
D	D	D	2. Maintains a positive learning environment
D	D	D	3. Teaches in an enthusiastic manner and challenges students to learn
D	D	D	4. Commands respect of students
D	D	D	5. Sets and maintains acceptable standards of student behavior
D	D	D	6. Treats students honestly, fairly, and consistently

COMMENTS

Key to marks:

ME	Meets or Exceeds District expectations
NI	Needs Improvement
DNM	Does Not Meet District expectations

OVERALL EVALUATION

_____ Meets or Exceeds District expectations
_____ Needs Improvement
_____ Does Not Meet District expectations, unsatisfactory

All. ~~One unsatisfactory or three needs improvement in any area constitutes an overall needs improvement evaluation.~~

Unsatisfactory ~~Two or more unsatisfactory or three needs improvement in sections 2 or 3 constitutes an overall unsatisfactory evaluation.~~

~~Prior to giving marks that are less than meeting District expectations, the evaluator will conference with the teacher. A teacher receiving an overall mark other than meeting District expectations will be re-evaluated the following year. Any teacher receiving an overall unsatisfactory evaluation will become a participant in the PAR Program.~~

COMMENT

~~Recommendation for continued employment:~~

_____ ~~Recommended for continued permanent status~~
_____ ~~Recommended for tenure~~
_____ ~~Recommended for second year probationary contract~~
_____ ~~Not recommended for continued employment~~

Evaluator's Signature _____ Date _____ Evaluator's Signature _____ Date _____

_____ I do wish to discuss this report with the Board of Trustees.
_____ I do not wish to discuss this report with the Board of Trustees.

**GOAL-SETTING CONFERENCE FORM
TRADITIONAL EVALUATION
COTTONWOOD UNION SCHOOL DISTRICT**

Evaluatee: _____

Status: _____

Site: _____

Probationary 0 ☐ Permanent ☐

Grade Level/Subject: _____

Probationary 1 ☐ Temporary ☐

Year of Evaluation: _____

Probationary 2 ☐

Evaluator: _____

Purpose:

1. The purpose of the goal-setting conference is to provide an opportunity for a conversation about good teaching as reflected in the California Standards of the Teaching Profession and to establish an evaluation focus.
2. In addressing the six standards, you may select one or two standards as specific areas for in-depth feedback.
3. In the evaluation process, you are responsible for satisfactory performance in all six standards.

GOAL AND STANDARD	OBJECTIVES (Teacher's Action Plan)	SUPPORTIVE EVIDENCE (Provided by Teachers)	SELF EVALUATION NARRATIVE Evaluatee Rating If met= 2 Not met= 1	Evaluator Rating If met=2 Not met=1
1		<input type="checkbox"/> Portfolio <input type="checkbox"/> Journal <input type="checkbox"/> Student Work <input type="checkbox"/> Surveys <input type="checkbox"/> Assessment Tools <input type="checkbox"/> Lesson Plans <input type="checkbox"/> Classroom Observation <input type="checkbox"/> Other		
2		<input type="checkbox"/> Portfolio <input type="checkbox"/> Journal <input type="checkbox"/> Student Work <input type="checkbox"/> Surveys <input type="checkbox"/> Assessment Tools <input type="checkbox"/> Lesson Plans <input type="checkbox"/> Classroom Observation <input type="checkbox"/> Other		
Mutual Agreement Evaluatee: _____ Date: _____ Evaluator: _____ Date: _____			Completion of Assessment Evaluatee: _____ Date: _____ Evaluator: _____ Date: _____	

STANDARDS	
Select one to two standards as specific areas of focus	
1.	ENGAGING AND SUPPORTING ALL STUDENTS IN LEARNING
1.1	Using knowledge of students to engage them in learning
1.2	Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests
1.3	Connecting subject matter to meaningful, real-life contexts
1.4	Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs
1.5	Promoting critical thinking through inquiry, problem solving, and reflection
1.6	Monitoring student learning and adjusting instruction while teaching
2.	CREATING & MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING
2.1	Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully
2.2	Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students
2.3	Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe
2.4	Creating a rigorous learning environment with high expectations and appropriate support for all students
2.5	Developing, communicating, and maintaining high standards for individual and group behavior
2.6	Employing classroom routines, procedures, norms and supports for positive behavior to ensure a climate in which all students can learn
2.7	Using instructional time to optimize learning
3.	UNDERSTANDING & ORGANIZING SUBJECT MATTER FOR STUDENT LEARNING
3.1	Demonstrating knowledge of subject matter, academic content standards, and curriculum framework
3.2	Applying knowledge of student development and proficiencies to ensure student understanding of subject matter
3.3	Organizing curriculum to facilitate student understanding of subject matter
3.4	Utilizing instructional strategies that are appropriate to the subject matter
3.5	Using and adapting resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to all students
3.6	Addressing the needs of English learners and students with special needs to provide equitable access to the content
4.	PLANNING INSTRUCTION & DESIGNING LEARNING EXPERIENCES FOR ALL STUDENTS
4.1	Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction
4.2	Establishing and articulating goals for student learning
4.3	Developing and sequencing long-term and short-term instructional plans to support student learning
4.4	Planning instruction that incorporates appropriate strategies to meet the learning needs of all students
4.5	Adapting instructional plans and curricular materials to meet the assessed learning needs of all students
5.	ASSESSING STUDENTS FOR LEARNING
5.1	Applying knowledge of the purposes, characteristics, and uses of different types of assessments
5.2	Collecting and analyzing assessment data from a variety of sources to inform instruction
5.3	Reviewing data, both individually and with colleagues, to monitor student learning
5.4	Using assessment data to establish learning goals and to plan, differentiate, and modify instruction
5.5	Involving all students in self-assessment, goal setting, and monitoring progress
5.6	Using available technologies to assist in assessment, analysis, and communication of student learning
5.7	Using assessment information to share timely and comprehensible feedback with students and their families
6.	DEVELOPING AS A PROFESSIONAL EDUCATOR
6.1	Reflecting on teaching practice in support of student learning
6.2	Establishing professional goals and engaging in continuous and purposeful professional growth and development
6.3	Collaborating with colleagues and the broader professional community to support teacher and student learning
6.4	Working with families to support student learning
6.5	Engaging local communities in support of the instructional program
6.6	Managing professional responsibilities to maintain motivation and commitment to all students
6.7	Demonstrating professional responsibility, integrity, and ethical conduct

**PRE-OBSERVATION CONFERENCE FORM
TRADITIONAL EVALUATION
COTTONWOOD UNION SCHOOL DISTRICT**

To be completed by teacher prior to the pre-observation conference

EVALUATEE: _____ SCHOOL: _____
OBSERVER: _____ SUBJECT: _____
GRADE LEVEL: _____ PRE-OBS. CONF. DATE: _____ OBS. DATE: _____

- A. PURPOSE OF LESSON (Content Standard(s) addressed):
- B. PLANNED TEACHING BEHAVIORS (What are your planned instructional strategies?):
- C. EXPECTED LEARNER BEHAVIORS (What will the students be doing?):
- D. MONITORING STUDENT PROGRESS (How will you know if the students learned what you expected them to learn?):
- E. ELEMENTS OF LESSON THAT DEMONSTRATE YEARLY OBJECTIVES FROM GOAL SETTING CONFERENCE:

**FORMAL CLASSROOM OBSERVATION FORM
TRADITIONAL EVALUATION
COTTONWOOD UNION SCHOOL DISTRICT**

Teacher: _____
School: _____
Observation Date: _____
Subject: _____

Observer: _____
Grade Level: _____
Time: From _____ to _____
Activities: _____

F4

- A. PURPOSE OF LESSON
Comments:

Observed ☐ /Not Observed ☐

- B. PLANNED TEACHING BEHAVIORS
Comments:

Observed ☐ /Not Observed ☐

- C. EXPECTED LEARNER BEHAVIORS
Comments:

Observed ☐ /Not Observed ☐

- D. ASSESSMENT OF LEARNING
Comments:

Observed ☐ /Not Observed ☐

- E. The following focus standards, as reflected on the Evaluation Goal-Setting Conference form, were recognized by the Evaluators being incorporated in the lesson plan:

EVALUATOR'S RECOMMENDATIONS:

Observer

Date

Teacher

Date

SIGNATURE DOES NOT INDICATE AGREEMENT. A WRITTEN RESPONSE MAY BE ATTACHED WITHIN 10 WORKING DAYS.

<p>REFLECTION PLAN TRADITIONAL EVALUATION COTTONWOOD UNION SCHOOL DISTRICT</p>
--

To be completed by teacher prior to the post-observation conference

EVALUATEE: _____

DATE OF LESSON: _____

REFLECTION

1. Did the lesson go as you anticipated? Why or why not?
2. Did you teach the lesson as planned? What changed?
3. Did the students respond to your lesson the way you anticipated? Why or why not?
4. If you were going to teach the same lesson again, what would you do differently?
5. How did you incorporate goals/objectives in the lesson plan?

PROFESSIONAL EDUCATOR SUMMARY
TRADITIONAL EVALUATION
COTTONWOOD UNION SCHOOL DISTRICT

*To be completed by teacher and submitted to evaluator
prior to the Summary Evaluation conference*

EVALUATEE: _____

SCHOOL: _____

Describe activities in which you participated, in any of the areas described in the
"Developing as a Professional Educator" standard, during this school year.

**SUMMARY EVALUATION REPORT
TRADITIONAL EVALUATION
COTTONWOOD UNION SCHOOL DISTRICT**

EVALUATEE: _____ EVALUATOR: _____

SITE: _____ GRADE LEVEL/SUBJECT: _____

Rating Definitions: (Please refer to the Philosophy of Evaluation and the Evaluation Rubric of the Performance Evaluation Manual when completing this form.)

"4" = Practice in the Innovation (Innovating) Stage:	Consistently exceeds the professional standards of competence
"3" = Practice in the Integration (Integrating) Stage:	Meets and occasionally exceeds professional standards of competence
"2" = Practice in the Application (Applying) Stage:	Meets the professional standards of competence
"1" = Practice in the Emerging and Exploring Stages:	Unsatisfactory – Does not meet the professional standards of competence

Rating	EVALUATION: Based on the California Standards for the Teaching Profession
	Standard One: Engaging and Supporting All Students in Learning

Comments and/or Commendation: _____

Rating	EVALUATION: Based on the California Standards for the Teaching Profession
	Standard Two: Creating and Maintaining Effective Environments for Student Learning

Comments and/or Commendation: _____

Rating	EVALUATION: Based on the California Standards for the Teaching Profession
	Standard Three: Understanding and Organizing Subject Matter for Student Learning

Comments and/or Commendation: _____

Rating	EVALUATION: Based on the California Standards for the Teaching Profession
	Standard Four: Planning Instruction and Designing Learning Experiences for All Students

Comments and/or Commendation: _____

Rating	EVALUATION: Based on the California Standards for the Teaching Profession
	Standard Five: Assessing Students for Learning

Comments and/or Commendation: _____

Rating	EVALUATION: Based on the California Standards for the Teaching Profession
	Standard Six: Developing as a Professional Educator

Comments and/or Commendation: _____

☐ Recommend for non re-election

☐ Recommend for re-employment

Evaluator Signature

Date

*Evaluatee Signature**

Date

To Be Evaluated Next Year ☐

Observation Dates: _____

* Signature Does Not Indicate Agreement

A Written Response May Be Attached Within 15 days of the discussion.

An unsatisfactory evaluation is a "1" rating on two or more standards (1-5).

☐ 1st Unsatisfactory Evaluation

☐ 2nd Unsatisfactory Evaluation**

****Refer to Peer Assistance & Review (PAR)**

☐ Improvement Plan Required and Attached

☐ Improvement Plan Required and Attached

**GOAL-SETTING CONFERENCE FORM
ALTERNATE EVALUATION- OPTION 1
COTTONWOOD UNION SCHOOL DISTRICT**

Evaluatee: _____

Status:

Site: _____

Probationary 0 ☐ Permanent ☐

Grade Level/Subject: _____

Probationary 1 ☐ Temporary ☐

Year of Evaluation: _____

Probationary 2 ☐

Evaluator: _____

Purpose:

1. The purpose of the goal-setting conference is to provide an opportunity for a conversation about good teaching as reflected in the California Standards of the Teaching Profession and to establish an evaluation focus.
2. In addressing the six standards, you may select one or two standards as specific areas for in-depth feedback.
3. In the evaluation process, you are responsible for satisfactory performance in all six standards.

GOAL AND STANDARD	OBJECTIVES (Teacher's Action Plan)	SUPPORTIVE EVIDENCE (Provided by Teachers)	SELF EVALUATION NARRATIVE Evaluatee Rating If met= 2 Not met= 1	Evaluator Rating If met=2 Not met=1
1		<input type="checkbox"/> Portfolio <input type="checkbox"/> Journal <input type="checkbox"/> Student Work <input type="checkbox"/> Surveys <input type="checkbox"/> Assessment Tools <input type="checkbox"/> Lesson Plans <input type="checkbox"/> Classroom Observation <input type="checkbox"/> Other		
2		<input type="checkbox"/> Portfolio <input type="checkbox"/> Journal <input type="checkbox"/> Student Work <input type="checkbox"/> Surveys <input type="checkbox"/> Assessment Tools <input type="checkbox"/> Lesson Plans <input type="checkbox"/> Classroom Observation <input type="checkbox"/> Other		
Mutual Agreement Evaluatee: _____ Date: _____ Evaluator: _____ Date: _____			Completion of Assessment Evaluatee: _____ Date: _____ Evaluator: _____ Date: _____	

STANDARDS	
Select one to two standards as specific areas of focus	
1. ENGAGING AND SUPPORTING ALL STUDENTS IN LEARNING	
1.1 Using knowledge of students to engage them in learning	
1.2 Connecting learning to students' prior knowledge, backgrounds, life experiences, and interests	
1.3 Connecting subject matter to meaningful, real-life contexts	
1.4 Using a variety of instructional strategies, resources, and technologies to meet students' diverse learning needs	
1.5 Promoting critical thinking through inquiry, problem solving, and reflection	
1.6 Monitoring student learning and adjusting instruction while teaching	
2. CREATING & MAINTAINING EFFECTIVE ENVIRONMENTS FOR STUDENT LEARNING	
2.1 Promoting social development and responsibility within a caring community where each student is treated fairly and respectfully	
2.2 Creating physical or virtual learning environments that promote student learning, reflect diversity, and encourage constructive and productive interactions among students	
2.3 Establishing and maintaining learning environments that are physically, intellectually, and emotionally safe	
2.4 Creating a rigorous learning environment with high expectations and appropriate support for all students	
2.5 Developing, communicating, and maintaining high standards for individual and group behavior	
2.6 Employing classroom routines, procedures, norms and supports for positive behavior to ensure a climate in which all students can learn	
2.7 Using instructional time to optimize learning	
3. UNDERSTANDING & ORGANIZING SUBJECT MATTER FOR STUDENT LEARNING	
3.1 Demonstrating knowledge of subject matter, academic content standards, and curriculum framework	
3.2 Applying knowledge of student development and proficiencies to ensure student understanding of subject matter	
3.3 Organizing curriculum to facilitate student understanding of subject matter	
3.4 Utilizing instructional strategies that are appropriate to the subject matter	
3.5 Using and adapting resources, technologies, and standards-aligned instructional materials, including adopted materials, to make subject matter accessible to all students	
3.6 Addressing the needs of English learners and students with special needs to provide equitable access to the content	
4. PLANNING INSTRUCTION & DESIGNING LEARNING EXPERIENCES FOR ALL STUDENTS	
4.1 Using knowledge of students' academic readiness, language proficiency, cultural background, and individual development to plan instruction	
4.2 Establishing and articulating goals for student learning	
4.3 Developing and sequencing long-term and short-term instructional plans to support student learning	
4.4 Planning instruction that incorporates appropriate strategies to meet the learning needs of all students	
4.5 Adapting instructional plans and curricular materials to meet the assessed learning needs of all students	
5. ASSESSING STUDENTS FOR LEARNING	
5.1 Applying knowledge of the purposes, characteristics, and uses of different types of assessments	
5.2 Collecting and analyzing assessment data from a variety of sources to inform instruction	
5.3 Reviewing data, both individually and with colleagues, to monitor student learning	
5.4 Using assessment data to establish learning goals and to plan, differentiate, and modify instruction	
5.5 Involving all students in self-assessment, goal setting, and monitoring progress	
5.6 Using available technologies to assist in assessment, analysis, and communication of student learning	
5.7 Using assessment information to share timely and comprehensible feedback with students and their families	
6. DEVELOPING AS A PROFESSIONAL EDUCATOR	
6.1 Reflecting on teaching practice in support of student learning	
6.2 Establishing professional goals and engaging in continuous and purposeful professional growth and development	
6.3 Collaborating with colleagues and the broader professional community to support teacher and student learning	
6.4 Working with families to support student learning	
6.5 Engaging local communities in support of the instructional program	
6.6 Managing professional responsibilities to maintain motivation and commitment to all students	
6.7 Demonstrating professional responsibility, integrity, and ethical conduct	

ALTERNATIVE EVALUATION- OPTION 1
COTTONWOOD UNION SCHOOL DISTRICT

Evaluatee: _____ Year: _____

Grade Level/Subject: _____ Site: _____

The intent of the alternative evaluation for professional growth and learning shall be to design one or more activities that relate to the California Teaching Standards.

Select one or more of the California Teaching Standards and design an activity for each standard selected.

Standard:

Activity:

Approval of Activity(ies)

Evaluator

Date

Evaluatee

Date

**SUMMARY EVALUATION REPORT ALTERNATIVE EVALUATION- OPTION 1
COTTONWOOD UNION SCHOOL DISTRICT**

Evaluatee: _____ Year: _____

Grade Level/Subject: _____ Site: _____

Evaluatee's summary of activity(ies) completed:

Evaluator's evaluation of activity(ies) completed:

Evaluator

Date

Evaluatee

Date

☐ To be evaluated next year using standard evaluation instruments.

Signature does not indicate agreement. A written response may be attached within 10 working days.

Alternative Evaluation: Option 2

Action Research

Cottonwood Union School District

Evaluatee: _____ Year: _____

Grade Level/Subject: _____ Site: _____

The intent of this alternative evaluation is to promote the continued improvement and learning opportunities for teachers to positively affect student achievement and success.

This alternative evaluation plan is based on action research principles, whereas the teacher is challenged to develop a professional growth goal based on an educational need with action steps and implementation to reach that goal. The goal is designed to increase effectiveness within the sphere of their influence.

Proposal Title: _____

Statement of the educational need/problem (one sentence):

Mutual Agreement by October 15th: Evaluatee _____ Evaluator _____ Date: _____

Research question (one sentence):

Mutual Agreement by October 15th: Evaluatee _____ Evaluator _____ Date: _____

Research and resource summary:

Completion: Evaluatee _____ Evaluator _____ Date: _____

Action Research Design:

Completion: Evaluatee _____ Evaluator _____ Date: _____

Professional growth activities:

Completion: Evaluatee _____ Evaluator _____ Date: _____

Implementation of action plan:

Completion: Evaluatee _____ Evaluator _____ Date: _____

Analyze results:

Completion: Evaluatee _____ Evaluator _____ Date: _____

Share results with supervisor (and colleagues, if appropriate):

Completion by May 1st: Evaluatee _____ Evaluator _____ Date: _____

This process is designed to be a learning experience and to assist the teacher in increasing teacher effectiveness. The results are strictly to learn best practices.

Timelines:

By October 15, the teacher and the evaluator shall agree to a written evaluation plan.

No later than May 1, the teacher and the supervisor shall meet to review and complete the year's evaluation activities.

APPENDIX "F"

SALARY SCHEDULE

2016-17								
Salary Schedule								
COTTONWOOD UNION SCHOOL DISTRICT								
STEP		COLUMN A		COLUMN B		COLUMN C		COLUMN D
		BA+ 30-44 UNITS		BA+ 45-59 UNITS		BA+ 60 UNITS		BA+ 75 UNITS
1		\$42,222.64		\$42,843.56		\$43,464.48		\$44,085.40
2		\$43,403.25		\$44,295.83		\$45,188.95		\$46,082.07
3		\$44,583.87		\$45,748.10		\$47,382.56		\$49,017.01
4		\$46,222.15		\$47,672.38		\$49,124.27		\$50,576.16
5		\$48,354.27		\$49,811.68		\$51,272.41		\$52,733.15
6		\$50,257.55		\$51,714.96		\$53,174.02		\$54,633.07
7		\$52,160.83		\$53,618.24		\$55,077.31		\$56,536.39
8		\$54,062.43		\$55,521.52		\$56,980.60		\$58,439.69
9		\$55,967.39		\$57,424.80		\$58,883.89		\$60,342.98
10		\$57,869.00		\$59,326.45		\$60,785.49		\$62,244.54
11		\$59,771.30		\$61,228.71		\$62,687.79		\$64,146.87
12		\$61,947.03		\$63,410.90		\$65,519.15		\$67,627.39
13		\$61,947.03		\$63,410.90		\$65,519.15		\$67,627.39
14		\$63,696.07		\$65,159.94		\$67,268.18		\$69,376.43
15		\$63,696.07		\$65,159.94		\$67,268.18		\$69,376.43
16		\$65,445.12		\$66,908.98		\$69,017.22		\$71,125.47
17		\$65,445.12		\$66,908.98		\$69,017.22		\$71,125.47
18		\$67,194.16		\$68,658.02		\$70,766.27		\$72,874.51
19		\$67,194.16		\$68,658.02		\$70,766.27		\$72,874.51
20		\$68,943.20		\$70,407.06		\$72,515.31		\$74,623.55
21				\$70,407.06		\$72,515.31		\$74,623.55
22				\$72,156.10		\$74,264.35		\$76,372.59
23				\$72,156.10		\$74,264.35		\$76,372.59
24				\$72,156.10		\$74,264.35		\$76,372.59
25				\$74,216.10		\$76,324.35		\$78,432.59
Additional \$1000 per year awarded for Master's Degree.								
3% Added in 2015/2016								

Cottonwood Union School District
Job Share Assignment Proposal

APPENDIX "G"

Name of job share participants:

Names	%FTE	Requested Grade Level	School Year
-------	------	-----------------------	-------------

Attached to this cover sheet please submit a proposed work year calendar and your plan, which shall address the following areas:

1. Describe how full responsibility would be assumed by the job share teachers for the following non-teaching duties:
 - ''' Faculty meetings
 - ''' Parent conferences
 - ''' Back-To-School Night and Open House
 - ''' Yard, recess and bus duty
 - ''' Department, curriculum and articulation meetings
 - ''' Legally mandated activities, including but not limited to IEP, SST and 504 meetings, WASC and PQR activities
2. Describe how you would provide consistency for students in classroom management, discipline, curriculum and instruction.
3. Describe how you would address classroom organizational responsibilities such as report cards, grading, parent communication and involvement, volunteers, classroom budget, curricular materials and physical environment.
4. Describe how ongoing joint planning and communication would take place.

Date: _____ Submitted by: _____

____ Recommended
 ____ Not Recommended

 Principal's Signature

Please be aware that if two employees are returning from a job share at the same time, the employee with greater seniority shall be placed at the current job site first. The remaining job share partner shall be considered for vacancies in accordance with the order of eligibility outlined in Article XIII, (13.6). Both job share participants shall attend all Staff Development Days. Please be aware that earlier applications are more likely to be recommended by the principal.

SHASTA COUNTY POOLED INVESTMENT

June 30, 2016

06/30/16

PURCHASE DATE	SECURITY TYPE	PAR AMOUNT	COST AMOUNT	% OF TOTAL	DISC	PREM	ACCRUED INTEREST	MATURITY	CUSIP	MOODY'S RATING	INT/DISC RATE	YIELD	BROKER	DAYS TO MAT	DAYS* COST	MARKET VALUE	UNREALIZED GAIN/LOSS	AVERAGE MATURITY	UBOC VS. TREAS
	Local Agency Investment Fund (max 50,000)	45,000,000.00	45,000,000.00	10.50%												45,064,207.76	N/A	0.00	
	Repo Agreement (10% max 20% limit)	8,500,000.00	8,500,000.00	1.88%				07/01/16			0.35	0.35	UBS			8,500,000.00	N/A	0.00	
	LIR Treasury Fund - Mutual Fund (5.00% max)	20,500,000.00	20,500,000.00	4.76%				07/01/16			0.40	0.40	UBS			20,503,371.55	N/A	0.00	
****	Total Inactive Public Deposits (7.5% limit)	0.00	0.00	0.00%												0.00			
04/10/14	US Treasury Note	5,000,000.00	4,986,740.00		(13,250.00)			12/15/16	91282BA59		0.63	0.73	Union Banc	168	837,772,320.00	5,005,100.00	16,360.00	0.18	
03/09/15	US Treasury Note	5,000,000.00	4,980,468.75		(16,531.25)			05/31/17	91282BSY7		0.63	0.80	UBS	335	1,668,457,091.25	5,004,500.00	24,031.25	0.31	
04/12/16	US Treasury Note	5,000,000.00	5,019,477.89			19,477.89		05/31/18	91282BVE7		1.00	0.75	Webbush	700	3,513,634,523.00	5,038,650.00	19,172.11	0.65	-5,893.99
****	Total Treasury Bill (50% limit)	15,000,000.00	14,986,696.64	3.50%								0.70				15,048,250.00	61,603.36		
****	Total Negotiable Cert of Deposit (20% limit)	0.00	0.00	0.00%												0.00	0.00		
05/07/15	GE Medium Term Note	5,000,000.00	5,006,558.33			6,558.33		07/12/16	36962C8Z2	AA+/A1	1.50	0.52	UBS	12	60,076,699.96	5,000,800.00	(5,756.33)	0.00	-51,041.67
03/27/15	Wells Fargo Medium Term Note	5,000,000.00	5,000,000.00			0.00		07/22/18	94974BFL9	A+/A2	1.25	0.80	UBS	20	100,000,000.00	5,001,150.00	1,150.00	0.01	-29,700.00
04/28/14	Union Bank Medium Term Note	5,000,000.00	5,000,000.00					09/26/16	90521APH5	A+/A2	1.50	0.78	UBS	88	440,000,000.00	5,005,600.00	5,600.00	0.03	-88,100.00
05/14/13	3M Medium Term Note	5,000,000.00	5,000,000.00					09/29/16	84579YAD3	AA-/A2	1.38	0.53	UBS	91	455,000,000.00	5,009,150.00	9,150.00	0.03	-141,100.00
04/19/16	US Banc Medium Term Note	5,000,000.00	5,030,091.67			0.00	30,091.67	06/15/17	91158HHD5	A+/A1	1.65	0.92	UBS	319	1,804,596,242.73	5,023,950.00	(6,141.07)	0.11	-5,958.33
01/10/14	GE Medium Term Note	5,000,000.00	5,000,000.00					11/20/17	36962G6K5	AA+/A1	1.60	1.50	UBS	508	2,540,000,000.00	5,044,600.00	44,600.00	0.16	-18,650.00
07/20/15	Bank of NY Medium Term Note	5,000,000.00	5,016,441.67			16,441.67		08/01/18	06406HCL1	A+/A1	2.10	1.81	UBS	762	3,822,526,552.54	5,094,160.00	77,654.33	0.26	-55,708.33
01/25/16	US Bank Medium Term Note	5,000,000.00	5,049,200.00			21,700.00	27,500.00	04/25/18	91159HHH8	A+/A1	2.20	1.70	UBS	1029	5,195,626,830.00	5,128,000.00	76,800.00	0.36	-27,500.00
****	Total Medium Term Notes (20% limit/ 3% cap)	40,000,000.00	40,102,291.87	9.36%								1.04				40,367,350.00	205,056.33		
10/14/15	Abbey Natl N America Comm Paper	5,000,000.00	4,977,463.89		(22,536.11)			07/06/16	00260NG81	A-1/P-2	0.61	0.61	UBS	6	29,654,783.34	4,999,650.00	22,186.11	0.00	
10/29/15	Union Banc CP	5,000,000.00	4,986,176.39		(13,823.61)			07/15/16	62478XGF1	A-1/P-1	0.37	0.37	Union Banc	15	74,792,645.85	4,999,050.00	12,673.61	0.01	
10/27/15	Union Banc CP	5,000,000.00	4,888,088.89		(11,911.11)			07/21/16	62478XGM6	A-1/P-1	0.32	0.32	Union Banc	21	104,748,888.69	4,998,550.00	10,481.11	0.01	
11/05/15	Toyota Motor Credit CP	5,000,000.00	4,978,491.67		(21,508.33)			07/29/16	89233GV2	A-1/P-1	0.58	0.58	UBS	29	144,378,258.43	4,987,900.00	19,408.33	0.01	
11/18/15	Natany CP	5,000,000.00	4,971,875.00		(28,125.00)			08/12/16	63873JHC7	A-1/P-1	0.75	0.75	UBS	43	213,790,625.00	4,998,700.00	24,625.00	0.01	
12/11/15	Natany CP	5,000,000.00	4,968,500.00		(31,500.00)			05/09/16	63873JH68	A-1/P-1	0.64	0.64	UBS	68	337,658,000.00	4,994,050.00	25,550.00	0.02	
01/27/16	Abbey Natl N America Comm Paper	5,000,000.00	4,905,383.33		(34,616.67)			10/21/16	00260NKA1	A-1/P-1	0.93	0.93	UBS	113	561,088,318.29	4,989,250.00	23,868.67	0.04	
03/30/16	Union Banc CP	5,000,000.00	4,974,479.15		(25,520.85)			11/30/16	62478ALY8	A-1/P-1	0.75	0.75	Union Banc	153	781,095,303.95	4,982,250.00	7,770.85	0.05	
04/05/16	Abbey Natl N America Comm Paper	5,000,000.00	4,964,902.78		(35,097.22)			12/27/16	00260NMT4	A-1/P-1	0.95	0.95	UBS	180	803,682,500.40	4,979,100.00	14,197.22	0.06	
04/04/16	Abbey Natl N America Comm Paper	5,000,000.00	4,964,000.00		(36,000.00)			12/30/16	00260NMW7	A-1/P-1	0.95	0.95	UBS	183	906,412,000.00	4,976,500.00	12,500.00	0.06	
04/09/16	JP Morgan CP	5,000,000.00	4,962,500.00		(37,500.00)			01/03/17	45840FN33	A-1/P-1	1.00	1.00	UBS	187	927,887,500.00	4,976,000.00	13,500.00	0.06	
04/12/16	BNPFFNY CP	5,000,000.00	4,962,638.89		(37,361.11)			01/05/17	06655JH68	A-1/P-1	1.00	1.00	UBS	190	942,901,339.10	4,975,000.00	12,961.11	0.07	
05/01/16	Bank Tokyo - Mt NY Comm Paper	5,000,000.00	4,964,016.67		(35,983.33)			02/10/17	06558BPAS	A-1/P-1	1.02	1.03	UBS	225	1,116,903,750.75	4,960,800.00	4,863.33	0.08	
05/05/16	Natany CP	5,000,000.00	4,950,125.00		(40,875.00)			05/03/17	63873JQ37	A-1/P-1	1.09	1.09	UBS	246	1,218,944,750.00	4,965,950.00	6,825.00	0.08	
****	Total Comm Paper (20% limit)	70,000,000.00	69,567,641.66	16.23%								0.80				69,799,450.00	211,808.34		
12/05/12	Federal Farm Credit Bond (Callable)	5,000,000.00	4,993,750.00		(6,250.00)			08/05/17	3133EC5L4	AA+/Aaa	0.77	0.80	Morgan Stanley	340	1,697,875,000.00	5,000,400.00	6,650.00	0.08	
12/19/12	Federal Farm Credit Bond (Callable)	5,000,000.00	5,000,000.00					09/18/17	3133ECAL8	AA+/Aaa	0.73	0.73	Morgan Stanley	354	1,770,000,000.00	5,000,400.00	400.00	0.07	
11/21/12	Federal Farm Credit Bond (Callable)	5,000,000.00	4,993,500.00		(6,500.00)			09/21/17	3133ECG67	AA+/Aaa	0.80	0.83	UBS	417	2,062,289,500.00	5,000,150.00	6,650.00	0.06	
04/02/13	Federal Farm Credit Bond (Callable)	5,000,000.00	5,000,000.00					10/02/17	3133ECKG8	AA+/Aaa	0.90	0.90	Morgan Stanley	458	2,295,000,000.00	5,000,500.00	500.00	0.09	
12/19/12	Federal Farm Credit Bond (Callable)	5,000,000.00	4,997,500.00		(2,500.00)			12/13/17	3133EC7B4	AA+/Aaa	0.84	0.85	UBS	531	2,953,872,500.00	5,000,050.00	2,650.00	0.10	
10/22/15	Federal Farm Credit Bond (Callable)	5,000,000.00	5,000,000.00					01/22/17	3133EFKL0	AA+/Aaa	0.84	0.84	UBS	571	2,455,000,000.00	5,000,050.00	50.00	0.11	
12/15/16	Federal Farm Credit Bank	5,000,000.00	5,000,000.00			0.00	0.00	06/14/18	3133EFSH1	AA+/Aaa	1.17	1.18	Webbush	714	3,570,000,000.00	5,042,000.00	42,000.00	0.13	-600.00
10/28/15	Federal Farm Credit Bond (Callable)	5,000,000.00	5,000,000.00					10/26/18	3133EFKW8	AA+/Aaa	1.01	1.01	UBS	848	4,240,000,000.00	5,002,900.00	2,900.00	0.16	
08/06/15	Federal Farm Credit Bond	5,000,000.00	5,000,000.00					11/06/18	3133EEF2	AA+/Aaa	1.25	1.20	Union Banc	859	4,295,000,000.00	5,053,450.00	53,450.00	0.16	-6,900.00
12/14/15	Federal Farm Credit Bank	5,000,000.00	5,000,000.00					12/14/18	3133EFSJ7	AA+/Aaa	1.30	1.30	Union Banc	887	4,485,000,000.00	5,061,450.00	61,450.00	0.17	
03/01/16	Federal Farm Credit Bond (Callable)	5,000,000.00	5,000,000.00				0.00	12/28/18	3133EFT49	AA+/Aaa	1.19	1.19	UBS	911	4,555,000,000.00	5,000,100.00	100.00	0.17	
03/29/16	Federal Farm Credit Bond (Callable)	5,000,000.00	5,000,000.00					03/29/19	3133EFV36	AA+/Aaa	1.25	1.25	UBS	1002	5,010,000,000.00	5,008,900.00	6,900.00	0.19	
01/29/18	Federal Farm Credit Bond (Callable)	5,000,000.00	5,000,000.00					07/29/19	3133EFWR4	AA+/Aaa	1.42	1.42	Mutual Securities	1124	5,620,000,000.00	5,000,250.00	250.00	0.21	
03/02/18	Federal Farm Credit Bond (Callable)	5,000,000.00	5,000,000.00					03/02/20	3133EFH59	AA+/Aaa	1.38	1.38	UBS	1341	6,705,000,000.00	5,011,550.00	11,550.00	0.25	
04/13/16	Federal Farm Credit Bank	5,000,000.00	5,000,000.00					10/13/20	3133EF244	AA+/Aaa	1.58	1.58	UBS	1569	7,830,000,000.00	5,002,400.00	2,400.00	0.29	
****	Total Federal Farm Credits (20% limit)	75,000,000.00	74,984,750.00	17.45%								1.10				75,184,550.00	189,650.00		

\\dms01\share\TREASURY\Investment\Shasta Pooled Invest FY 15-17\POOLED INVEST FY 15-17.xlsx

02/25/15	Federal Home Loan Bank Bond	5,000,000.00	5,000,000.00			02/24/17	3130AMF72	AA+/Aaa	0.70	0.65	Wedbush	239	1,195,000,000.00	5,007,100.00	7,100.00	0.07	-4,740.00	
12/05/12	Federal Home Loan Bank Bond(Callable)	5,000,000.00	5,000,000.00			06/05/17	313381DD4	AA+/Aaa	0.75	0.75	UBS	340	1,700,000,000.00	5,004,400.00	4,400.00	0.08		
10/24/12	Federal Home Loan Bank Bond(Callable)	5,000,000.00	4,997,500.00	(2,500.00)		07/24/17	313350WR4	AA+/Aaa	0.85	0.86	Morgan Stanley	569	1,944,027,500.00	5,000,150.00	2,650.00	0.11		
10/16/12	Federal Home Loan Bank Bond(Callable)	5,000,000.00	5,000,000.00			10/16/17	313350TD9	AA+/Aaa	1.00	1.00	UBS	473	2,385,000,000.00	5,000,000.00	0.00	0.13		
12/28/12	Federal Home Loan Bank Bond(Callable)	5,000,000.00	5,000,000.00			12/28/17	313381K95	AA+/Aaa	0.84	0.84	Morgan Stanley	546	2,730,000,000.00	5,000,050.00	50.00	0.15		
07/15/15	Federal Home Loan Bank Bond	5,000,000.00	4,993,900.00	(16,100.00)		07/10/18	3130A5WY1	AA+/Aaa	1.00	1.11	Wedbush	740	3,688,096,000.00	5,023,350.00	38,450.00	0.20		
07/20/15	Federal Home Loan Bank Bond	5,000,000.00	4,994,100.00	(5,900.00)		07/20/18	3130A5V55	AA+/Aaa	1.10	1.14	UBS	750	3,745,575,000.00	5,033,250.00	39,150.00	0.21		
04/26/16	Federal Home Loan Bank Bond(Callable)	5,000,000.00	5,000,000.00			04/26/19	3130A7S35	AA+/Aaa	1.13	1.13	Mutual Securities	1030	5,150,000,000.00	5,003,850.00	3,850.00	0.29		
06/03/16	Federal Home Loan Bank Bond(Callable)	5,000,000.00	5,000,000.00			03/03/20	3130A87M9	AA+/Aaa	1.47	1.47	UBS	1342	6,710,000,000.00	5,007,100.00	7,100.00	0.37		
04/23/16	Federal Home Loan Bank Bond(Callable)	5,000,000.00	5,000,000.00			04/20/20	3130A7RP2	AA+/Aaa	1.38	1.38	UBS	1360	6,950,000,000.00	5,009,500.00	9,500.00	0.39		
****	Total Federal Home Loans (20% limit)	50,000,000.00	49,975,300.00	11.68%						1.03				50,088,750.00	113,250.00			
12/28/12	Federal National Mige Note-Callable	5,000,000.00	5,000,000.00			06/28/17	3130G14N6	AA+/Aaa	0.75	0.72	Union Banc	363	1,815,000,000.00	5,001,750.00	1,750.00	0.10		
10/14/15	Federal National Mige Note	5,000,000.00	5,010,338.33		7,000.00	09/20/17	3135G0PP2	AA+/Aaa	1.00	0.67	Wedbush	447	2,236,818,098.51	5,023,550.00	13,216.67	0.12	-21,006.87	
04/03/13	Federal National Mige Note-Callable	5,000,000.00	5,000,000.00			04/30/18	3135G0WV9	AA+/Aaa	1.00	1.00	Morgan Stanley	669	3,345,000,000.00	5,000,550.00	550.00	0.19		
05/15/13	Federal National Mige Note-Callable	5,000,000.00	5,000,000.00			05/15/18	3135G1LE7	AA+/Aaa	1.01	1.01	UBS	684	3,420,000,000.00	5,000,800.00	800.00	0.19		
06/25/13	Federal National Mige Note-Callable	5,000,000.00	5,000,000.00			05/25/18	3135G0XK4	AA+/Aaa	1.05	1.05	Union Banc	694	3,470,000,000.00	5,000,850.00	850.00	0.19		
11/17/15	Federal National Mige Note	5,000,000.00	5,003,689.58		63,689.58	09/18/18	3135G0YM9	AA+/Aaa	1.88	1.19	Wedbush	810	4,101,589,559.80	5,127,750.00	64,060.42	0.23	-31,510.42	
03/06/16	Federal National Mige Note	5,000,000.00	5,004,072.22	(650.00)		02/26/19	3135G0J53	AA+/AAA	1.00	1.00	Wedbush	971	4,856,954,125.62	5,024,600.00	20,527.78	0.27	4,722.22	
02/26/16	Federal National Mige Note-Callable	5,000,000.00	5,000,000.00			09/26/19	3138G2X51	AA+/Aaa	1.50	1.50	Union Banc	1152	5,760,000,000.00	5,003,850.00	3,850.00	0.32		
02/25/16	Federal National Mige Note-Callable	5,000,000.00	5,000,000.00			11/26/19	3138G2Y49	AA+/Aaa	1.40	1.40	UBS	1244	6,220,000,000.00	5,002,500.00	2,500.00	0.35		
04/14/16	Federal National Mige Note-Callable	5,000,000.00	5,000,000.00			01/14/20	3136G3J35	AA+/Aaa	1.58	1.36	Wedbush	1293	6,485,000,000.00	5,002,850.00	2,850.00	0.36		
****	Total Federal National Mige. (20% limit)	50,000,000.00	50,078,095.13	11.68%						1.09				50,189,550.00	111,454.87			
03/31/15	Federal Home Loan Mige. Cp	5,000,000.00	5,000,000.00		0.00	10/14/16	3137EADS5	AA+/Aaa	0.88	0.48	UBS	106	530,000,000.00	5,006,350.00	6,350.00	0.03	-30,200.00	
06/17/15	Federal Home Loan Mige. Cp	5,000,000.00	4,996,800.00	(5,200.00)		01/25/17	3134G7CU3	AA+/Aaa	0.83	0.87	Union Banc	208	1,044,331,200.00	5,003,300.00	6,500.00	0.05		
03/02/16	Federal Home Loan Mige. Cp	5,000,000.00	5,011,301.11		0.00	03/02/17	3137EADCO	AA+/Aaa	1.00	0.70	Wedbush	251	1,257,836,578.81	5,018,400.00	5,098.89	0.09	-5,138.89	
10/29/15	Federal Home Loan Mige. CP	5,000,000.00	5,005,233.33		5,233.33	07/14/17	3137EADVB	AA+/Aaa	0.75	0.80	WEDBUSH	379	1,896,383,432.07	5,007,450.00	2,216.67	0.10	-7,818.67	
11/03/15	Federal Home Loan Mige. CP	5,000,000.00	4,999,000.00	(1,000.00)		03/07/18	3137EADP1	AA+/Aaa	0.88	0.88	UBS	615	3,074,385,000.00	5,009,200.00	10,200.00	0.21		
10/29/15	Federal Home Loan Mige. CP	5,000,000.00	5,000,000.00			10/29/18	3134G72V2	AAA/AA+	1.10	1.10	Union Banc	851	4,255,000,000.00	5,001,150.00	1,150.00	0.29		
05/31/16	Federal Home Loan Mige. CP-Callable	5,000,000.00	4,995,611.11	(5,000.00)		12/21/18	3134G9MS3	AAA/AA+	1.10	1.14	UBS	904	4,516,032,443.44	5,002,550.00	6,838.89	0.31	611.11	
02/24/16	Federal Home Loan Mige. CP	5,000,000.00	5,122,429.17		79,200.00	03/08/19	313378QK0	AA+/Aaa	1.88	1.03	Wedbush	981	5,025,103,015.77	5,138,500.00	16,070.83	0.35	-3,645.83	
02/26/16	Federal Home Loan Mige. - Callable	5,000,000.00	5,000,000.00			08/29/19	3134G8J42	AA+/Aaa	1.50	1.50	UBS	1152	5,760,000,000.00	5,003,850.00	3,850.00	0.40		
01/29/16	Federal Home Loan Mige. CP-Callable	5,000,000.00	5,000,000.00			10/29/19	3134G8JD2	AA+/Aaa	1.38	1.38	UBS	1215	6,075,000,000.00	5,007,050.00	7,050.00	0.42		
04/07/16	Federal Home Loan Mige. CP-Callable	4,800,000.00	4,800,000.00			10/07/20	3134G8YQ6	AA+/Aaa	1.53	1.53	Union Banc	1560	7,489,000,000.00	4,802,544.00	2,544.00	0.52		
****	Total Fed HM LN Mige. Corp Disc Note (20%)	54,800,000.00	54,930,374.72	12.81%						1.00				54,998,144.00	67,769.28			
05/05/07	Gov't National Mortgage Association GNMA	222.80	0.00	(222.80)		05/15/17	36217YK84	AAA	8.00	8.10	Wedbush	319	0.00	470.53	470.53			
05/26/07	Gov't National Mortgage Association GNMA	1,146.08	0.00	(1,146.08)		05/15/17	362178EN1	AAA	8.00	8.10	Wedbush	319	0.00	2,430.37	2,430.37			
04/19/08	Gov't National Mortgage Association GNMA	152.20	0.00	(152.20)		08/15/17	36218MAA1	AAA	9.50	9.60	Underwood Neuhaus	411	0.00	285.08	285.08			
****	Total Gov't National Mige. Assn. (50% limit)	1,521.08	0.00	0.00%										3,185.98	3,185.98			
TOTAL		428,801,521.00	428,645,339.82	100.00%	(496,270.67)	214,067.47	126,021.84							429,696,899.29				-531,037.47
Cost of Investments		428,645,339.82	363,676,377.29	UBOC									206,834,503,719.10					
Cash in Treasury		23,893.54	46,800,000.00	LAIF		340,089.41												
Return Checks				REPO														
Shasta Lake LAIF		263,985.17	20,500,000.00	LIR														
Active Deposits		8,352,448.60		GNMA														
Adjustments			429,178,377.29															
Balance in Treasury		437,276,277.13		(531,037.47)														

I certify that this report accurately reflects the County Treasurers investments, and is in conformance with the adopted County Investment Policy Statement. Furthermore, I certify to the best of my knowledge, sufficient investment liquidity, and anticipated revenues are available to meet the County's budgeted expenditure requirements for the next six months.

FAR = DISC + PREM + ACC INT + COST

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Cottonwood Union School District

School Year: 2015/16

Person completing this form: Becky Bragg

Title: Administrative Assistant

Quarterly Report Submission Date:

- ☐ July 1 – September 30 *(due October 15)
☐ October 1 – December 31 *(due January 15)
☐ January 1 – March 31 *(due April 15)
☒ April 1 – June 30 *(due July 15)

Date information will be reported publicly at governing board meeting:

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	0		
Teacher Vacancy or Misassignment	0		
Facilities Conditions	0		
TOTALS	0		


Signature of District Superintendent

David Alexander
Printed Name of District Superintendent

7/5/16
Date

*Submit by quarterly due date to: Laurie Zambrano, Executive Assistant
lzambrano@shastacoe.org