

COTTONWOOD UNION SCHOOL DISTRICT

20512 West First Street
Cottonwood, CA 96022

AGENDA FOR Tuesday, August 20, 2019, 6:30 P.M.

Regular Board Meeting, West Cottonwood Library

Rules and Procedures

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

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

1.0 Call Regular Meeting to Order

2.0 Pledge of Allegiance

3.0 Approval of Agenda

4.0 Recognition (Students, Staff, Curriculum) Curriculum Review Introduction of New Staff Members

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

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures: At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code [35145.5](#), Government Code [54954.2](#)) Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. (Government Code [54954.2](#)) Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda. Comments shall be limited to 3 minutes per person and 20 minutes for all comments, unless different time limits are set by the Chairman subject to the approval of the Board.

6.0 Consent Agenda

6.1 Review of Consent Agenda

6.1.1 Approval of Board Meeting Minutes for:

Regular Board Meeting held on **Tuesday, June 11, 2019 (pg. 4-7)**

Regular Board Meeting held on **Tuesday, June 12, 2019 (pg. 8-9)**

Special Board Meeting held on **Tuesday, July 23, 2019 (pg. 10-11)**

6.1.2 Accept Letters of Resignation from Jenny Dawson and Ami Foley- Instructional Assistant. (pg. 12-13)

6.1.3 Approval to Hire: Rachel Barnett- Teacher, Madelyn Gamble, Annette Herring, Anna Traetz, - Instructional Assistants, Louchan Saelee, Saeng Saeteurn, Bourke Wilmont-Custodians, Rebecca Barnes, Faith Kirk- Preschool Teachers, Brianna Alfonso, Jennifer Dawson, Courtney Elam, Faith Kirk, Lauren Lowry, Cori Miller, Yvonne White- Preschool Assistants

6.1.4 Approval of the following Contracts:

School Services of California, Inc.- Fiscal Budget Services for 2019/20 (pg. 14-17)

6.2 Approval of Consent Agenda

7.0 Discussion/Action items

- 7.1 Consider approval of the Commercial Warrants. (pg. 18-24)
- 7.2 Consider approval of the job description and salary schedule for the Daily Operations Lead School Bus Driver. (pg. 25-28)
- 7.3 Consider approval of the AB1200 for July 1, 2018 through June 30, 2022 with the Administrators. (pg. 29-31)
- 7.4 Consider approval of the AB1200 for 2019-20 with Unrepresented Classified. (pg. 32-33)
- 7.5 Consider approval: Board Policies/ Administrative Regulations (pg. 34-35)
BP/ AR 4030- Nondiscrimination in Employment (pg. 36-48)
BP/ AR 5117- Interdistrict Attendance (pg. 49-62)
AR 5125.2- Withholding Grades, Diploma, Transcripts (pg. 63-64)
BP 5127- Graduation Ceremonies and Activities (pg. 65-68)
E 5145.6- Parental Notifications (pg. 69-83)

8.0 Informational Items:

- 8.1 CTA Report
- 8.2 Superintendent's Report
- 8.3 Principal's Report

9.0 Information/Communication Items.

- 9.1 Shasta County Pooled Investment Report for June 28, 2019 (pg. 84-85)
Shasta County Pooled Investment Report for July 31, 2019 (pg. 86-87)
- 9.2 Construction Invoices Paid (pg. 88-105)
- 9.3 Quarterly Report on Williams Uniform Complaints (April-June 2019) (pg. 106)

10.0 Governing Board Discussion and Suggested Agenda Items

11.0 Future Meetings:

- 11.1 Regular Board Meeting, **Tuesday, September 17, 2019, 6:30 p.m.** in the West Cottonwood School Library, 20512 w. First Street, Cottonwood, CA 96022.

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

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

Public Notice of Action Taken in Closed Session

13.0 Adjournment

AMERICAN WITH DISABILITIES ACT NOTICE

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

DOCUMENT AVAILABILITY

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

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

To review and/or print a board packet:

Go to www.cwusd.com

Click on Board of Trustees in the right hand column

Click on Board Meeting Documents in the left hand column, and

Click on Meeting Agendas, Minutes, or Board Meeting Packets to review or download as you would like.

**Cottonwood Union School District
20512 West First Street
Cottonwood, CA 96022**

MINUTES for Tuesday, June 11, 2019, 6:30 P.M.

Regular Board Meeting, West Cottonwood Library

Members Present Mr Iles, Mrs McDougall, Mrs. Semingson and Mr Vazquez
Members Absent Mrs Cordova
Other Present Superintendent: Doug Geren
 Principals Don Ray, Terri Wright
 Laura Merrick, Business Manager
 Becky Bragg, Administrative Assistant
 Staff six staff members were present

- 1.0 **Call Regular Meeting to Order-** Mr Iles called the regular meeting to order at 6 33 p m.
- 2.0 **Pledge of Allegiance** led by Mr Iles
- 3.0 **Approval of Agenda**
ACTION: Mrs Semingson moved, seconded by Mrs McDougall, to approve the agenda as presented
VOTE: Unanimous in favor
- 4.0 **Recognition (Students, Staff, Curriculum) Curriculum Review**
Introduction of New Staff Members- Mrs Wright introduced 1 New Teacher and Mr Ray introduced 5 new teachers
- 5.0 **Public Forum/Hearing of Person Wishing to Address the Board**
None at this time
- 6.0 **Consent Agenda**
 - 6.1 **Review of Consent Agenda**
 - 6 1 1 **Approval of Board Meetings for**
 Regular Board Meeting held on **Tuesday, May 21, 2019**
 - 6 1 2 Accept Letter of Resignation from **Tyletta Bianco-** Instructional Assistant
 - 6 1 3 Approval to Hire **Dana Cummings and Jenny Chain-** Teachers, **Holly Smedley-**
 Preschool Director
 - 6 1 4 Approval of the following Contracts
 Shasta County Office of Education- Document Tracking Services for 2019/20
 Shasta County Office of Education- Legal Services Consortium for 2019/20
 MediCal Billing Systems, Inc- MediCal Billing Services for 2019/20
 - 6.2 **Approval of Consent Agenda**
ACTION: Mrs Semingson moved, seconded by Mrs McDougall, to approve the Consent Agenda as Presented
VOTE: Unanimous in favor
- 7.0 **Discussion/Action items**
 - 7.1 **Consider approval of the Commercial Warrants.**
ACTION: Mrs Semingson moved, seconded by Mr Vazquez, to approve the Commercial Warrants
VOTE: Unanimous in favor

7.2 Consider approval of Resolution #2019-6, 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 Semingson moved, seconded by Mrs McDougall, to approve Resolution #2019-6, 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), parent overview, and federal addendum for the 2019/2020 year. (The plan will be presented for approval to the board on June 12, 2019.)
 Mr Iles opened the public hearing and requested any comments from the public There were no comments at this time Public hearing was closed

7.4 Public Hearing on proposed 2018/2019 District Budgets. (The 2019/2020 District Budget will be presented for approval to the board on June 12, 2019.)

| | |
|---------------------------------------|------------------------------------------------------|
| Fund 01 - General Fund | Fund 25 – Capital Facilities Fund |
| Fund 13 - Cafeteria Fund | Fund 51 – Bond Interest & Redemption Fund |
| Fund 17 - Special Reserve Fund | Fund 20 – Retiree Fund |

Narrative, Summary of Inter-Fund Activities, Attendance Detail, Cash Flow, Multi-Year Projections, Criteria and Standards and Reserve Disclosure are submitted for review and approval
 Mr Iles opened the public hearing and requested any comments from the public Mrs Merrick, CBO, gave a short presentation on the proposed budget There were no comments at this time. Public hearing was closed

7.5 Consider approval of Resolution #2019-7, Regarding the Education Protection Account (EPA) for 2019-2020.
ACTION: Mrs Semingson moved, seconded by Mrs McDougall, to approve Resolution #2019-7, Regarding the Education Protection Account (EPA) for 2019-2020
VOTE: Unanimous in favor

7.6 Consider approval of Resolution #2019-8, Authorization for 2019/2020 Interfund Temporary Cash Transfers.
ACTION: Mrs Mrs Semingson moved, seconded by Mrs McDougall, to approve Resolution #2019-8, Authorization for 2019/2020 Interfund Temporary Cash Transfers
VOTE: Unanimous in favor

7.7 Consider approval of Resolution #2019-9, Transfer of Funds from the General Fund to the Special Reserve Fund for Capital Outlay Projects, Fund 40
ACTION: Mrs McDougall moved, seconded by Mrs Semingson, to approve Resolution #2019-9, Transfer of Funds from the General Fund to the Special Reserve Fund for Capital Outlay Projects, Fund 40
VOTE: Unanimous in favor

- 7.8 Consider approval of the Annual Declaration of Need for Fully Qualified Educators for the 2019/2020 school year.**

ACTION: Mrs Semingson moved, seconded by Mrs McDougall, to approve the Annual Declaration of Need for Fully Qualified Educators for the 2019/2020 school year

VOTE: Unanimous in favor

- 7.9 Consider approval of the MOU with Cascade Union Elementary School District for Transportation, Maintenance, Inspection, and Administrative Services for 2019/20**

ACTION: Mrs Semingson moved, seconded by Mrs McDougall, to approve the MOU with Cascade Union Elementary School District for Transportation, Maintenance, Inspection, and Administrative Services for 2019/20

VOTE: Unanimous in favor

- 7.10 Discussion of possible loan from local bank to fund construction at North Cottonwood.**

Discussion was held regarding seeking a loan to fund part of the construction at North Cottonwood

- 7.11 Consider approval to surplus ELA Materials- Timeless Voices, Timeless Themes Copper Level by Prentice Hall, 31 books.**

ACTION: Mrs McDougall moved, seconded by Mrs Semingson, to approve the surplus ELA Materials- Timeless Voices, Timeless Themes Copper Level by Prentice Hall, 31 books

VOTE: Unanimous in favor

- 7.12 Consider approval: Board Policies/ Administrative Regulations**

BP/E 0420.41 - Charter School Oversight

AR 1312.3 - Uniform Complaint Procedures

AR/E 1312.4 - Williams Uniform Complaint Procedures

AR 1340 - Access to District Records

BP/AR 3100 – Budget

BP/AR 3260 - Fees and Charges

BP/AR 3515.4 - Recovery for Property Loss or Damage

ACTION: Mrs Semingson moved, seconded by Mrs McDougall, to approve the Board Policies/ Administrative Regulations

VOTE: Unanimous in favor

8.0 Informational Items:

- 8.1 CTA Report- No Update**

- 8.2 Superintendent's Report- Mr Geren gave an update on buildings, transportation, shade, and summer school**

- 8.3 Principal's Report**

Mr. Ray shared that North had a great end to the school year, Project Share came to meet and have lunch with staff during the planning days, new teachers very welcome, and he thanked the board and district office for their support

Mrs. Wright shared that the year started hard with the loss of a parent but everyone tried to keep a positive attitude, the staff planning days were great, graduation went well and she thanked those who handed out diplomas

9.0 Information/Communication Items.

- 9.1 Enrollment Report**

- 9.2 Shasta County Pooled Investment Report for May 31, 2019**

10.0 Governing Board Discussion and Suggested Agenda Items
None at this time

11.0 Future Meetings:

11.1 Regular Board Meeting, Tuesday, June 12, 2019, 6:30 p.m. in the West
Cottonwood School Library, 20512 w First Street, Cottonwood, CA 96022

12.0 Closed Session: Adjournment to Closed Session at 7:55 p.m. to consider and/or take action upon the following items:

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

Public Notice of Action Taken in Closed Session
No action taken

13.0 Adjournment- the meeting adjourned at 8 05 p m

Kim Cordova, President

Matt Iles, Clerk

Deidre McDougall, Member

Judy Semingson, Member

Tom Vazquez, Member

**Cottonwood Union School District
20512 West First Street
Cottonwood, CA 96022**

MINUTES for Wednesday, June 12, 2019, 6:30 P.M.

Regular Board Meeting, West Cottonwood Library

Members Present Mr Iles, Mrs McDougall, Mrs Semingson and Mr Vazquez
Members Absent Mrs Cordova
Others Present Superintendent Doug Geren
 Laura Merrick, Business Manager
 Becky Bragg, Administrative Assistant

- 1.0 **Call Regular Meeting to Order-** Mr Iles called the regular meeting to order at 6 30 p m
- 2.0 **Pledge of Allegiance** led by Mr Iles
- 3.0 **Approval of Agenda**
ACTION: Mrs Semingson moved, seconded by Mrs McDougall, to approve the agenda as presented
VOTE: Unanimous in favor
- 4.0 **Public Forum/Hearing of Person Wishing to Address the Board**
None at this time
- 5.0 **Discussion/Action items**
 - 5.1 **Consider approval of Local Control Accountability Plan (LCAP) for the 2019/20 year.**
ACTION: Mrs Semingson moved, seconded by Mrs McDougall, to approve the Local Control Accountability Plan (LCAP) for the 2019/20 year
VOTE: Unanimous in favor
 - 5.2 **Consider approval of the proposed 2019/20 District Budget.**
ACTION: Mrs McDougall moved, seconded by Mrs Semingson, to approve the agenda with the proposed 2019/20 District Budget
VOTE: Unanimous in favor
 - 5.3 **Consider granting Superintendent authority to enter into contract with Cerami and Browning for the construction of the Coyote Den at North Cottonwood.**
ACTION: Mrs Semingson moved, seconded by Mrs McDougall, to granted the Superintendent authority to enter into contract with Cerami and Browning for the construction of the Coyote Den at North Cottonwood
VOTE: Unanimous in favor
- 6.0 **Governing Board Discussion and Suggested Agenda Items**
None at this time
- 7.0 **Future Meetings:**
 - 7.1 Regular Board Meeting, **Tuesday, July 16, 2019, 6:30 p.m.** in the West Cottonwood School Library, 20512 w First Street, Cottonwood, CA 96022

7.2 Regular Board Meeting, **Tuesday, August 20, 2019, 6:30 p.m.** in the West Cottonwood School Library, 20512 w First Street, Cottonwood, CA 96022

8.0 **Adjournment-** the meeting adjourned at 6 34 p m

Kim Cordova, President

Matt Iles, Clerk

Deidre McDougall, Member

Judy Semingson, Member

Tom Vazquez, Member

**Cottonwood Union School District
20512 West First Street
Cottonwood, California 96022**

MINUTES for Tuesday, July 23, 2019, 5:00 P.M.

Special Board Meeting, District Office Conference Room

Members Present: Mr Iles, Mrs McDougall and Mr Vazquez
Members Absent: Mrs Cordova and Mrs Semingson
Others Present: Superintendent Doug Geren
Laura Merrick, CBO
Becky Bragg, Administrative Assistant

- 1.0 Call Meeting to Order-** Mr Iles called the regular meeting to order at 5 09 p m
- 2.0 Approval of Agenda**
ACTION: Mr Vazquez moved, seconded by Mrs McDougall, to approve the agenda as presented
VOTE: Unanimous in favor
- 3.0 Public Forum/Hearing of Persons Wishing to Address the Board regarding any matter on this agenda. (Govt. Code Section 54954.3)**
None at this time,
- 4.0 Discussion/ Action items**
 - 4.1 Introduction of Amy Barker- Assistant Superintendent at Columbia Elementary School District.**
Mr Geren introduced Amy Barker, Assistant Superintendent at Columbia Elementary School District, to the board members present
 - 4.2 Discussion on Letter from De'An Chambless, SCOE, regarding debt disclosure.**
The board reviewed and discussed the letter from De'An Chambless, SCOE, regarding debt disclosure
 - 4.3 Consider approval of the contract with Gordon D. Lemke for General Construction Inspector.**
ACTION: Mr. Vazquez moved, seconded by Mrs McDougall, to approve the contract with Gordon D Lemke for General Construction Inspector
VOTE: Unanimous in favor
 - 4.4 Consider approval of Resolution #2019-10, Authorizing the execution and delivery of a site lease, a lease agreement, an assignment agreement, and authorizing the execution of necessary documents and certificates and related actions.**
ACTION: Mr Vazquez moved, seconded by Mrs McDougall, to approve of Resolution #2019-10, Authorizing the execution and delivery of a site lease, a lease agreement, an assignment agreement, and authorizing the execution of necessary documents and certificates and related actions
VOTE: Unanimous in favor

5.0 Adjourn- the meeting adjourned at 5 30 p m

Kim Cordova, President

Matt Iles, Clerk

Deidre McDougall, Member

Judy Semingson, Member

Tom Vazquez, Member

Becky Bragg

From: Jennifer Dawson
Sent: Monday, June 17, 2019 12:29 PM
To: Becky Bragg
Subject: Moving from instructional assistant to preschool

To whom it may concern.

I am writing this letter to inform you that I am resigning from my instructional assistant job at North Cottonwood to work in the North Cottonwood Preschool.

Jennifer Dawson

Get [Outlook for iOS](#)

Katie Baugh

From: Don Ray
Sent: Wednesday, July 31, 2019 10 24 AM
To: Katie Baugh
Subject: Another Aide Resignation



From: Ami Foley <amifoley 74@gmail com>
Sent: Wednesday, July 31, 2019 10.18 AM
To: Don Ray
Subject:

Don Ray,

I would like to notify you that I will not be back as an aide during the 2019/2020 school year. However, I would be interested in being a sub for the Den or even a classroom if that is possible. My available times are M-Th 8:00 - 1:00 pm. Please let me know if that is something that you are in need of and what steps I might need to take to make this happen.

Thanks,
Ami Foley
530-921-9225

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, 2019

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 local educational agency fiscal policies, and one copy of the *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 local educational agency legal issues; major customized research projects or studies, or, on-site speeches or presentations
- e Preliminary local educational agency 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

COTTONWOOD UNION ELEMENTARY SCHOOL DISTRICT

- 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 \$3,660 annually, plus expenses, or payable at \$305 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, 2019, and terminating August 31, 2020. Agreement may be terminated prior to August 31, 2020, 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 3, 2019

JOHN D GRAY
President
School Services of California, Inc



**ADDENDUM A
TO SPECIAL SERVICES AGREEMENT**

As a client of School Services of California, Inc , you have the option of purchasing either or both of our **CADIE** and **SABRE** reports at the client rate. The following information describes the **CADIE** and **SABRE** reports, and the form at the bottom of the page to order the reports

The **Comparative Analysis of District Income and Expenditures (CADIE)** is a comprehensive computer-generated report comparing your district's revenues and expenditures to those of 40 other districts (two reports with 20 districts in each) of your choice throughout the state Well over 300 comparisons are made using SACS, CBEDS and CalPads data

The **CADIE** includes comparative graphic data expenditures by ADA, tabular information showing per ADA and percentage distribution of district revenues and expenditures, staffing levels, and tables that show—on an ADA and percentage basis—how your district spent its dollars for the prior three years The report is comprehensive, yet easy to use

The **Salary And Benefits Report (SABRE)** is generated from the CDE's Certificated Teachers Salary and Benefit data (Form J-90) and provides up to 38 side-by-side comparisons of your district with those of 40 other districts (two reports with 20 districts in each) of your choice on certificated salaries, health and welfare benefits, and work days.

The **SABRE** includes ten graphical displays and 27 comparison tables with side-by-side analysis for certificated non-management. It also includes the actual salary and benefit schedules and other selected data important for compensation evaluation in an easy-to-read format

The analytical uses of the **CADIE** and **SABRE** reports are unlimited If these products are needed for negotiations, they may be fully reimbursable as part of your mandated cost claim if you have chosen to file mandate claims for this year

YOU ARE ENTITLED TO TWO CADIES AND TWO SABRES

Please check the appropriate items below Current year 2017-18 Next year 2018-19

- | | | |
|----------------------------------------|-------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> CADIE Only | \$450 | <input type="checkbox"/> Use the same districts as last year |
| <input type="checkbox"/> SABRE Only | \$300 | <input type="checkbox"/> Use districts of similar type and size |
| <input type="checkbox"/> CADIE & SABRE | \$650 | <input type="checkbox"/> Use districts geographically close to mine |
| | | <input type="checkbox"/> Use districts with similar unduplicated pupil percentages |

Reports are a year behind as the data is released by the CDE

**Next year. SABRE will be released in December 2019, CADIE will be released in March 2020

District Name. _____

Contact Name. _____

Address (no P O boxes please) _____

Telephone with extension _____

Email Address. _____

Signature. _____

Print Name. _____ Date: _____

By completing this Addendum A and submitting with our contract, the above Client agrees to pay for these reports upon receipt of the products and appropriate billing



1121 L Street

•

Suite 1060

•

Sacramento

•

California 95814

•

TEL 916 446 7517

•

FAX 916 446 2011

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www.sscal.com

*An Employee-Owned
Company*

MEMORANDUM

July 3, 2019

TO: Doug Geren, Superintendent
Cottonwood Union Elementary School District

FROM: John D. Gray
President

It has been a pleasure to provide Cottonwood Union Elementary School District our Fiscal Budget Services during the past year. We value our relationship and appreciate the continued confidence that you and your staff have expressed in School Services of California, Inc. (SSC).

Our current contract expires on August 31, 2019. Anticipating your desire to continue our services, we have enclosed a proposed renewal Agreement. We are also offering the option to include our CADIE (Comparative Analysis of District Income and Expenditures) and SABRE (Salary and Benefit Reports) products as part of this contract. If you wish to include any of these services, please complete and sign the attached Addendum A, indicate the services desired, and return with your contract renewal. Any questions regarding the CADIE or SABRE should be directed to Kathe Sadler, Data Specialist.

To activate our Agreement, please sign the contract (and the Addendum, at your discretion), and return the original (or scan and e-mail to Rebecca Arent at RebeccaA@sscal.com) to our office for final processing. So that we may continue to give you the best possible service, it would be helpful if we could have the Agreement returned by August 31, 2019. If you are unable to return it by this date, please contact our Accounting department. Please note that this contract reflects a modest price increase above the current year.

If you have any questions or need additional information, please give me a call at (916) 446-7517.

Scheduled 08/15/2019

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|------------------------------------------------------------|----------------------------------------------------------------|-------|------------------------|-----------------------------|----------|--------------|--------------|----------------|------------------|----------------|
| Direct Vendor | AT&T (000043/3) P O BOX 9011 CAROL STREAM, IL 60197-5025 | | | | | | | | | |
| 2019/20 | 07/19/19 | | JULY/AUG PHONE SERVICE | 13348945 | 08/15/19 | Audit | | 1,695 75 | | 1,695 75 |
| 2020 (001384) 01- 001- 0000- 7200- 5910- 0000- 7200- 000- | | | | | | | | | | |

Total Invoice Amount 1,695 75 Check

| | | | | | | | | | | |
|------------------------------------------------------------|--------------------------------------------------------------------------|--|--------------------|--------|----------|-------|--|----------|--|----------|
| Direct Vendor | CASBO (000019/1) 1001 K STREET FIFTH FLOOR SACRAMENTO, CA 95814 | | | | | | | | | |
| 2019/20 | 05/01/19 | | 2019/20 MEMBERSHIP | 616359 | 08/15/19 | Audit | | 1,000 00 | | 1,000 00 |
| 2020 (001300) 01- 001- 0000- 7200- 5310- 0000- 7200- 000- | | | | | | | | | | |

Total Invoice Amount 1,000 00 Check

| | | | | | | | | | | |
|------------------------------------------------------------|-----------------------------------------------------------------------------------|--|----------------|--------|----------|-------|--|--------|--|--------|
| Direct Vendor | COMPLIANCE ASSOCIATES INC (000176/1) 20279 ENGINEERS LANE REDDING, CA 96002 | | | | | | | | | |
| 2019/20 | 07/30/19 | | ENROLLMENT FEE | 207421 | 08/15/19 | Audit | | 150 00 | | 150 00 |
| 2020 (003204) 01- 001- 0000- 0000- 5801- 0000- 3600- 100- | | | | | | | | | | |

Total Invoice Amount 150 00 Check

| | | | | | | | | | | |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------|---------------|------------|----------|-------|--|----------|--|----------|
| AP Vendor | COUNTY OF SHASTA DEPT OF PUBLIC WORKS (000051/1) CSA DIV 1855 PLACER ST REDDING, CA 96001 | | | | | | | | | |
| 2019/20 | 07/01/19 | R4820-00118 | SEWER 2019/20 | 00171700-1 | 08/15/19 | Audit | | 3,180 30 | | 3,180 30 |
| 2020 (001308) 01- 001- 0000- 8220- 5510- 0000- 8200- 000- | | | | | | | | | | |

BatchId Check Date PO# P4820-00118 Register #

Total Invoice Amount 3,180 30 Check

| | | | | | | | | | | |
|---------------|---------------------------------------------------------------------------------------|--|--------------------|--------------|----------|-------|--|----------|--|----------|
| Direct Vendor | CSBA (000013/2) C/O WEST AMERICA BANK PO BOX 1450 SUISUN CITY, CA 94585-4450 | | | | | | | | | |
| 2019/20 | 05/13/19 | | 2019/20 MEMBERSHIP | 45633-NOVOM1 | 08/15/19 | Audit | | 7,058 00 | | 7,058 00 |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), Approval Batch Id(s) = 018845, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE 

ReqPay05a

Payment Register

Scheduled 08/15/2019

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-----------------------------|--------------|---------------|---------------------------------------------------------------------------------------------------|-----------------------------|----------|--------------|--------------|------------------|------------------|----------------|
| Direct Vendor | | | CSBA (000013/2) (continued) | | | | | | | |
| 2019/20 | 05/13/19 | | 2019/20 | 45633-NOVOM1 | 08/15/19 | Audit | | (continued) | | |
| | | | MEMBERSHIP | (continued) | | | | | | |
| | | 2020 (001300) | 01-001-0000-7200-5310-0000-7200-000- | | | | | | | |
| 2019/20 | 05/13/19 | | 2019/20 | 47695-Y8Q5X8 | 08/15/19 | Audit | | 4,420 00 | | 4,420 00 |
| | | | GAMUT/MANUAL | | | | | | | |
| | | | MAINT | | | | | | | |
| | | 2020 (001300) | 01-001-0000-7200-5310-0000-7200-000- | | | | | | | |
| Total Invoice Amount | | | | | | | | 11,478 00 | Check | |
| Direct Vendor | | | EPES (000339/1) 206 N ARMSTRONG BIXBY, OK 74008-4309 | | | | | | | |
| 2019/20 | 08/11/19 | | STUDENT BODY | 081119 | 08/15/19 | Audit | | 129 00 | | 129 00 |
| | | | ACCTG | | | | | | | |
| | | 2020 (001353) | 01-020-0000-2700-5801-0000-2700-100- | | | | | | | |
| Total Invoice Amount | | | | | | | | 129 00 | Check | |
| Direct Vendor | | | GOLD STAR FOODS, INC (000630/2) P O BOX 4328 ONTARIO, CA 91761 | | | | | | | |
| 2019/20 | 07/16/19 | | FOOD STORAGE | 2791558 | 08/15/19 | Audit | | 12 60 | | 12 60 |
| | | 2020 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2019/20 | 07/23/19 | | 27 90 | 2794581 | 08/15/19 | Audit | | 27 90 | | 27 90 |
| | | 2020 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| 2019/20 | 07/30/19 | | FOOD STORAGE | 2797369 | 08/15/19 | Audit | | 10 80 | | 10 80 |
| | | 2020 (001890) | 13-001-5310-0000-4710-0000-3700-000- | | | | | | | |
| Total Invoice Amount | | | | | | | | 51 30 | Check | |
| AP Vendor | | | HEARTLAND PAYMENT SYSTEMS, INC (000499/1) 787 ELMGROVE ROAD, BUILDING 1 ROCHESTER, NY 14624 | | | | | | | |
| F | 2019/20 | 08/07/19 | R4820-00070 | NUTRIKIDS 2019/20 | 124031 | 08/15/19 | Audit | 2,256 14 | | 2,256 14 |
| | | | | CCCS | | | | | | |
| | | 2020 (001894) | 13-001-5310-0000-5801-0000-3700-000- | | | | | | | |
| | | | | BatchId | | Check Date | | PO# P4820-00070 | | Register # |
| Total Invoice Amount | | | | | | | | 2,256 14 | Check | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), Approval Batch Id(s) = 018845, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE 

Page 2 of 7

ReqPay05a

Payment Register

Scheduled 08/15/2019 Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-----------------------------|--------------|---------------|-------------------------------------------------------------|-----------------------------|----------|--------------|-----------------|----------------|------------------|----------------|
| AP Vendor | | | LAUNDRY WORLD (000141/1) PO BOX 98 ANDERSON, CA 96007 | | | | | | | |
| 2019/20 | 08/07/19 | R4820-00116 | LAUNDRY SERVICE | 193421 | 08/15/19 | Audit | | 12 05 | | 12 05 |
| | | 2020 (001306) | 01-001-0000-8250-5510-0000-8200-000-19-20 | BatchId | | Check Date | PO# P4820-00116 | | Register # | |
| 2019/20 | 08/07/19 | R4820-00116 | LAUNDRY SERVICE | 193422 | 08/15/19 | Audit | | 67 69 | | 67 69 |
| | | 2020 (001306) | 01-001-0000-8250-5510-0000-8200-000-19-20 | BatchId | | Check Date | PO# P4820-00116 | | Register # | |
| 2019/20 | 08/07/19 | R4820-00116 | LAUNDRY SERVICE | 193423 | 08/15/19 | Audit | | 91 37 | | 91 37 |
| | | 2020 (001306) | 01-001-0000-8250-5510-0000-8200-000-19-20 | BatchId | | Check Date | PO# P4820-00116 | | Register # | |
| 2019/20 | 08/14/19 | R4820-00116 | LAUNDRY SERVICE | 193856 | 08/15/19 | Audit | | 12 05 | | 12 05 |
| | | 2020 (001306) | 01-001-0000-8250-5510-0000-8200-000-19-20 | BatchId | | Check Date | PO# P4820-00116 | | Register # | |
| 2019/20 | 08/14/19 | R4820-00116 | LAUNDRY SERVICE | 193857 | 08/15/19 | Audit | | 67 69 | | 67 69 |
| | | 2020 (001306) | 01-001-0000-8250-5510-0000-8200-000-19-20 | BatchId | | Check Date | PO# P4820-00116 | | Register # | |
| 2019/20 | 08/14/19 | R4820-00116 | LAUNDRY SERVICE | 193858 | 08/15/19 | Audit | | 91 37 | | 91 37 |
| | | 2020 (001306) | 01-001-0000-8250-5510-0000-8200-000-19-20 | BatchId | | Check Date | PO# P4820-00116 | | Register # | |
| Total Invoice Amount | | | | | | | | 342 22 | Check | |

AP Vendor MACK CONSTRUCTION (000800/1)
23420 MILLVILLE WAY
MILLVILLE, CA 96062

| | | | | | | | | | | |
|---|---------|----------|---------------|--------------------------------------|---------|----------|------------|-----------------|------------|----------|
| F | 2019/20 | 08/09/19 | R4820-00015 | PAVE MEDIAN WALKWAY | 2019-01 | 08/15/19 | Audit | 8,920 00 | | 8,920 00 |
| | | | 2020 (001325) | 01-050-8150-0000-5630-0000-8110-LC3- | BatchId | | Check Date | PO# P4820-00015 | Register # | |

Total Invoice Amount 8,920 00 Check

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), Approval Batch Id(s) = 018845, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

Scheduled 08/15/2019 Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|----------------------------------------------------|--------------|----------|-----------------------------------------------------------------------------|--------------------------------------|---------|--------------|-----------------|-----------------|------------------|----------------|
| AP Vendor | | | OUTDOOR CREATIONS, INC (000461/2) 2270 BARNEY ROAD ANDERSON, CA 96007 | | | | | | | |
| F | 2019/20 | 08/09/19 | R4820-00001 | TABLE TENNIS (CREATE/DELIVER/S ETUP) | 7408 | 08/15/19 | Audit | 7,861 43 | | 7,861 43 |
| 2020 (004735) 01-020-1100-0000-4410-1110-1000-100- | | | | | Batchld | Check Date | PO# P4820-00001 | Register # | | |
| Total Invoice Amount | | | | | | | | 7,861 43 | Check | |

| | | | | | | | | | | |
|----------------------------------------------------|---------|----------|-----------------------------------------------------------------------------------|---------------|---------|------------|-----------------|-----------------|--------------|----------|
| AP Vendor | | | PACIFIC GAS AND ELECTRIC CO (000007/1) BOX 997300 SACRAMENTO, CA 95899-7300 | | | | | | | |
| | 2019/20 | 08/09/19 | R4820-00117 | ELECTRIC CAFE | 0809 | 08/15/19 | Audit | 2,636 48 | | 2,636 48 |
| 2020 (001307) 01-001-0000-8260-5510-0000-8200-000- | | | | | Batchld | Check Date | PO# P4820-00117 | Register # | | |
| Total Invoice Amount | | | | | | | | 2,636 48 | Check | |

| | | | | | | | | | | |
|----------------------------------------------------|---------|----------|-------------------------------------------------------------------------|-------|-------|----------|-------|--------------|--------------|-------|
| Direct Vendor | | | QUALITY SAW & MOWER (000053/1) 2901 DOUGLAS ST ANDERSON, CA 96007 | | | | | | | |
| | 2019/20 | 07/25/19 | | PARTS | 39780 | 08/15/19 | Audit | 11 34 | | 11 34 |
| 2020 (001245) 01-020-0000-8110-4510-0000-8110-100- | | | | | | | | | | |
| Total Invoice Amount | | | | | | | | 11 34 | Check | |

| | | | | | | | | | | |
|----------------------------------------------------|---------|----------|------------------------------------------------------------------|-------------|---------|------------|-----------------|-----------------|--------------|----------|
| AP Vendor | | | RED BLUFF FLOORS (000876/1) 406 WALNUT RED BLUFF, CA 96080 | | | | | | | |
| F | 2019/20 | 08/13/19 | R4820-00124 | DO FLOORING | 3973 | 08/15/19 | Audit | 5,188 15 | | 5,188 15 |
| 2020 (001251) 01-001-8150-0000-4510-0000-8110-100- | | | | | Batchld | Check Date | PO# P4820-00124 | Register # | | |
| Total Invoice Amount | | | | | | | | 5,188 15 | Check | |

| | | | | | | | | | | |
|----------------------------------------------------|---------|----------|-----------------------------------------------------------------------|-----------|-------------|------------|-----------------|------------|--|----------|
| AP Vendor | | | SCHOOL OUTFITTERS (000594/1) PO BOX 638517 CINCINNATI, OH 45263 | | | | | | | |
| F | 2019/20 | 07/19/19 | R4820-00068 | LAMINATOR | INV13170824 | 08/15/19 | Audit | 2,514 02 | | 2,514 02 |
| 2020 (003447) 01-050-0100-2420-4410-1110-1000-100- | | | | | Batchld | Check Date | PO# P4820-00068 | Register # | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), Approval Batch Id(s) = 018845, Page Break by Check/Advice? = N, Zero? = Y) ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 08/15/2019

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-------------|--------------|-------|---------|-----------------------------|-------|--------------|--------------|----------------|------------------|----------------|
|-------------|--------------|-------|---------|-----------------------------|-------|--------------|--------------|----------------|------------------|----------------|

Total Invoice Amount 2,514 02 Check

| | | | | | | | | | | |
|---------------|----------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|
| Direct Vendor | STATE OF CALIFORNIA DEPARTMENT OF JUSTICE (000111/1) ACCOUNTING OFFICE PO BOX 944255 SACRAMENTO, CA 94244-2550 | | | | | | | | | |
|---------------|----------------------------------------------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|

| | | | | | | | | | | |
|---------|----------|---------------|--------------------------------------|--------|----------|-------|--|-------|--|-------|
| 2019/20 | 08/05/19 | | FINGERPRINTING | 394622 | 08/15/19 | Audit | | 49 00 | | 49 00 |
| | | 2020 (001360) | 01-001-0000-7207-5801-0000-7200-000- | | | | | | | |

Total Invoice Amount 49 00 Check

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

| | | | | | | | | | | |
|---------|----------|---------------|--------------------------------------|-------|----------|-------|--|-------|--|-------|
| 2019/20 | 07/22/19 | | KEYS - WEST | 38411 | 08/15/19 | Audit | | 22 47 | | 22 47 |
| | | 2020 (001253) | 01-050-0000-8200-4510-0000-8200-100- | | | | | | | |

Total Invoice Amount 22 47 Check

| | | | | | | | | | | |
|---------------|-----------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|
| Direct Vendor | US BANK EQUIPMENT FINANCE (000558/1) P O BOX 790448 ST LOUIS, MO 63179-0448 | | | | | | | | | |
|---------------|-----------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|

| | | | | | | | | | | |
|---------|----------|---------------|--------------------------------------|-----------|----------|-------|--|----------|--|----------|
| 2019/20 | 08/06/19 | | COPIERS | 391991254 | 08/15/19 | Audit | | 3,070 81 | | 3,070 81 |
| | | 2020 (001312) | 01-020-1100-1120-5610-1110-1000-100- | | | | | 1,535 41 | | |
| | | 2020 (001321) | 01-050-1100-1120-5610-1110-1000-100- | | | | | 1,535 40 | | |

Total Invoice Amount 3,070 81 Check

| | | | | | | | | | | |
|-----------|----------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|
| AP Vendor | WESTERN PSYCHOLOGICAL SERVICES (000234/1) 625 ALASKA AVE TORRANCE, CA 90503-5124 | | | | | | | | | |
|-----------|----------------------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|

| | | | | | | | | | | |
|---|---------|----------|---------------|--------------------------------------|------------|----------|-------|--------|--|--------|
| F | 2019/20 | 07/29/19 | R4820-00020 | SPED FORMS | WPS-276043 | 08/15/19 | Audit | 399 68 | | 399 68 |
| | | | 2020 (001155) | 01-001-6500-3120-4310-5001-3120-100- | | | | | | |

Total Invoice Amount 399 68 Check

| | | | | | | | | | | |
|---------------|----------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|
| Direct Vendor | WILGUS FIRE CONTROL, INC (000660/1) 1703 SONOMA ST REDDING, CA 96001 | | | | | | | | | |
|---------------|----------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), Approval Batch Id(s) = 018845, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE  Page 5 of 7

Scheduled 08/15/2019

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-----------------------------|--------------|-------------------------------------|--------------------------------------|-----------------------------|-------------|--------------|--------------|-----------------|------------------|----------------|
| Direct Vendor | | WILGUS FIRE CONTROL, INC (000660/1) | | | (continued) | | | | | |
| 2019/20 | 07/17/19 | | ANNUAL SPRINKLER TEST - NORTH | 32850 | 08/15/19 | Audit | | 750 00 | | 750 00 |
| | | 2020 (004217) | 01-050-0000-8110-5801-0000-8110-100- | | | | | | | |
| 2019/20 | 07/30/19 | | FIRE EXTINGUISHER SERVICE - TRANS | 126524 | 08/15/19 | Audit | | 430 07 | | 430 07 |
| | | 2020 (003204) | 01-001-0000-0000-5801-0000-3600-100- | | | | | | | |
| Total Invoice Amount | | | | | | | | 1,180 07 | Check | |

| EXPENSES BY FUND - Bank Account COUNTY | | | |
|----------------------------------------|------------------|--------------|-------------|
| Fund | Expense | Cash Balance | Difference |
| 01 | 49,828 72 | 487,948 92- | 537,777 64- |
| 13 | 2,307 44 | 12,689 43 | 10,381 99 |
| Total | 52,136 16 | | |

| | |
|--------------------------------------------------|-------------|
| Number of Payments | 29 |
| Number of Checks | 20 |
| Number of ACH Advice | 0 |
| Number of vCard Advice | 0 |
| Total Check/Advice Amount | \$52,136 16 |
| Total Unpaid Sales Tax | \$ 00 |
| Total Expense Amount | \$52,136 16 |
| <hr/> | |
| CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS | |
| \$0 - \$99 | 4 |
| \$100 - \$499 | 4 |
| \$500 - \$999 | |
| \$1,000 - \$4,999 | 8 |
| \$5,000 - \$9,999 | 3 |
| \$10,000 - \$14,999 | 1 |
| \$15,000 - \$99,999 | |
| \$100,000 - \$199,999 | |
| \$200,000 - \$499,999 | |
| \$500,000 - \$999,999 | |
| \$1,000,000 - | |
| <hr/> | |
| ***** ITEMS OF INTEREST ***** | |
| * Number of payments to a different vendor | |
| ! Number of Prepaid payments | |
| @ Number of Liability payments | |
| & Number of Employee Also Vendors | |
| ? denotes check name different than payment name | |
| F denotes Final Payment | |

APPROVAL DATE 8/20/19

Report Totals - Payment Count 29 Check Count 20 ACH Count 0 vCard Count 0 Total Check/Advice Amount 52,136 16

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), Approval Batch Id(s) = 018845, Page Break by Check/Advice? = N, Zero? = Y) ESCAPE ONLINE Page 7 of 7

**COTTONWOOD UNION SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION: Daily Operations Lead School Bus Driver

Purpose Statement

The position of Daily Operations Lead School Bus Driver is created for the purpose of providing support to assigned personnel and the daily operation of the Transportation Department. This support includes daily oversight of the transportation operation, scheduling routes and work assignments within established timeframes and standards, and providing information to parents, teachers, school administrative staff and others.

This position reports to the Assigned Administrator/Supervisor

Essential Functions

- Participates in the development and maintenance of transportation schedules and student routes for the purpose of dispatching drivers and adjusting routes and schedules to meet student, school and District needs
- Schedules and assigns field trips to qualified drivers.
- Prepares documents, reports, and training materials (i.e. incident/accident reports, daily inspection records, passenger misconduct, mileage logs, students census records, route description updates, maintenance orders, logs, etc) for the purpose of providing written support and/or conveying information
- Assists in planning meetings, in-services, bus driver training and workshops for the purpose of instruction, identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Attends transportation staff meetings, in-service training, workshops etc for the purpose of conveying and/or gathering information required to perform job functions.
- Assesses and documents incidents, complaints, accidents and/or potential emergency situations (i.e. road hazards, medical emergencies, accidents, etc) for the purpose of resolving and/or recommending a resolution to the situation and/or communicating information to appropriate personnel for their action.
- Assists in maintaining personnel records and other mandated information for the purpose of meeting regulatory requirements.
- Assists and provides counseling to school bus drivers as needed and provides detailed documentation records of such conversations
- Communicates directly with supervisory personnel to provide documentation and input on school bus driver performance for the purpose of enhancing productivity of personnel as it relates to the transportation operation.
- Maintains current knowledge of transportation laws for the purpose of advising school bus drivers on applicable rules, regulations, laws and related District policies and procedures.
- Responds to inquiries from students, parents, and or staff for the purpose of providing the necessary information regarding transportation service.
- Schedules, conducts, and documents emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements
- Serves as a liaison between the Transportation Department and schools for the purpose of resolving school bus related issues

- Serves as a liaison between the District school bus drivers and administrative/supervisory staff for the purpose of resolving department and personnel related issues.
- Maintains detailed and accurate documentation on all incidents and issues related to the transportation operation.
- Drives school buses for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.
- Fuels assigned vehicle (i.e. oil, water, fuel, etc.) for the purpose of maintaining vehicle in a safe operating condition.
- Cleans assigned vehicle, both interior and exterior, for the purpose of ensuring safety, appearance, and sanitation of the vehicle.
- Performs pre and post-trip inspections for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Monitors and assists students and other passengers during loading, transit and unloading for the purpose of ensuring the safe transportation of all passengers, including students with special needs
- Administers immediate first aid in emergency situations for the purpose of providing health care services to students in accordance with established procedures assigned to the position
- Advises and monitors students and other passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety.
- Supports the Administrator/Supervisor for the purpose of helping with their functions and responsibilities
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functions of the Transportation Department.

Position Requirements: Minimum Qualifications

Skills, Knowledge and Abilities:

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing position requirements. Specific skill-based competencies required to satisfactorily perform the functions of the position include but are not limited to: adhering to safety rules and practices, operating equipment used in transporting students i.e. large and small buses, vans, etc , preparing and maintaining accurate records; administer first aid and/or prescribed medications; and inspecting vehicles

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent's, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group competencies required to satisfactorily perform the functions of the position include but are not limited to: safety practices and procedures; pertinent codes, policies, regulations and/or laws; county roads and locations; and methods of vehicle cleaning; office equipment and technology.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Specific ability-based competencies required to satisfactorily perform the functions of the position include but not limited to: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules, working as part of a team; providing leadership; enjoy working with children; and maintaining a positive attitude.

Responsibility:

Responsibilities include but are not limited to: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget.

Working Environment:

The usual and customary methods of performing the position functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling, frequent climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the position requires 50% sitting, 25% walking, and 25% standing. The position is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is desired

Education High school diploma or equivalent. The stated education and experience requirements are the preferred minimum qualifications for this position.

Equivalency Any combination equivalent to: graduation from high school and five years school bus driving experience

Certificates

- Valid California School Bus Driver Certificate
- Valid California State Class A or B Driver's License with passenger, air brake endorsements and Evidence of Insurability
- Valid Medical Card approved by the California Department of Motor Vehicles
- Valid First Aid Certification issued by an authorized agency if applicable

Clearances

- Department of Justice and FBI LiveScan Fingerprint clearance
- Pre-Placement Health Assessment
- Tuberculosis Risk Assessment Clearance
- Participation in mandatory DOT testing program for controlled substances and alcohol abuse

Continuing Education/Training

- Maintains all Certificates and/or Licenses

COTTONWOOD UNION SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE 2018-19

| | STEPS | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---|------------------------------|-------|-------|-------|-------|-------|-------|-------|
| A | DISTRICT/PAYROLL | 20 50 | 21 24 | 21 95 | 22 67 | 23 36 | 24 10 | 24 82 |
| B | SITE/ADM ASST | 18 43 | 19 13 | 19 80 | 20 49 | 21 16 | 21 86 | 22 54 |
| C | SITE/CLERICAL | 16 27 | 17 01 | 17 74 | 18 43 | 19 17 | 19 86 | 20 60 |
| D | INSTR AIDE | 12 25 | 12 72 | 12 80 | 13 30 | 13 76 | 14 25 | 14 73 |
| E | INSTR AIDE/ SN, PRESCH ASST | 12 77 | 13 25 | 13 79 | 14 26 | 14 74 | 15 23 | 15 70 |
| F | HEALTH AIDE | 12 28 | 12 80 | 13 30 | 13 76 | 14 25 | 14 73 | 15 24 |
| G | INTERPRETER | 19 52 | 20 37 | 21 11 | 22 07 | 22 93 | 23 77 | 24 63 |
| H | HEALTH CLERK, PRESCH TEACHER | 13 60 | 14 19 | 14 83 | 15 52 | 16 26 | 16 98 | 17 66 |
| I | BILINGUAL AIDE | 12 27 | 12 80 | 13 30 | 13 76 | 14 25 | 14 74 | 15 24 |
| J | LAB TECH/LIBR TECH | 16 27 | 17 01 | 17 74 | 18 43 | 19 14 | 19 86 | 20 60 |
| K | CUST/MAINT DAY | 14 84 | 15 38 | 15 90 | 16 47 | 17 01 | 17 53 | 18 08 |
| L | CUST/MAINT SWING | 15 26 | 15 81 | 16 39 | 16 94 | 17 49 | 18 05 | 18 58 |
| M | CUST MAINT/ LEAD | 16 27 | 16 81 | 17 37 | 17 89 | 18 43 | 18 98 | 19 53 |
| N | KITCHEN MANAGER | 20 23 | 20 85 | 21 47 | 22 09 | 22 70 | 23 32 | 23 95 |
| O | CAFE ASST | 12 00 | 12 25 | 12 43 | 12 95 | 13 48 | 14 04 | 14 58 |
| P | HEAD COOK | 15 51 | 16 07 | 16 60 | 17 08 | 17 70 | 18 24 | 18 78 |
| Q | BUS DRIVER I | 15 38 | 16 19 | 17 01 | 17 82 | 18 61 | 19 42 | 20 24 |
| R | BUS DRIVER II | 16 66 | 17 42 | 18 19 | 18 98 | 19 76 | 20 52 | 21 30 |
| S | BUS DRIVER/MECH | 16 63 | 17 46 | 18 28 | 19 09 | 19 86 | 20 67 | 21 49 |
| T | TRANS LEAD | 23 78 | 24 52 | 25 28 | 26 06 | 26 84 | 27 64 | 28 46 |
| U | LICENSED HEALTH | 17 66 | 18 32 | 19 01 | 19 52 | 20 30 | 21 07 | 21 87 |
| V | MAINTENANCE/SKILLED | 18 20 | 18 95 | 19 73 | 20 58 | 21 41 | 22 31 | 23 16 |
| W | BUSTODIAN | 15 11 | 15 79 | 16 46 | 17 15 | 17 81 | 18 48 | 19 16 |
| X | PRESCHOOL DIRECTOR | 20 54 | 21 18 | 21 82 | 22 47 | 23 11 | 23 75 | 24 39 |
| | LONGEVITY | | | | | | | |
| | 2 5 @ 14 | | | | | | | |
| | 5 0 @ 16 | | | | | | | |
| | 7 5 @ 18 | | | | | | | |
| | 10 @ 20 | | | | | | | |
| | 12 5 @ 22 | | | | | | | |
| | 15 0 @ 24 | | | | | | | |

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

School District COTTONWOOD UNION SCHOOL DISTRICT

| | |
|--------------------------------------------|------------------------------------------|
| Name of Bargaining Unit | <u>ADMINISTRATORS</u> |
| Effective dates of the proposed agreement | <u>July 1, 2018 - June 30 2022</u> |
| Settles negotiations for which fiscal year | <u>2019/20 through 2021/22 (4 years)</u> |
| Date of Public Meeting | <u>August 20, 2019</u> |
| Disclosure prepared by | <u>Laura Memick</u> |

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

A Proposed Change in Salary

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

| Year of Proposed Agreement | Current Year | Year 1 | Year 2 |
|----------------------------|--------------------------|----------|-----------------------------------|
| Percentage Salary Change | 1% Off and 5% on Sal Sch | 2% | 0 Sal - Inc H&W CAP by \$1 000/yr |
| On-going or one time cost? | Both | On-going | On-going |

B Cost of agreement

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

| Year | Current Year | Year 1 | Year 2 |
|-----------------------------------------|------------------|------------------|------------------|
| Salary | \$ 24 353 | \$ 28,819 | \$ 28,819 |
| Benefits | \$ 5,131 | \$ 6 181 | \$ 6 181 |
| Other Costs - Health & Welfare increase | \$ 0 | | \$ 4 000 |
| Total Cost | \$ 29,484 | \$ 35,000 | \$ 39,000 |

C. Source of funding

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

LCFF funds will be used to cover this raise The EFB will be reduced if needed to cover any deficits

D Major provisions

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

The district has historically given a "me too" settlement with our administration based on any negotiated settlements with our CTA unit This AB1200 includes our four administrators (Superintendent, Two Principals, One Assistant Principal) The agreement covers the following years 19/20= 1% off the salary schedule and 5% on the salary schedule, 20/21 = 2% on the salary schedule, and 21/22 = \$1,000 increase to H&W CAP New CAP is \$11,500 this year

E. Impact of proposed agreement on District reserves

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

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

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

GENERAL FUND RESERVES

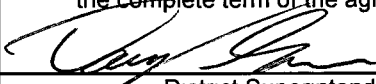

| YEAR | Current Year | Year 1 | Year 2 |
|----------------------------------------------------------|---------------------|---------------------|---------------------|
| Designated for Economic Uncertainties (Object code 9789) | \$ 554,163 | \$ 538,741 | \$ 549,980 |
| Board-Assigned Reserves (Object code 9780) | \$ 1,842,652 | \$ 1,977,038 | \$ 2,183,659 |
| UnAssigned / Unappropriated Amount (Object code 9790) | \$ 0 | | |
| TOTAL RESERVES. | \$ 2,396,815 | \$ 2,515,779 | \$ 2,733,639 |

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

CERTIFICATION

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

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

| | |
|----------------------------------------------------------------------------------------------------------------------------------------|----------------|
|  District Superintendent (Signature) | 8-5-19 Date |
|  District Chief Business Official (Signature) | 8-5-19 Date |

CERTIFICATION

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

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

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| District Superintendent (Signature) | Date |
| After public disclosure of the major provisions contained in the Summary, the Governing Board, at its meeting on <u>August 20 2019</u> took action to approve the proposed agreement with the <u>Administration</u> bargaining unit | |
| President, Governing Board (Signature) | Date |

**Cottonwood Union School District
MULTI-YEAR PROJECTIONS
2019-20 PROJ NEGO (Admin-Class) ADOPTED BUDGET**

| | | 019-20 PROJ NEGO (Admin-Class) ADOPTED BUDGE | | | 2020-21 PROJECTION | | | 2021-22 PROJECTION | | |
|------------------------------------------------|---------------------|----------------------------------------------|------------------|-------------------|--------------------|------------------|-------------------|--------------------|------------------|-------------------|
| | | Unrestricted | Restricted | Total | Unrestricted | Restricted | Total | Unrestricted | Restricted | Total |
| REVENUES | | | | | | | | | | |
| Revenue Limit (LCFF) | 8010 - 8099 | 8,615,677 | 0 | 8,615,677 | 8,805,038 | 0 | 8,805,038 | 9,131,092 | 0 | 9,131,092 |
| Federal Revenues | 8100 - 8299 | 3,763 | 437,559 | 441,322 | 3,763 | 439,993 | 439,756 | 0 | 439,889 | 439,889 |
| Other State Revenues | 8300 - 8599 | 168,813 | 581,023 | 749,836 | 166,071 | 579,959 | 746,030 | 167,555 | 580,388 | 747,943 |
| Other Local Revenues | 8600 - 8799 | 503,998 | 417,118 | 921,116 | 498,998 | 403,906 | 902,904 | 498,998 | 394,484 | 893,482 |
| Contributions | 8980 - 8999 | (795,672) | 795,672 | 0 | (799,086) | 799,086 | 0 | (783,621) | 783,621 | 0 |
| TOTAL REVENUES | | 8,496,579 | 2,231,372 | 10,727,951 | 8,674,784 | 2,218,943 | 10,893,727 | 9,014,024 | 2,198,382 | 11,212,406 |
| EXPENDITURES | | | | | | | | | | |
| Certificated Salaries | 1000 - 1999 | 3,387,526 | 509,644 | 3,897,170 | 3,501,845 | 529,416 | 4,031,261 | 3,566,694 | 540,216 | 4,106,910 |
| Classified Salaries | 2000 - 2999 | 1,394,882 | 235,165 | 1,630,047 | 1,426,478 | 237,543 | 1,664,021 | 1,457,517 | 239,879 | 1,697,396 |
| Employee Benefits | 3000 - 3999 | 2,343,541 | 615,865 | 2,959,406 | 1,937,220 | 621,032 | 2,558,252 | 2,052,065 | 629,235 | 2,681,300 |
| Potential Sal/Bene Increase (Admin-Classified) | | 129,654 | | 129,654 | 135,170 | | 135,170 | 156,170 | | 156,170 |
| Subtotal Salaries & Benefits | | 7,255,603 | 1,360,674 | 8,616,277 | 7,000,713 | 1,387,991 | 8,388,704 | 7,232,446 | 1,409,330 | 8,641,776 |
| Books and Supplies | 4000 - 4999 | 463,234 | 100,036 | 563,270 | 470,460 | 70,036 | 540,496 | 477,270 | 70,036 | 547,306 |
| Services, Other Operating Expenses | 5000 - 5999 | 952,601 | 769,181 | 1,721,782 | 960,051 | 686,668 | 1,646,719 | 961,851 | 649,768 | 1,611,619 |
| Capital Outlay | 6000 - 6599 | 70,000 | 60,000 | 130,000 | 40,000 | 60,000 | 100,000 | 40,000 | 60,000 | 100,000 |
| Direct Support / Indirect Costs | 7100s, 7300s, 7400s | (14,248) | 14,248 | 0 | (14,248) | 14,248 | 0 | (14,248) | 14,248 | 0 |
| New Loan Pmt-Coyote Den | | 46,922 | 0 | 46,922 | 93,844 | | 93,844 | 93,844 | | 93,844 |
| Interfund Transfers Out | 7610-7614,7616-7619 | 5,000 | 0 | 5,000 | 5,000 | 0 | 5,000 | 5,000 | 0 | 5,000 |
| TOTAL EXPENDITURES | | 8,779,112 | 2,304,139 | 11,083,251 | 8,555,820 | 2,218,943 | 10,774,763 | 8,796,163 | 2,203,382 | 10,999,545 |
| NET INCREASE/DECREASE IN FUND BALANCE | | (282,533) | (72,767) | (355,300) | 118,964 | 0 | 118,964 | 217,860 | (5,000) | 212,861 |
| BEGINNING BALANCE | | 2,681,348 | 151,454 | 2,832,802 | 2,398,815 | 78,687 | 2,477,502 | 2,517,779 | 78,687 | 2,596,467 |
| ENDING BALANCE | | 2,398,815 | 78,687 | 2,477,502 | 2,517,779 | 78,687 | 2,596,466 | 2,735,640 | 73,688 | 2,809,327 |

Components of Ending Fund Balance

| | | | | | | | | | |
|--------------------------------------|------------------|---------------|------------------|------------------|---------------|------------------|------------------|---------------|------------------|
| NonSpendable-Rev Cash/Prepays/Stores | 2,000 | | 2,000 | 2,000 | | 2,000 | 2,000 | | 2,000 |
| Legally Restricted | | 78,687 | 78,687 | | 78,687 | 78,687 | | 73,688 | 73,688 |
| Assigned-Economic Uncertainty | 554,163 | | 554,163 | 538,741 | | 538,741 | 549,980 | | 549,980 |
| Other Assignments | 1,842,652 03 | | 1,842,652 | 1,977,038 | | 1,977,038 | 2,183,659 | | 2,183,659 |
| Unassigned/Unappropriated | - | 0 | 0 | - | 0 | 0 | - | 0 | 0 |
| Total | 2,398,815 | 78,687 | 2,477,502 | 2,517,779 | 78,687 | 2,596,466 | 2,735,640 | 73,688 | 2,809,327 |

| | | | |
|-------------------------------|--------|--------|--------|
| Estimated Funded ADA | 910 95 | 907 69 | 915 80 |
| Estimated P-2 Actual ADA | 909 15 | 902 5 | 915 80 |
| Estimated Enrollment | 957 | 950 | 964 |
| Ratio CBEDS to Actual P-2 ADA | 95% | 95% | 95% |

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

School District COTTONWOOD UNION SCHOOL DISTRICT

| | |
|--------------------------------------------|-------------------------------------|
| Name of Bargaining Unit | <u>Unrepresented Classified</u> |
| Effective dates of the proposed agreement | <u>July 1, 2019 - June 30, 2020</u> |
| Settles negotiations for which fiscal year | <u>2019/20</u> |
| Date of Public Meeting | <u>August 20, 2019</u> |
| Disclosure prepared by | <u>Laura Memck</u> |

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

A Proposed Change in Salary

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

| Year of Proposed Agreement | Current Year | Year 1 | Year 2 |
|----------------------------|---------------|--------|--------|
| Percentage Salary Change | 5% on Sal Sch | | |
| On-going or one time cost? | Ongoing | | |

B Cost of agreement

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

| Year | Current Year | Year 1 | Year 2 |
|-----------------------------------------|-------------------|-------------------|-------------------|
| Salary | \$ 76 524 | \$ 76 524 | \$ 76 524 |
| Benefits | \$ 23 646 | \$ 23 646 | \$ 23 646 |
| Other Costs - Health & Welfare increase | \$ 0 | | |
| Total Cost | \$ 100.170 | \$ 100.170 | \$ 100.170 |

C Source of funding

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

LCFF funds will be used to cover this raise. The EFB will be reduced if needed to cover any deficits.

D. Major provisions

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

The district has historically given a "me too" settlement with our Classified staff based on any negotiated settlements with our CTA unit. This AB1200 will cover just the 2019/2020 year. The district is watching the minimum wage requirements and intends to stay compliant with those as they become effective in future years.

E Impact of proposed agreement on District reserves

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

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

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

GENERAL FUND RESERVES

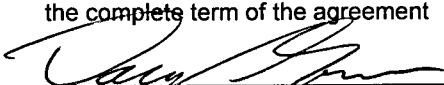
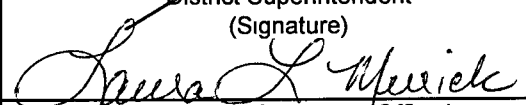
| YEAR | Current Year | Year 1 | Year 2 |
|----------------------------------------------------------|---------------------|---------------------|---------------------|
| Designated for Economic Uncertainties (Object code 9789) | \$ 554,163 | \$ 538,741 | \$ 549,980 |
| Board-Assigned Reserves (Object code 9780) | \$ 1,842,652 | \$ 1,977,038 | \$ 2,183,659 |
| UnAssigned / Unappropriated Amount (Object code 9790) | \$ 0 | | |
| TOTAL RESERVES | \$ 2,396,815 | \$ 2,515,779 | \$ 2,733,639 |

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

CERTIFICATION

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

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

| | |
|-------------------------------------------------------------------------------------|-----------------------------------------|
|  | <p style="font-size: 1.2em;">8-5-19</p> |
| District Superintendent (Signature) | Date |
|  | <p style="font-size: 1.2em;">8-5-19</p> |
| District Chief Business Official (Signature) | Date |

CERTIFICATION

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

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

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| District Superintendent (Signature) | Date |
| After public disclosure of the major provisions contained in the Summary, the Governing Board, at its meeting on <u>August 20, 2019</u> took action to approve the proposed agreement with the <u>Administration</u> bargaining unit | |
| President, Governing Board (Signature) | Date |

POLICY GUIDE SHEET
March 2019
Page 1 of 2

BP/AR 4030 - Nondiscrimination in Employment
(BP/AR revised)

Policy and regulation updated to clarify applicability of the policy to nonemployees providing services to the district pursuant to a contract. Policy reflects **NEW STATE REGULATIONS (Register 2018, No. 20)** which add a definition of national origin and make it an unlawful employment practice to inquire into or discriminate against an employee on the basis of immigration status. Policy also reflects **NEW LAW (SB 1300)** which (1) prohibits districts from requiring an employee, in exchange for a raise or bonus or as a condition of employment or continued employment, to sign a nondisparagement agreement or release the right to file a claim against the district for unlawful acts in the workplace, including sexual harassment, and (2) provides that a district may be responsible for any harassment (not just sexual harassment) of employees by nonemployees if the district knows or should have known of the conduct and failed to take action. Regulation revises section on "Measures to Prevent Discrimination" to reflect a requirement, formerly in BP, to post the California Department of Fair Employment and Housing (DFEH) poster on workplace discrimination and harassment and to add the requirement to post the DFEH poster on the rights of transgender employees. Regulation also reflects **NEW LAW (SB 1300)** which authorizes training on bystander intervention.

BP/AR 5117 - Interdistrict Attendance
(BP/AR revised)

Policy updated to delete references to the Open Enrollment Act since schools are not currently being identified as low achieving based on the Academic Performance Index, update legal cites, and clarify the continuing requirement to register as a school district of choice with the Superintendent of Public Instruction and county board of education before enrolling students under that program. Regulation updated to reflect **NEW LAW (AB 2826)** which adds a requirement, applicable to districts that have entered into interdistrict attendance agreements, to post on their web site the procedures and timelines for requests for interdistrict transfer permits. Regulation also reflects timelines added by AB 2826 for notifying parents/guardians of the district's granting or denial of the transfer request, which differ for current-year and future-year transfer requests, and for the parent/guardian's appeal of the district's decision to the county office of education. In section on "School District of Choice Program," material deleted regarding the denial of a transfer into the district based on a negative impact on a desegregation plan or the racial/ethnic balance of the district, as such grounds are only applicable to transfers out of the district.

AR 5125.2 - Withholding Grades, Diploma and Transcripts
(AR revised)

Regulation updated to reflect **NEW LAW (AB 1974)** which allows districts to offer any student, other than a current or former homeless student, nonmonetary means to settle debt owed for property loss or damage resulting from the student's willful misconduct and to withhold the student's grades, diploma, and/or transcripts until the work or other alternative is completed.

BP 5127 - Graduation Ceremonies and Activities
(BP revised)

Policy updated to provide optional language providing that passage of any of the three high school equivalency tests approved by the State Board of Education is not equivalent to completing all graduation requirements for participation in graduation ceremonies. Option for student-initiated, student-led prayer at graduation ceremonies deleted consistent with court decisions which suggest that such prayer could be unconstitutional. Policy also reflects **NEW LAW (AB 1248)** which permits students to wear tribal regalia or unrecognized religious or cultural adornments to the cap and gown, unless the district determines that an item is likely to cause substantial disruption of the ceremony.

POLICY GUIDE SHEET

March 2019

Page 2 of 2

E 5145.6 - Parental Notifications

(E revised)

Exhibit reflects **NEW LAWS** requiring parental notice of the rights of pregnant and parenting students (**AB 2289**), mental health services available in the school and community (**AB 2022**), risks and effects of lead exposure when child enrolls in a licensed child care center or preschool (**AB 2370**), and specified educational rights of migrant students and newly arrived immigrant students in grades 11-12 (**AB 2121**) Exhibit also deletes two items related to Open Enrollment Act transfers since schools are not currently being identified as low achieving under this program Section V updated to add legal cite pursuant to **NEW LAW (AB 1808)** which requires classroom notice on Williams UCP to include health and safety issues in license-exempt California State Preschool Programs

CSBA Sample Board Policy

All Personnel

BP 4030(a)

NONDISCRIMINATION IN EMPLOYMENT

Note The following Board policy and accompanying administrative regulation are **mandated** pursuant to Government Code 11138 and 2 CCR 11023 The California Fair Employment and Housing Act (FEHA) (Government Code 12900-12996) prohibits districts and district employees from harassing or discriminating against employees and job applicants on the basis of actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, sex, sexual orientation, gender, gender identity, or gender expression Pursuant to Government Code 12940, these protections apply to employees, job applicants, persons who serve in an unpaid internship or other limited-duration program to gain unpaid work experience, volunteers, and independent contractors

The same or similar protections are available to employees and job applicants under various provisions of federal law, including Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000d-7), Title VII of the Civil Rights Act of 1964 (42 USC 2000e-2000e-17), Title IX of the Education Amendments of 1972 (20 USC 1681-1688), the Americans with Disabilities Act (42 USC 12101-12213), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Genetic Information Nondiscrimination Act (42 USC 2000ff-2000ff-11)

For policy addressing sexual harassment of and by employees, see BP/AR 4119 11/4219 11/4319 11 - Sexual Harassment

The Governing Board is determined to provide a safe, positive environment where all district employees are assured of full and equal employment access and opportunities, protection from harassment and intimidation, and freedom from any fear of reprisal or retribution for asserting their employment rights in accordance with law For purposes of this policy, *employees* include job applicants, interns, volunteers, and persons who contracted with the district to provide services, as applicable

(cf 1240 - Volunteer Assistance)

(cf 3312 - Contracts)

(cf 3600 - Consultants)

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

Note 2 CCR 11027 1, as added by Register 2018, No 20, provides a definition of "national origin" for the purpose of implementing state nondiscrimination laws

No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, color, ancestry, national origin, age, religious creed, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, sex, sexual orientation, gender, gender identity, gender expression, or association with a person or group with one or more of these actual or perceived characteristics.

(cf 0410 - Nondiscrimination in District Programs and Activities)

NONDISCRIMINATION IN EMPLOYMENT (continued)

Note 2 CCR 11028, as amended by Register 2018, No 20, prohibits inquiry into an employee's immigration status or discrimination on the basis of such status, unless the district provides clear and convincing evidence that it is required to do so in order to comply with federal immigration law. Districts should consult legal counsel as necessary.

The district shall not inquire into any employee's immigration status nor discriminate against an employee on the basis of immigration status, unless there is clear and convincing evidence that it is necessary to comply with federal immigration law. (2 CCR 11028)

Note The following items illustrate unlawful discriminatory practices as specified in Government Code 12940 Labor Code 1197.5 prohibits the payment of different wage rates to employees for similar work based on sex, race, or ethnicity and prohibits the use of prior salary history by itself to justify any disparity in compensation under the bona fide factor exception.

Discrimination in employment based on the characteristics listed above is prohibited in all areas of employment and in all employment-related practices, including the following:

- 1 Discrimination in hiring, compensation, terms, conditions, and other privileges of employment

(cf 4151/4251/4351 - Employee Compensation)
(cf 4154/4254/4354 - Health and Welfare Benefits)

- 2 Taking of an adverse employment action, such as termination or the denial of employment, promotion, job assignment, or training
3. Unwelcome conduct, whether verbal, physical, or visual, that is so severe or pervasive as to adversely affect an employee's employment opportunities, or that has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment

Note Item #4 below addresses the specific practices prohibited under Government Code 12940 or 2 CCR 11006-11086 in relation to certain protected categories. For example, because "sex" as defined in Government Code 12926 includes pregnancy, childbirth, breastfeeding, or related medical conditions, any of these conditions may be the basis for an employee's sex discrimination claim. As the specific prohibitions are too numerous to list in policy, it is recommended that district legal counsel be consulted when questions arise as to any specific claim.

- 4 Actions and practices identified as unlawful or discriminatory pursuant to Government Code 12940 or 2 CCR 11006-11086, such as:
 - a. Sex discrimination based on an employee's pregnancy, childbirth, breastfeeding, or any related medical condition or on an employee's gender, gender expression, or gender identity, including transgender status

NONDISCRIMINATION IN EMPLOYMENT (continued)

(cf 4033 - Lactation Accommodation)
(cf 4119 11/4219 11/4319 11 - Sexual Harassment)

- b. Religious creed discrimination based on an employee's religious belief or observance, including religious dress or grooming practices, or based on the district's failure or refusal to use reasonable means to accommodate an employee's religious belief, observance, or practice which conflicts with an employment requirement

(cf 4119 22/4219 22/4319 22 - Dress and Grooming)

- c. Requirement for a medical or psychological examination of a job applicant, or an inquiry into whether a job applicant has a mental or physical disability or a medical condition or as to the severity of any such disability or condition, without the showing of a job-related need or business necessity

(cf 4119 41/4219 41/4319 41 - Employees with Infectious Disease)

- d. Failure to make reasonable accommodation for the known physical or mental disability of an employee, or to engage in a timely, good faith, interactive process with an employee who has requested such accommodations in order to determine the effective reasonable accommodations, if any, to be provided to the employee

(cf 4032 - Reasonable Accommodation)

Note Retaliation against complainants or other participants in the grievance procedures is prohibited by Government Code 12940 and 34 CFR 110.34. In addition to the general prohibition against retaliation, Government Code 12940 provides that an employee who requests accommodation for a physical or mental disability or religious belief is protected from retaliation as specified below. CSBA recommends that this protection be extended to all protected characteristics, as provided below.

The Board also prohibits retaliation against any district employee who opposes any discriminatory employment practice by the district or its employees, agents, or representatives or who complains, testifies, assists, or in any way participates in the district's complaint process pursuant to this policy. No employee who requests an accommodation for any protected characteristic listed in this policy shall be subjected to any punishment or sanction, regardless of whether the request was granted. (Government Code 12940, 2 CCR 11028)

Note Pursuant to Government Code 12964.5, as added by SB 1300 (Ch 955, Statutes of 2018), the district is prohibited from requiring an employee, in exchange for a raise or bonus or as a condition of employment or continued employment, to sign a nondisparagement agreement or similar document that would deny the employee the right to disclose information about unlawful acts in the workplace or requiring an employee to release the right to file a claim or civil action against the district.

NONDISCRIMINATION IN EMPLOYMENT (continued)

No employee shall, in exchange for a raise or bonus or as a condition of employment or continued employment, be required to sign any document that releases the employee's right to file a claim against the district or to disclose information about harassment or other unlawful employment practices (Government Code 12964.5)

Complaints concerning employment discrimination, harassment, or retaliation shall immediately be investigated in accordance with procedures specified in the accompanying administrative regulation

Note Pursuant to 2 CCR 11019, in certain instances, an employee's (especially a supervisor's) knowledge or notice of prohibited conduct of another employee or individual may subject the district to liability. Therefore, it is recommended that the district require its employees with knowledge of harassment or discrimination to report the incident to the appropriate district authorities. In addition, Government Code 12940, as amended by SB 1300, provides that a district may be responsible for harassment of employees by nonemployees where the district knows or should have known of the conduct and failed to take immediate and corrective action, taking into consideration the extent of the district's control and other legal responsibility that the district may have with respect to the conduct of those nonemployees. Also see BP/AR 4119 11/4219 11/4319 11 - Sexual Harassment

See the accompanying administrative regulation for requirements related to the identification of the employee who will be responsible for compliance with the nondiscrimination laws

Any supervisory or management employee who observes or has knowledge of an incident of prohibited discrimination or harassment, including harassment of an employee by a nonemployee, shall report the incident to the Superintendent or designated district coordinator as soon as practical after the incident. All other employees are encouraged to report such incidents to their supervisor immediately. The district shall protect any employee who reports such incidents from retaliation.

Note Government Code 12940 and 2 CCR 11023 require districts to take all reasonable steps to prevent prohibited discrimination and harassment, including, but not limited to, dissemination of the district's policy on the prevention of harassment, discrimination, and retaliation. In addition, Government Code 12950 requires districts to post, in prominent and accessible locations on district premises, posters developed by the California Department of Fair Employment and Housing (DFEH), which are available on DFEH's web site. For further information on prevention strategies, see the accompanying administrative regulation

The Superintendent or designee shall use all appropriate means to reinforce the district's nondiscrimination policy, including providing training and information to employees about how to recognize harassment, discrimination, or other related conduct, how to respond appropriately, and components of the district's policies and regulations regarding discrimination. The Superintendent or designee shall regularly review the district's employment practices and, as necessary, shall take action to ensure district compliance with the nondiscrimination laws.

NONDISCRIMINATION IN EMPLOYMENT (continued)

Any district employee who engages in prohibited discrimination, harassment, or retaliation or who aids, abets, incites, compels, or coerces another to engage or attempt to engage in such behavior in violation of this policy shall be subject to disciplinary action, up to and including dismissal

(cf 4118 - Dismissal/Suspension/Disciplinary Action)

(cf 4218 - Dismissal/Suspension/Disciplinary Action)

Legal Reference

EDUCATION CODE

200-262 4 Prohibition of discrimination

CIVIL CODE

51 7 Freedom from violence or intimidation

GOVERNMENT CODE

11135 Unlawful discrimination

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act, especially

12940-12952 Unlawful employment practices

12960-12976 Unlawful employment practices, complaints

PENAL CODE

422 56 Definitions, hate crimes

CODE OF REGULATIONS, TITLE 2

11006-11086 Discrimination in employment, especially

11013 Recordkeeping

11019 Terms, conditions and privileges of employment

11023 Harassment and discrimination prevention and correction

11024 Sexual harassment training and education

11027-11028 National origin and ancestry discrimination

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1681-1688 Title IX of the Education Amendments of 1972

UNITED STATES CODE, TITLE 29

621-634 Age Discrimination in Employment Act

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964, as amended

2000e-2000e-17 Title VII, Civil Rights Act of 1964, as amended

2000ff-2000ff-11 Genetic Information Nondiscrimination Act of 2008

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age discrimination in federally assisted programs

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35 101-35 190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

100 6 Compliance information

104 7 Designation of responsible employee for Section 504

Legal Reference continued (see next page)

NONDISCRIMINATION IN EMPLOYMENT (continued)

Legal Reference (continued)

CODE OF FEDERAL REGULATIONS, TITLE 34 (continued)

104 8 Notice

106 8 Designation of responsible employee and adoption of grievance procedures

106 9 Dissemination of policy

110 1-110 39 Nondiscrimination on the basis of age

COURT DECISIONS

Thompson v North American Stainless LP, (2011) 131 S Ct 863

Shephard v Loyola Marymount, (2002) 102 Cal App 4th 837

Management Resources

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment

Transgender Rights in the Workplace

Workplace Harassment Guide for California Employers

Your Rights and Obligations as a Pregnant Employee

U S DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Notice of Non-Discrimination, August 2010

U S EQUAL EMPLOYMENT OPPORTUNITY COMMISSION PUBLICATIONS

EEOC Compliance Manual

Enforcement Guidance Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 1999

WEB SITES

California Department of Fair Employment and Housing <http://www.dfeh.ca.gov>

U S Department of Education, Office for Civil Rights <http://www.ed.gov/about/offices/list/ocr>

U S Equal Employment Opportunity Commission <http://www.eeoc.gov>

CSBA Sample Administrative Regulation

All Personnel

AR 4030(a)

NONDISCRIMINATION IN EMPLOYMENT

Note Pursuant to Government Code 11138 and 2 CCR 11023, districts are **mandated** to adopt rules and regulations to ensure that district programs and activities are free from unlawful discriminatory practices. Pursuant to Government Code 12940, protections against discrimination apply to employees, job applicants, persons who serve in an unpaid internship or other limited-duration program to gain unpaid work experience, volunteers, and independent contractors

All allegations of discrimination in employment, including those involving an employee, job applicant, intern, volunteer, or person contracted to provide services to the district shall be investigated and resolved in accordance with procedures specified in this administrative regulation

(cf 0410 - Nondiscrimination in District Programs and Activities)

(cf 1240 - Volunteer Assistance)

(cf 3312 - Contracts)

(cf 3600 - Consultants)

(cf 4032 - Reasonable Accommodation)

Note Many nondiscrimination laws and regulations require identification of an employee who will be responsible for compliance with the nondiscrimination laws For example, pursuant to 34 CFR 104.7, 106.8, and 110.25, the district is required to designate the person(s) responsible for the overall implementation of the requirements of federal laws which prohibit discrimination on the basis of disability, sex, and age, i e , Section 504 of the Rehabilitation Act of 1973 (29 USC 794), Title IX of the Education Amendments of 1972 (20 USC 1681-1688), and the Age Discrimination in Employment Act (29 USC 621-634) The district should fill in the blanks below to designate the responsible employee and contact information

The district designates the position identified below as its coordinator for nondiscrimination in employment (coordinator) to coordinate the district's efforts to comply with state and federal nondiscrimination laws and to answer inquiries regarding the district's nondiscrimination policies The coordinator may be contacted at:

(position title)

(address)

(telephone number)

(email)

NONDISCRIMINATION IN EMPLOYMENT (continued)

Measures to Prevent Discrimination

Note Pursuant to Government Code 12940 and 2 CCR 11023, the district is required to take all reasonable steps to prevent unlawful discrimination and harassment 2 CCR 11023 specifies certain requirements to be included in the district's policy The following section reflects the requirements of 2 CCR 11023 and other applicable laws or regulations, as indicated

To prevent unlawful discrimination, harassment, and retaliation in district employment, the Superintendent or designee shall implement the following measures:

Note Pursuant to Government Code 12950, districts are required to post the California Department of Fair Employment and Housing's (DFEH) posters entitled California Law Prohibits Workplace Discrimination and Harassment and Transgender Rights in the Workplace, as provided in item #1 DFEH rules require that these materials be posted electronically and in every location where the district has employees (e.g., district office, hiring office, each school site) These posters and the rules for posting are available on the DFEH web site

In addition, 2 CCR 11049 requires posting a notice of the rights and obligations of employees who are pregnant, have a related medical condition, or are recovering from childbirth See AR 4161 8/4261 8/4361 8 - Family Care and Medical Leave

1. Display in a prominent and accessible location at every work site where the district has employees and post electronically on computers in a conspicuous location, the California Department of Fair Employment and Housing (DFEH) posters in regard to workplace discrimination and harassment and the rights of transgender employees (Government Code 12950)

(cf 4119 11/4219 11/4319 11 - Sexual Harassment)

2. Publicize the district's nondiscrimination policy and regulation, including the complaint procedures and the coordinator's contact information, by (5 CCR 4960, 34 CFR 100.6, 106.9)
 - a. Including them in each announcement, bulletin, or application form that is used in employee recruitment
 - b. Posting them in all district schools and offices, including staff lounges and other prominent locations
 - c. Posting them on the district's web site and providing easy access to them through district-supported social media, when available

(cf 1113 - District and School Web Sites)

(cf 1114 - District-Sponsored Social Media)

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

NONDISCRIMINATION IN EMPLOYMENT (continued)

- 3 Disseminate the district's nondiscrimination policy to all employees by one or more of the following methods: (2 CCR 11023)
 - a Printing and providing a copy of the policy to all employees, with an acknowledgment form for each employee to sign and return
 - b Sending the policy via email with an acknowledgment return form
 - c Posting the policy on the district intranet with a tracking system ensuring all employees have read and acknowledged receipt of the policies
 - d Discussing the policy with employees upon hire and/or during a new hire orientation session
 - e Any other way that ensures employees receive and understand the policy

(cf 4112 9/4212 9/4312 9 - Employee Notifications)

4. Provide to employees a handbook which contains information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to employees who believe they have been the victim of any discriminatory or harassing behavior

Note Item #5 below provides for training regarding the district's discrimination policy and reporting procedures For requirements specifically pertaining to sexual harassment training, see AR 4119 11/4219 11/4319 11 - Sexual Harassment Pursuant to Government Code 12950 1, if the district has 50 or more employees, it must provide at least two hours of staff development regarding sexual harassment to all supervisory employees within six months of their assumption of a supervisory position and once every two years thereafter As amended by SB 1343 (Ch 956, Statutes of 2018), Government Code 12950 1 requires any district that has five or more employees to provide at least two hours of sexual harassment training to supervisory employees and at least one hour of sexual harassment training to all nonsupervisory employees by January 1, 2020 and once every two years thereafter

- 5 Provide training to employees, volunteers, and interns regarding the district's nondiscrimination policy, including what constitutes unlawful discrimination, harassment, and retaliation and how and to whom a report of an incident should be made

Note Pursuant to Government Code 12950 2, as added by SB 1300 (Ch 955, Statutes of 2018), districts are authorized, but not required, to provide bystander intervention training as provided below

The district may also provide bystander intervention training to employees that includes information and practical guidance on how to recognize potentially problematic behaviors and motivates them to take action when they observe such

NONDISCRIMINATION IN EMPLOYMENT (continued)

behaviors. The training and education may include exercises to provide employees with the skills and confidence to intervene as appropriate and to provide them with resources they can call upon that support their intervention (Government Code 12950 2)

(cf 4131 - Staff Development)

(cf 4231 - Staff Development)

(cf 4331 - Staff Development)

- 6 Periodically review the district's recruitment, hiring, and promotion processes and regularly monitor the terms, conditions, and privileges of employment to ensure district compliance with law

7. For any district facility where 10 percent of employees have a language other than English as their spoken language, translate the policy into every language spoken by at least 10 percent of the workforce

Complaint Procedure

Note 2 CCR 11023 **mandates** that a district's policy include a complaint process with specified requirements Some of the requirements of 2 CCR 11023 are similar to those required under existing case law

Courts have held that an employer may mitigate liability for hostile environment employment discrimination when (1) the employer took reasonable care to prevent and promptly correct the discriminatory or harassing conduct (i e , provided a complaint procedure) and (2) the aggrieved employee unreasonably failed to take advantage of corrective opportunities offered by the employer (i e , failure to file a complaint) In its June 1999 Enforcement Guidance Vicarious Employer Liability for Unlawful Harassment by Supervisors, the Equal Employment Opportunity Commission (EEOC) outlines the elements of an effective complaint procedure to include (1) a clear explanation of the process, (2) protection against retaliation, (3) designation of multiple individuals authorized to receive complaints, (4) a mechanism for prompt, thorough, and impartial investigation, (5) assurance of immediate and appropriate corrective action, and (6) information about time frames for filing charges with EEOC or DFEH

While EEOC's guidance recommends a "prompt" investigation, neither the law nor EEOC delineates a specific time frame for resolution EEOC's guidance acknowledges that whether an investigation is considered "prompt" may vary depending on the seriousness and complexity of the circumstances and that intermediate measures may be necessary to prevent further harassment during the investigation

The following section, including the listed timelines, is consistent with EEOC's guidance and should be modified to reflect district practice

Any complaint alleging unlawful discrimination or harassment shall be addressed in accordance with the following procedures

NONDISCRIMINATION IN EMPLOYMENT (continued)

1. **Notice and Receipt of Complaint:** A complainant may inform a direct supervisor, another supervisor, the coordinator, the Superintendent or, if available, a complaint hotline or an ombudsman. The employee's direct supervisor may be bypassed in filing a complaint where the supervisor is the subject of the complaint.

The complainant may file a written complaint in accordance with this procedure or may first attempt to resolve the situation informally with the employee's supervisor.

A supervisor or manager who has received information about an incident of discrimination or harassment, or has observed such an incident, shall report it to the coordinator, whether or not the complainant files a written complaint.

The written complaint should contain the complainant's name, the name of the individual who allegedly committed the act, a description of the incident, the date and location where the incident occurred, any witnesses who may have relevant information, other evidence of the discrimination or harassment, and any other pertinent information which may assist in investigating and resolving the complaint.

2. **Investigation Process:** The coordinator shall initiate an impartial investigation of an allegation of discrimination or harassment within five business days of receiving notice of the alleged discriminatory or harassing behavior, regardless of whether a written complaint has been filed or whether the written complaint is complete

The coordinator shall meet with the complainant to describe the district's complaint procedure and discuss the actions being sought by the complainant in response to the allegation. The coordinator shall inform the complainant that the investigation of the allegations will be fair, timely, and thorough and will be conducted in a manner that provides all parties due process and reaches reasonable conclusions based on the evidence collected. The coordinator shall also inform the parties that the investigation will be kept confidential to the extent possible, but that some information may be revealed as necessary to conduct an effective investigation

(cf. 3580 - District Records)

(cf. 4112 6/4212 6/4312 6 - Personnel Files)

(cf. 4119 23/4219 23/4319 23 - Unauthorized Release of Confidential/Privileged Information)

If the coordinator determines that a detailed fact-finding investigation is necessary, the investigation shall begin immediately. As part of this investigation, the coordinator should interview the complainant, the person accused, and other persons who could be expected to have relevant information.

The coordinator shall track and document the progress of the investigation to ensure reasonable progress and shall inform the parties as necessary

NONDISCRIMINATION IN EMPLOYMENT (continued)

When necessary to carry out the investigation or to protect employee safety, the coordinator may discuss the complaint with the Superintendent or designee, district legal counsel, or the district's risk manager

The coordinator shall also determine whether interim measures, such as scheduling changes, transfers, or leaves, need to be taken before the investigation is completed to ensure that further incidents are prevented. The coordinator shall ensure that such interim measures do not constitute retaliation.

3. **Written Report on Findings and Remedial/Corrective Action:** No more than 20 business days after receiving the complaint, the coordinator shall conclude the investigation and prepare a written report of the findings. This timeline may be extended for good cause. If an extension is needed, the coordinator shall notify the parties and explain the reasons for the extension.

The report shall include the decision and the reasons for the decision and shall summarize the steps taken during the investigation. If a determination has been made that discrimination or harassment occurred, the report shall also include any corrective action(s) that have been or will be taken to address the behavior, provide appropriate options for remedial actions and resolutions for the complainant, and ensure that retaliation or further discrimination or harassment is prevented. The report shall be presented to the Superintendent or designee.

A summary of the findings shall be presented to the complainant and the person accused.

4. **Appeal to the Governing Board:** The complainant or the person accused may appeal any findings to the Board within 10 business days of receiving the written report of the coordinator's findings. The Superintendent or designee shall provide the Board with all information presented during the investigation. Upon receiving an appeal, the Board shall schedule a hearing as soon as practicable. Any complaint against a district employee shall be addressed in closed session in accordance with law. The Board shall render its decision within 10 business days.

(cf 1312.1 - Complaints Concerning District Employees)
(cf 9321 - Closed Session Purposes and Agendas)

Other Remedies

Note: Items #1-3 below state the time limits within which employees must file their complaints. EEOC's guidance states that it is important for employers' nondiscrimination policies to contain information about timeframes for filing charges of unlawful discrimination or harassment with EEOC or DFEH. Employees should be informed that the deadline for filing charges starts to run from the last date of the unlawful act, not

NONDISCRIMINATION IN EMPLOYMENT (continued)

from the conclusion of the district's complaint investigation Pursuant to DFEH procedures, DFEH will automatically forward any complaint it has accepted for investigation to EEOC when the matter falls within EEOC's jurisdiction

In addition to filing a discrimination or harassment complaint with the district, a person may file a complaint with either DFEH or the Equal Employment Opportunity Commission (EEOC) The time limits for filing such complaints are as follows.

Note Pursuant to Government Code 12960, an employee has one year to file a complaint with DFEH, although that period may be extended under certain circumstances, such as when a person obtains knowledge of the unlawful practice after the expiration of the one-year period

1. To file a valid complaint with DFEH, within one year of the alleged discriminatory act(s), unless an exception exists pursuant to Government Code 12960

Note 42 USC 2000e-5 specifies that a person must file a discrimination complaint with EEOC within 180 days of the alleged discriminatory act Pursuant to 42 USC 2000e-5, the 180-day timeline for compensation discrimination starts when the discriminatory paycheck is received and that each discriminatory paycheck restarts the timeline for the filing of a complaint

2. To file a valid complaint directly with EEOC, within 180 days of the alleged discriminatory act(s) (42 USC 2000e-5)
3. To file a valid complaint with EEOC after first filing a complaint with DFEH, within 300 days of the alleged discriminatory act(s) or within 30 days after the termination of proceedings by DFEH, whichever is earlier (42 USC 2000e-5)

(12/15 12/16) 3/19

CSBA Sample Board Policy

Students

BP 5117(a)

INTERDISTRICT ATTENDANCE

Note The Education Code provides a number of options under which a district may enroll a student whose parent/guardian does not reside within district boundaries Under an "interdistrict attendance permit" or "reciprocal agreement" pursuant to Education Code 46600-46610, a student may attend school in a different district when both the district of residence and the district of proposed attendance agree (Option 1 below) Alternatively, pursuant to Education Code 48300-48317, the Governing Board may declare the district to be a "school district of choice" willing to accept a specific number of interdistrict transfers into the district through a random selection process (Option 2 below) In order to maintain the integrity of the random selection process, it is recommended that a school district of choice not also accept transfers under the interdistrict attendance permit option except when extraordinary circumstances exist, as provided in Option 2 below Districts that wish to use both sources of authority should consult legal counsel

In addition, pursuant to Education Code 48204, a district may authorize a student whose parent/guardian is employed within district boundaries to attend a school in the district (Allen bill transfer), see AR 5111 1 - District Residency

The Governing Board recognizes that parents/guardians of students who reside within the geographic boundaries of one district may, for a variety of reasons, desire to enroll their children in a school in another district.

(cf 5111 1 - District Residency)
(cf 5116 1 - Intradistrict Open Enrollment)

OPTION 1: Interdistrict Attendance Agreements and Permits

Note The following section is for use by districts that have entered into an agreement with one or more other districts to accept student transfers through interdistrict attendance permits pursuant to Education Code 46600-46610 Districts selecting this option should also select Option 1 in the accompanying administrative regulation

The Board may enter into an agreement with any other school district, for a term not to exceed five school years, for the interdistrict attendance of students who are residents of the districts. (Education Code 46600)

Note Education Code 46600 requires that the interdistrict attendance agreement specify the terms and conditions under which individual permits may be granted or denied In addition, pursuant to Education Code 46600, students who have been granted an interdistrict attendance permit must be allowed to continue to attend the school without having to reapply unless the agreement between the two districts contains specific agreed-upon standards for reapplication, see the accompanying administrative regulation Districts also may include in the agreement their agreed-upon standards for revocation of students' interdistrict attendance Examples of conditions that may result in revocation include falsification of information stated on the permit application, unsatisfactory attendance, continual disruption, or poor academic achievement

INTERDISTRICT ATTENDANCE (continued)

The agreement shall specify the terms and conditions under which interdistrict attendance shall be permitted or denied. It also may contain standards agreed to by both districts for reapplication and/or revocation of the student's permit (Education Code 46600)

Note Pursuant to Education Code 46600, it is the responsibility of the superintendent or designee of the district of residence, subject to board policies of the district of residence and terms of the agreement, to issue an individual permit verifying the district's approval of an interdistrict transfer out of the district. The permit shall become valid when endorsed by the board's designee in the district of proposed enrollment

See the accompanying administrative regulation for procedures to follow when the permit is denied

Upon receiving a permit for transfer into the district that has been approved by the student's district of residence, or upon receiving a written request from the parent/guardian of a district student who wishes to enroll in another district, the Superintendent or designee shall review the request and may approve or deny the permit subject to the terms and conditions of the interdistrict attendance agreement

OPTION 2: School District of Choice Program

Note The following section is for use by districts that elect to participate in the school district of choice program pursuant to Education Code 48300-48317 Pursuant to Education Code 48301, such a district must register as a school district of choice with the Superintendent of Public Instruction and County Board of Education before enrolling students under this option. Districts selecting this option should also select Option 2 in the accompanying administrative regulation

The Board has designated the district as a "school district of choice" and shall accept students who reside within other California school districts who wish to attend a district school

The Board shall, by resolution, annually establish the number of students who will be accepted into the district through this program based on recommendations by the Superintendent or designee as to the number of transfer students the district will be able to accept and the schools, grades, and programs that will be able to accept the students. Once established, the district shall accept all students who apply to transfer into the district until the district is at maximum capacity, as required pursuant to Education Code 48301

Note Education Code 48301 requires a random, unbiased process for selecting students who will be admitted through the school district of choice program and prohibits consideration of certain characteristics and factors in making the selections. Pursuant to Education Code 48301, family income may only be considered to the extent necessary to determine enrollment priority pursuant to Education Code 48306, see the accompanying administrative regulation

Students shall be admitted to district schools through an unbiased process that prohibits an inquiry into or evaluation or consideration of whether or not a student should be enrolled based upon the student's academic or athletic performance, physical condition, proficiency in

INTERDISTRICT ATTENDANCE (continued)

English, any of the individual characteristics set forth in Education Code 200, or family income (Education Code 48301)

If the number of transfer applications exceeds the number of transfers the Board has elected to accept, approval for transfer shall be determined by a random drawing held in public at a regularly scheduled Board meeting. (Education Code 48301)

Note Because the school district of choice program requires a random selection process, it is recommended that participating districts not admit students through the interdistrict attendance permit process described in Option 1 above except under extraordinary circumstances. Such circumstances might include approving interdistrict attendance permits for students who are victims of an act of bullying. Such students are given priority for interdistrict attendance permits pursuant to Education Code 46600, see the accompanying administrative regulation.

Because the district admits students in accordance with the school district of choice program, the Superintendent or designee shall not admit students based on individual interdistrict attendance permits pursuant to Education Code 46600-46610 except under extraordinary circumstances.

The Superintendent or designee shall keep an accounting of all requests for admittance and a record of their disposition, including, but not limited to, all of the following. (Education Code 48313)

- 1 The number of requests granted, denied, or withdrawn and, for denied requests, the reason for the denial
- 2 The number of students transferred into and out of the district pursuant to this program
- 3 The race, ethnicity, gender, self-reported socioeconomic status, eligibility for free or reduced-price meals, and the district of residence for each student transferred into or out of the district pursuant to this program
4. The number of students transferred into or out of the district pursuant to this program who are classified as English learners or students with disabilities

Note Education Code 48311 authorizes, but does not require, a school district of choice to provide transportation to participating students to the extent that the district provides transportation assistance to other students. See section on "Transportation" below. Item #5 may be deleted by districts that do not provide transportation.

5. As applicable, the number of students described in items #3 and 4 above who are provided transportation assistance to a district school or program, and the total number of students provided transportation assistance, pursuant to the school district of choice program

INTERDISTRICT ATTENDANCE (continued)

The Superintendent or designee shall report to the Board, at a regularly scheduled meeting, the information specified in items #1-5 above. No later than October 15 of each year, the Superintendent or designee shall provide the same information for the current school year, as well as information regarding the district's status as a school district of choice in the upcoming school year, to each geographically adjacent school district, the county office of education, and the Superintendent of Public Instruction. (Education Code 48313)

The district's compliance with specified program requirements shall be reviewed as part of the annual district audit conducted pursuant to Education Code 41020 (Education Code 48301)

(cf 3460 - Financial Reports and Accountability)

Transportation

Note The following **optional** section is for use by all districts and should be revised to reflect district practice. Districts are not required to provide transportation or transportation assistance to students admitted under an interdistrict attendance permit pursuant to Education Code 46600-46610. Pursuant to Education Code 48311, a school district of choice is authorized, but not required, to provide transportation assistance to the extent that the district otherwise provides transportation assistance to students.

The district shall not provide transportation beyond any school attendance area. Upon request of a student's parent/guardian, the Superintendent or designee may authorize transportation for an interdistrict transfer student to and from designated bus stops within the attendance area of the school that the student attends if space is available.

Legal Reference (see next page)

INTERDISTRICT ATTENDANCE (continued)

Legal Reference

EDUCATION CODE

- 41020 Annual district audits
- 46600-46610 Interdistrict attendance agreements
- 48204 Residency requirements for school attendance
- 48300-48317 Student attendance alternatives, school district of choice program
- 48900 Grounds for suspension or expulsion, definition of bullying
- 48915 Expulsion, particular circumstances
- 48915 1 Expelled individuals, enrollment in another district
- 48918 Rules governing expulsion procedures
- 48980 Notice at beginning of term
- 48985 Notices to parents in language other than English
- 52317 Regional occupational center/program, enrollment of students, interdistrict attendance

CALIFORNIA CONSTITUTION

Article 1, Section 31 Nondiscrimination on the basis of race, sex, color, ethnicity, or national origin

ATTORNEY GENERAL OPINIONS

87 Ops Cal Atty Gen 132 (2004)

84 Ops Cal Atty Gen 198 (2001)

COURT DECISIONS

Walnut Valley Unified School District v the Superior Court of Los Angeles County, (2011) 192 Cal App 4th 234

Crawford v Huntington Beach Union High School District, (2002) 98 Cal App 4th 1275

Management Resources

WEB SITES

CSBA [http //www csba org](http://www.csba.org)

California Department of Education [http //www cde ca gov](http://www.cde.ca.gov)

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CSBA Sample Administrative Regulation

Students

AR 5117(a)

INTERDISTRICT ATTENDANCE

OPTION 1: Interdistrict Attendance Agreements and Permits

Note The following option is for use by districts that have entered into an agreement with one or more other school districts to accept transfers through the "interdistrict attendance permit" or "reciprocal agreement" process pursuant to Education Code 46600-46610 (See Option 1 in the accompanying Board policy) In 87 Ops Cal Atty Gen 132 (2004), the Attorney General opined that districts could not charge students a fee for processing applications for interdistrict attendance

In accordance with an agreement between the Governing Board and the board of another district, a permit authorizing a student of either district to enroll in the other district may be issued upon approval of both districts.

Note Pursuant to Education Code 46600 2, as added by AB 2826 (Ch 550, Statutes of 2018), districts are required to post on their web sites, in a manner accessible to the public without a password, the procedures and timelines regarding a request for an interdistrict transfer permit

The district shall post on its web site the procedures and timelines for requesting an interdistrict transfer permit, including a link to BP 5117 - Interdistrict Attendance. The posted information shall include, but is not limited to (Education Code 46600.1, 46600 2)

1. The date upon which the district will begin accepting and processing interdistrict transfer requests for the following school year
2. The reasons for which the district may approve or deny a request, and any information or documents that must be submitted as supporting evidence
3. If applicable, the process and timelines by which a denial of a request may be appealed within the district before the district renders a final decision
4. A statement that failure of a parent/guardian to meet any timelines established by the district shall be deemed an abandonment of the request
5. Applicable timelines for processing a request, including the following statements:
 - a. For an interdistrict transfer request received by the district 15 or fewer calendar days before the commencement of instruction in the school year for which the transfer is sought, the district will notify the parent/guardian of its final decision within 30 calendar days from the date the request was received

INTERDISTRICT ATTENDANCE (continued)

- b. For an interdistrict transfer request received by the district more than 15 days before the commencement of instruction in the school year for which the interdistrict transfer is sought, the district will notify the parent/guardian of its final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction in the school year for which transfer is sought.
- 6 The conditions under which an existing interdistrict transfer permit may be revoked or rescinded

Note Education Code 46600 requires districts to give priority for interdistrict attendance permits to a student who is a victim of an act of bullying, as provided below. For this purpose, Education Code 48900(r) defines bullying to include, but not be limited to, bullying committed by means of an electronic act directed specifically toward the student, see AR 5144 1 - Suspension and Expulsion/Due Process

Priority for interdistrict attendance shall be given to a student who has been determined by staff of either the district of residence or district of proposed enrollment to be a victim of an act of bullying, as defined in Education Code 48900(r), committed by a student of the district of residence. (Education Code 46600)

(cf 5131 2 - Bullying)

In addition, the Superintendent or designee may approve an interdistrict attendance permit for a student for any of the following reasons when stipulated in the agreement.

Note **Optional** items #1-11 below should be revised and/or deleted to reflect district practice

1. To meet the child care needs of the student, only as long as the student's child care provider remains within district boundaries

(cf 5148 - Child Care and Development)

2. To meet the student's special mental or physical health needs as certified by a physician, school psychologist, or other appropriate school personnel

(cf 6159 - Individualized Education Program)

3. When the student has a sibling attending school in the receiving district, to avoid splitting the family's attendance

4. To allow the student to complete a school year when the student's parents/guardians have moved out of the district during that year

5. To allow the student to remain with a class graduating that year from an elementary, middle, or senior high school

INTERDISTRICT ATTENDANCE (continued)

- 6 To allow a high school senior to attend the same school attended as a junior, even if the student's family moved out of the district during the junior year
7. When the parent/guardian provides written evidence that the family will be moving into the district in the immediate future and would like the student to start the school year in the district
- 8 When the student will be living out of the district for one year or less
- 9 When recommended by the school attendance review board or by county child welfare, probation, or social service agency staff in documented cases of serious home or community problems which make it inadvisable for the student to attend the school of residence

(cf 5113 1 - Chronic Absence and Truancy)
(cf 5113 12 - District School Attendance Review Board)

10. When there is valid interest in a particular educational program not offered in the district of residence
11. To provide a change in school environment for reasons of personal and social adjustment

Note In 84 Ops Cal Atty Gen 198 (2001), the Attorney General opined that a lack of school facilities is a justifiable reason for denial of the interdistrict attendance permit request. However, according to the Attorney General, once the student is admitted, the district may not later deny the student continued attendance at a district school because of overcrowding. Although Attorney General opinions are not binding on the courts, they are generally afforded deference in the court when there is no specific statutory or case law to the contrary. The following paragraph is based on this Attorney General opinion.

The Superintendent or designee may deny initial requests for interdistrict attendance permits due to limited district resources, overcrowding of school facilities at the relevant grade level, or other considerations that are not arbitrary. However, once a student is admitted, the district shall not deny continued attendance because of overcrowded facilities at the relevant grade level.

(cf 0410 - Nondiscrimination in District Programs and Activities)

Note Education Code 46600 2, as added by AB 2826, establishes the following timelines for notifying a student's parents/guardians of the district's final decision regarding the interdistrict transfer request.

If the transfer request is for a school year that begins within 15 calendar days of the receipt of the request, the Superintendent or designee shall notify the parent/guardian of the final

INTERDISTRICT ATTENDANCE (continued)

decision within 30 calendar days of receiving the request. If the transfer request is for a school year that begins more than 15 calendar days after the receipt of the request, the parent/guardian shall be notified of the final decision as soon as possible, but no later than 14 calendar days after the commencement of instruction during that school year. (Education Code 46600.2)

Note Education Code 46600.2, as added by AB 2826, requires a district that denies a request for an interdistrict transfer to give written notice to the parent/guardian of the right to appeal to the County Board of Education

Pursuant to Education Code 46601, parents/guardians may submit their appeal to the County Board within 30 calendar days of the district's final denial of the permit. The County Board then has 30 calendar days, unless extended by an additional five school days for good cause, to make its determination as to whether the student should be allowed to attend the district of proposed enrollment and the applicable period of attendance. However, Education Code 46601 allows a class 1 county (i.e., a county with a 1994-95 average daily attendance (ADA) of 500,000 or more for all districts in the county), until July 1, 2023, 60 calendar days to make its determination.

Pursuant to Education Code 46602, if the County Board determines that the student should be permitted to attend the district of proposed enrollment, the district shall admit the student without delay.

If a student's interdistrict transfer request is denied, the Superintendent or designee shall, in writing, notify the parents/guardians of their right to appeal to the County Board of Education within 30 calendar days from the date of the final denial. (Education Code 46600.2)

(cf 5145.6 - Parental Notifications)

All notices to parents/guardians regarding the district's decision on any request for interdistrict transfer shall conform to the translation requirements of Education Code 48985, and may be provided by regular mail, electronic format if the parent/guardian provides an email address, or by any other method normally used to communicate with parents/guardians in writing. (Education Code 46600.2)

Pending a decision by the two districts or by the County Board on appeal, the Superintendent or designee may provisionally admit a student who resides in another district for a period not to exceed two school months, provided the district is the district of proposed enrollment. If the decision has not been rendered by the conclusion of two school months and the districts or County Board is still operating within the prescribed timelines, the student shall not be allowed to continue attending the district school to which the student was provisionally admitted. (Education Code 46603)

Students who are under consideration for expulsion or who have been expelled may not appeal interdistrict attendance denials or rescissions while expulsion proceedings are pending or during the term of the expulsion. (Education Code 46601)

INTERDISTRICT ATTENDANCE (continued)

(cf 5119 - Students Expelled from Other Districts)
(cf 5144 1 - Suspension and Expulsion/Due Process)

Once a student is admitted to a school on the basis of an interdistrict attendance permit, the student shall not be required to reapply for an interdistrict transfer and shall be allowed to continue to attend the school of enrollment, unless reapplication standards are otherwise specified in the interdistrict attendance agreement. Existing interdistrict attendance permits shall not be rescinded after June 30 following a student's completion of grade 10 or for any student entering grade 11 or 12 in the subsequent school year. (Education Code 46600)

OPTION 2: School District of Choice Program

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| Note: The following section is for use by districts that elect to participate in the school district of choice program pursuant to Education Code 48300-48317. (See Option 2 in the accompanying Board policy.) |
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The Superintendent or designee shall communicate with parents/guardians regarding transfer opportunities under the school district of choice program. Communications sent to parents/guardians shall be available in all languages for which translations are required pursuant to Education Code 48985, shall be factually accurate, and shall not target particular neighborhoods or individual parents/guardians on the basis of a child's actual or perceived academic or athletic skill or any other personal characteristic. (Education Code 48301, 48980)

The Superintendent or designee shall also make public announcements regarding district schools, programs, policies, and procedures, including transportation options if applicable, during the enrollment period. (Education Code 48312)

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| Note: The following optional paragraph reflects Education Code 48302, which encourages districts to hold informational meetings as described below, and may be revised to reflect district practice. |
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The Superintendent or designee may hold informational meetings on the district's current educational programs, so that parents/guardians can provide input to the district on methods to improve current programs and make informed decisions regarding their children's education. (Education Code 48302)

The process for student transfers into the district under the school district of choice program, including, but not limited to, any applicable form, the timeline for a transfer, and an explanation of the selection process, shall be posted on the district's web site. (Education Code 48301)

(cf 1113 - District and School Web Sites)

Parents/guardians shall submit applications for interdistrict attendance to the district office before January 1 of the school year preceding the school year for which the student is

INTERDISTRICT ATTENDANCE (continued)

requesting to be transferred. The application deadline may be waived upon agreement between the district and the student's district of residence. (Education Code 48308)

The application deadline shall not apply to an application requesting a transfer if the parent/guardian with whom the student resides is enlisted in the military and was relocated by the military within 90 days prior to submitting the application. (Education Code 48308)

(cf 6173.2 - Education of Children of Military Families)

Note Pursuant to Education Code 48305, if the district chooses to use existing entrance criteria for specialized schools or programs, then the criteria must be uniformly applied. The following **optional** paragraph is for use by districts that choose to use existing entrance criteria.

Any existing entrance criteria for specialized schools or programs shall be uniformly applied to all applicants. (Education Code 48305)

The district may deny a transfer into the district under the school district of choice program if the transfer would require the district to create a new program to serve that student, except that the district shall not reject the transfer of a student with disabilities or an English learner. (Education Code 48303)

Whenever the number of transfer applications exceeds the number of interdistrict transfers that may be accepted as annually determined by the Governing Board, students accepted for transfer shall be selected by a random drawing held in public at a regularly scheduled Board meeting before February 15 of the school year preceding the school year for which the transfer is sought. (Education Code 48301)

Priority for transfer under the school district of choice program shall be granted as follows. (Education Code 48306)

1. First priority shall be given to siblings of students already in attendance in the district.
2. Second priority shall be given to students eligible for free or reduced-price meals.

(cf 3553 - Free and Reduced Price Meals)

3. Third priority shall be given to children of military personnel.

No later than February 15 of the school year preceding the school year for which the student is requesting to be transferred, the Superintendent or designee shall notify the parent/guardian in writing whether the application has been provisionally accepted or rejected or of the student's position on any waiting list. (Education Code 48308)

INTERDISTRICT ATTENDANCE (continued)

If a student's application for transfer is accepted, the Superintendent or designee shall so notify the student's district of residence no later than February 15 of the school year preceding the school year for which the student is requesting to be transferred (Education Code 48308)

The number of students accepted for transfer into the district, by school and grade level, shall be reported to the district of residence on or before February 15. (Education Code 48308)

If a student's application is denied, the Superintendent or designee shall notify the student's parents/guardians that the number of students requesting to transfer exceeded the district's capacity and that the student was not selected during the random drawing. Such determination shall be accurately recorded in the minutes of the Board meeting at which the determination was made (Education Code 48308)

(cf 9324 - Minutes and Recordings)

For a student whose parent/guardian was relocated by the military less than 90 days prior to the submission of the application, the district shall make a final decision to accept or reject the application within 90 days of its receipt. If the student's application has been submitted less than 90 days prior to the beginning of the school year, then the district shall accept or deny the application before the school year begins. Upon acceptance, the student may immediately enroll in a district school (Education Code 48308)

Vacancies may be filled from the waiting list until May 1 of the school year preceding the school year for which students are requesting to be transferred. (Education Code 48308)

The final number of students enrolled in the district through the school district of choice program, by school and grade level, along with the names of the students, shall be reported to the district of residence on or before May 2 (Education Code 48308)

Students admitted through the school district of choice program are deemed to have fulfilled district residency requirements pursuant to Education Code 48204. (Education Code 48301)

(cf 5111.1 - District Residency)

(cf 5116.1 - Intradistrict Open Enrollment)

Final acceptance of the transfer is applicable for one school year and shall be renewed automatically each year unless the Board, by adoption of a resolution, withdraws from participation in the program and no longer accepts transfer students from other districts (Education Code 48308)

Note The following paragraph may be revised by districts that do not maintain high schools

INTERDISTRICT ATTENDANCE (continued)

Even if the district withdraws from participation in the program, students who attended or received a notice of acceptance into the district before the Board's resolution of withdrawal shall be permitted to attend school in the district, and admitted high school students may continue attending school in the district until they graduate from high school (Education Code 48307, 48308)

The district may accept any completed coursework, attendance, and other academic progress credited to an accepted student by any district(s) the student has previously attended and may grant academic standing to the student based upon the district's evaluation of the student's academic progress (Education Code 48309)

(cf 6146 3 - Reciprocity of Academic Credit)

The district may revoke a student's enrollment if the student is recommended for expulsion pursuant to Education Code 48918 (Education Code 48309)

Transfers Out of the District

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| Note The following optional section is for use by all districts |
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A student whose parent/guardian is in active military duty shall not be prohibited from transferring out of the district, provided the school district of proposed enrollment approves the application for transfer (Education Code 46600, 48307)

The district may limit transfers out of the district to a school district of choice under any of the following circumstances: (Education Code 48307)

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| Note Even if a district has not designated itself as a school district of choice, it has the authority pursuant to Education Code 48307 to limit the number of students transferring out of the district into other districts that have designated themselves as school districts of choice. A district with an ADA of more than 50,000 may annually limit the number of such transfers to one percent of its current year estimated ADA. A district with an ADA of 50,000 or less may limit the number of such transfers to three percent of its current estimated ADA and may limit the maximum number of such transfers for the duration of the program to 10 percent of the ADA for that period. In <u>Walnut Valley Unified School District v Superior Court of Los Angeles County</u> , the appellate court held that the 10 percent cap on outbound transfers "for the duration of the program" should be based on the district's ADA over the entire life of the district of choice program (i.e., from the program's inception in 1994 until the present day). The district may revise item #1 to reflect the applicable percentage in Education Code 48307 based on its ADA. |
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- 1 The number of student transfers out of the district to a school district of choice has reached the limit specified in Education Code 48307 based on the district's average daily attendance

INTERDISTRICT ATTENDANCE (continued)

2. The County Superintendent of Schools has given the district a negative budget certification or has determined that the district will not meet the state's standards and criteria for fiscal stability in the subsequent fiscal year exclusively as a result of student transfers from this district to a school district of choice.

(cf 3100 - Budget)

Note Item #3 is **optional** and should be revised to reflect district practice Education Code 48307 authorizes the district to prohibit a transfer out of the district under the school district of choice program if the Board determines that the transfer would negatively impact a court-ordered desegregation plan, a voluntary desegregation plan, or the racial and ethnic balance of the district Education Code 48307 provides that denial of transfers on the basis of a voluntary desegregation plan or the racial and ethnic balance of the district must be consistent with the constitutional provisions added by Proposition 209 in 1996 (California Constitution, Article 1, Section 31) It is recommended that districts consult legal counsel before adopting policy to allow denial of transfers on either of these bases

- 3 The Board determines that the transfer would negatively impact any of the following: (Education Code 48307)
 - a. A court-ordered desegregation plan
 - b. A voluntary desegregation plan of the district, consistent with the California Constitution, Article 1, Section 31
 - c. The racial and ethnic balance of the district, consistent with the California Constitution, Article 1, Section 31

(7/12 10/17) 3/19

CSBA Sample Administrative Regulation

Students

AR 5125.2(a)

WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS

Note In certain limited circumstances, state law permits districts to withhold student grades, diplomas, and/or transcripts Pursuant to Education Code 48904, the district may withhold the grades, diploma, and/or transcripts of a student who willfully cuts, defaces, or otherwise injures any real or personal property belonging to the district, or who willfully does not return district property that was loaned to the student, until the damages are paid For more information regarding limits of damages, as annually adjusted for inflation, see BP/AR 3515 4 - Recovery for Property Loss or Damage Pursuant to Education Code 49014, as added by AB 1974 (Ch 577, Statutes of 2018), a current or former homeless or foster youth is exempted from the requirement to pay damages

If a student's parents/guardians are unable to pay the damages, Education Code 48904 requires the district to offer an option for the student to provide work in lieu of payment Pursuant to Education Code 49014, a district may offer any other student regardless of the ability to pay, other than a current or former homeless or foster youth, alternative, nonmonetary means to settle the debt owed as a result of damage or loss of district property In such cases, the district may withhold the student's grades, diploma, and/or transcripts until the work or other alternative is completed

Education Code 48904 **mandates** the Governing Board to establish procedures for withholding a student's grades, diploma, and/or transcripts until reparation is made

When a minor student willfully cuts, defaces, or otherwise injures real or personal property of the district or willfully does not return district property that has been loaned to the student, the student's parents/guardians may be required to pay the costs of all damages within the limits established pursuant to Education Code 48904. Until the student's parents/guardians have paid for the damages or the student has completed voluntary work or other nonmonetary alternative offered by the district in lieu of monetary damages, the Superintendent or designee may withhold the student's grades, diploma, and/or transcripts. (Education Code 48904, 49014)

(cf 3515 4 - Recovery for Property Loss or Damage)
(cf 5121 - Grades/Evaluation of Student Achievement)
(cf 5125 - Student Records)
(cf 5131 5 - Vandalism and Graffiti)
(cf 6161 2 - Damaged or Lost Instructional Materials)

This administrative regulation shall not apply to a student who is a current or former homeless or foster youth (Education Code 49014)

Before withholding a student's grades, diploma, and/or transcripts, the Superintendent or designee shall inform the student's parents/guardians in writing of the student's alleged misconduct (Education Code 48904)

(cf 5145 6 - Parental Notifications)

WITHHOLDING GRADES, DIPLOMA OR TRANSCRIPTS (continued)

Note Education Code 48904 **mandates** that the district's procedures for withholding a student's grades, diploma, and/or transcripts conform to procedures established in the Education Code for student expulsion. For due process procedures related to student expulsion, see BP/AR 5144 1 - Suspension and Expulsion/Due Process

The student shall be afforded due process consistent with procedures established for the expulsion of students (Education Code 48904)

(cf 5144 1 - Suspension and Expulsion/Due Process)

When a student who is transferring into the district has had grades, a diploma, and/or transcripts withheld by the previous district, the Superintendent or designee shall continue to withhold the student's grades, diploma, and/or transcripts until notified by the previous district that the decision to withhold has been rescinded (Education Code 48904 3)

Upon receiving notice that a student whose grades, diploma, and/or transcripts have been withheld by this district has transferred to another district in California, the Superintendent or designee shall provide the student's records to the new district and notify the new district that the student's grades, diploma, and/or transcripts are being withheld from the student and parents/guardians pursuant to Education Code 48904

The Superintendent or designee shall also notify the student's parents/guardians in writing that the decision to withhold the student's grades, diploma, and/or transcripts will be enforced by the new district (Education Code 48904 3)

Legal Reference

EDUCATION CODE

48904 *Liability of parent*

48904 3 *Withholding grades, diplomas, or transcripts of pupils causing property damage or injury, transfer of pupils to new school districts, notice to rescind decision to withhold*

48911 *Suspension by principal, designee or superintendent*

49014 *Public School Fair Debt Collection Act*

49069 *Absolute right to access*

(12/91 10/17) 3/19

CSBA Sample Board Policy

Students

BP 5127(a)

GRADUATION CEREMONIES AND ACTIVITIES

Note The following optional policy is for use by any district that maintains a high school and should be modified to reflect district practice

High school graduation ceremonies shall be held to recognize those students who have earned a diploma by successfully completing the required course of study, satisfying district standards, and passing any required assessments. The Governing Board believes that these students deserve the privilege of a public celebration that recognizes the significance of their achievement and encourages them to continue the pursuit of learning throughout their lives.

(cf 6011 - Academic Standards)

(cf 6143 - Courses of Study)

(cf 6146 1 - High School Graduation Requirements)

(cf 6146 4 - Differential Graduation and Competency Standards for Students with Disabilities)

At the discretion of the Superintendent or designee, a student who will complete graduation requirements during the summer may be allowed to participate in graduation exercises without receiving a diploma. When the requirements have been satisfied, a diploma shall be sent to the student.

Note There are three high school equivalency tests that are approved by the State Board of Education for the purpose of receiving a California High School Equivalency Certificate: the General Educational Development Test (GED), the High School Equivalency Test, and the Test Assessing Secondary Completion. In addition, students age 16 or older may take the California High School Proficiency Examination (CHSPE) for the purpose of receiving a Certificate of Proficiency, which is equivalent to a high school diploma. On its web site, the California Department of Education (CDE) indicates that a student's successful completion of a high school equivalency test or the CHSPE is not equivalent to completing all coursework required for regular graduation from high school. The following optional paragraph provides that students receiving such certificates are not eligible to participate in graduation ceremonies and may be revised to reflect district practice.

High school students who have passed a high school equivalency test or the California High School Proficiency Examination must also meet district graduation requirements in order to participate in graduation ceremonies.

(cf 6146 2 - Certificate of Proficiency/High School Equivalency)

Note School-sponsored and school-directed prayer at public high school graduation ceremonies has been ruled unconstitutional by both the U.S. Supreme Court (Lee v. Weisman) and the California Supreme Court (Sands v. Morongo Unified School District). However, the law is unclear as to whether student-led, student-initiated prayer at graduation ceremonies is constitutional. In Cole v. Oroville Union High School District, the 9th Circuit Court of Appeals found that it would be unconstitutional for a district to allow a student to give a sectarian and proselytizing invocation at graduation. In that case, the district had developed a policy

GRADUATION CEREMONIES AND ACTIVITIES (continued)

whereby students determined whether an invocation would be granted and, if so, would then select a fellow student to deliver it. The principal would then review the content of the student invocation for proselytizing messages. The court upheld the policy authorizing principal review, but did not rule on the underlying policy allowing the invocation. Some attorneys have argued that the U.S. Supreme Court's decision in Santa Fe Independent School District v. Doe, which found unconstitutional a district policy allowing student-led, student-initiated prayers at football games, would also apply to student-led, student-initiated prayer and invocations at graduation ceremonies. In Workman v. Greenwood Community School Corporation, a federal district court in Indiana relied on the holdings in Lee and Santa Fe to grant a preliminary injunction prohibiting the district from permitting students to lead a prayer during the graduation ceremony even though the invocation was chosen through election by the senior class. The court reasoned that attendance at the graduation was functionally obligatory and the election was school sponsored. Because this issue has not been authoritatively resolved by the courts, it is strongly recommended that districts consult legal counsel prior to adopting policies or procedures allowing prayer at graduation. See also the U.S. Department of Education's Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools.

Invocations, prayers, or benedictions shall not be included in graduation ceremonies. The school or district shall not sponsor other ceremonies or programs for graduates that include prayer.

(cf 1330 - Use of School Facilities)
(cf 5145.2 - Freedom of Speech/Expression)

Honors and Awards

Note: The following **optional** section may be modified to reflect district practice. Districts that choose to recognize students for outstanding academic performance should adopt procedures for selecting honorees and notifying students and their parents/guardians. Such rules, procedures, and criteria may be added to this section.

To honor superior academic achievement, graduation ceremonies shall include recognition of valedictorian(s) and salutatorian(s). Valedictorian(s) and salutatorian(s) shall be selected based on established criteria and procedures that use multiple measures of academic performance.

(cf 5121 - Grades/Evaluation of Student Achievement)

The Superintendent or designee shall identify other school-sponsored awards which may be given during graduation exercises. A separate awards program may be held to recognize graduating students receiving other school and non-school awards.

(cf 5126 - Awards for Achievement)

Graduation Attire

Note: Under the authority granted the Governing Board to regulate student conduct, the Board may require graduating students to wear ceremonial attire, such as cap and gown, at the ceremony. In its Fiscal Management Advisory 17-01, Pupil Fees, Deposits, and other Charges, CDE advises that a district that

GRADUATION CEREMONIES AND ACTIVITIES (continued)

requires its students to wear a cap and gown as a condition of their participation in the high school graduation ceremony may not require such students to purchase the cap and gown CDE recommends that such districts provide the graduates with a cap and gown for their use at the graduation ceremony and inform them that those interested may purchase a cap and gown from a vendor See AR 3260 - Fees and Charges

The Superintendent or designee may require graduating students to wear ceremonial attire, such as cap and gown, at the ceremony.

(cf 3260 - Fees and Charges)

Any graduating student who has completed basic training and is an active member of any branch of the United States Armed Forces may, at the student's option, wear a military dress uniform at the ceremony. (Education Code 35183 3)

Note The following **optional** paragraphs may be revised to reflect district practice Education Code 35183 1, as added by AB 1248 (Ch 804, Statutes of 2018), permits students to wear tribal regalia or recognized objects of religious or cultural significance as an adornment to the customary cap and gown However, the district may exercise discretion to prohibit any item that is likely to cause a substantial disruption of, or material interference with, the ceremony

Students shall be permitted to wear tribal regalia or recognized objects of religious or cultural significance as an adornment to the customary ceremonial attire, as long as the adornment does not cause a substantial disruption of, or material interference with, the graduation ceremony. (Education Code 35183 1)

Students who desire to wear such adornments shall seek permission from the Superintendent or designee at least 14 days before the graduation ceremony.

Disciplinary Considerations

Note The following **optional** section may be revised to reflect district practice The withholding of a diploma is governed by Education Code 48904 and is separate from the denial of participation in graduation ceremonies, see AR 5125 2 - Withholding Grades, Diploma or Transcripts and BP 6161 2 - Damaged or Lost Instructional Materials Even though the graduation ceremony is not an essential component to the granting of a diploma, it is an important symbolic event Therefore, it is recommended that districts provide some due process before denying a student the privilege of participating in the ceremony

Students are expected to comply with district and school policies, regulations, and rules throughout the school session, including during graduation and related events Students shall not be denied the privilege of participating in graduation ceremonies and activities except as discipline in cases of serious misconduct In no event shall a student be denied participation in graduation ceremonies unless the principal or designee has informed the student and the student's parents/guardians of the misconduct and has given them an opportunity to respond.

(cf 5131 - Conduct)

(cf 5144 - Discipline)

GRADUATION CEREMONIES AND ACTIVITIES (continued)

During the graduation ceremony, a student may be removed from the ceremony for conduct that is disruptive or that poses a risk to safety.

High school seniors shall be notified of this policy in advance, through the student handbook or other means, and shall be required to acknowledge receiving it.

Legal Reference

EDUCATION CODE

35183 1 *Graduation ceremonies, tribal regalia or recognized object of religious/cultural significance*

35183 3 *Graduation ceremonies, military dress uniforms*

38119 *Lease of personal property, caps and gowns*

48904 *Liability of parent or guardian, withholding of grades, diplomas, transcripts*

51225 5 *Honorary diplomas, foreign exchange students*

51410-51413 *Diplomas*

COURT DECISIONS

Workman v Greenwood Community School Corporation, (2010) Case No 1 2010cv00293

Cole v Oroville Union High School District, (2000, 9th Cir) 228 F 3d 1092

Santa Fe Independent School District v Doe, (2000) 530 U S 290

Lee v Weisman, (1992) 505 U S 577

Sands v Morongo Unified School District, (1991) 53 Cal 3d 863

Lemon v Kurtzman, (1971) 403 U S 602

Management Resources

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees, Deposits and Other Charges, Fiscal Management Advisory 17-01, July 28, 2017

U S DEPARTMENT OF EDUCATION PUBLICATIONS

Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools,

February 2003

WEB SITES

AASA The School Superintendents Association [http //www aasa org](http://www.aasa.org)

Antidefamation League [https //www adl org](https://www.adl.org)

California Department of Education, High School [http //www cde ca gov/ci/gs/hs](http://www.cde.ca.gov/ci/gs/hs)

U S Department of Education [http //www ed gov](http://www.ed.gov)

(7/01 3/10) 3/19

CSBA Sample Exhibit

Students

E 5145.6(a)

PARENTAL NOTIFICATIONS

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

Note: The following exhibit lists notices which the law explicitly requires be provided to parents/guardians. See the referenced Board policy, administrative regulation, or Board bylaw for further information about related program and notice requirements. For example, see AR 1312.3 - Uniform Complaint Procedures for the contents of the annual notice regarding uniform complaint procedures as mandated by 5 CCR 4622.

The exhibit does not include other notices that are recommended throughout CSBA's sample policy manual but are not required by law. The district may revise the exhibit to reflect additional notifications provided by the district.

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|-------------------------------|----------------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I. Annually | | | |
| Beginning of each school year | Education Code 222.5 | BP 5146 | Rights and options for pregnant and parenting students |
| Beginning of each school year | Education Code 234.7 | BP 0410 | Right to a free public education regardless of immigration status or religious beliefs |
| Beginning of each school year | Education Code 310 | BP 6142.2 AR 6174 | Information on the district's language acquisition programs |
| Beginning of each school year | Education Code 17611.5, 17612, 48980.3 | AR 3514.2 | Use of pesticide product, active ingredients, Internet address to access information, and, if district has no web site and uses certain pesticides, integrated pest management plan |
| By February 1 | Education Code 35256, 35258 | BP 0510 | School Accountability Report Card provided |
| Beginning of each school year | Education Code 35291, 48980 | AR 5144 AR 5144.1 | District and site discipline rules |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| I. Annually (continued) | | | |
| Beginning of each school year | Education Code 44050 | BP 4119 21 4219 21 4319 21 | Code of conduct addressing employee interactions with students |
| Beginning of each school year | Education Code 46010 1 | AR 5113 | Absence for confidential medical services |
| Beginning of each school year, if district has adopted policy on involuntary transfer of students convicted of certain crimes when victim is enrolled at same school | Education Code 48929, 48980 | BP 5116 2 | District policy authorizing transfer |
| Beginning of each school year | Education Code 48980 | BP 6111 | Schedule of minimum days and student-free staff development days |
| Beginning of each school year | Education Code 48980, 231 5, 5 CCR 4917 | AR 5145 7 | Copy of sexual harassment policy as related to students |
| Beginning of each school year | Education Code 48980, 32255-32255 6 | AR 5145 8 | Right to refrain from harmful or destructive use of animals |
| Beginning of each school year | Education Code 48980, 35160 5, 46600-46611, 48204, 48301, 48350-48361 | BP 5111 1 AR 5116 1 AR 5117 | All statutory attendance options, available local attendance options, options for meeting residency, form for changing attendance, appeals process |
| Beginning of each school year, if Board allows such absence | Education Code 48980, 46014 | AR 5113 | Absence for religious exercises or purposes |
| Beginning of each school year | Education Code 48980, 48205 | AR 5113 BP 6154 | Excused absences, grade/credit cannot be reduced due to excused absence if work or test has been completed, full text of Education Code 48205 |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I. Annually (continued) | | | |
| Beginning of each school year | Education Code 48980, 48206 3, 48207, 48208 | AR 6183 | Availability of home/hospital instruction for students with temporary disabilities |
| Beginning of each school year | Education Code 48980, 49403 | BP 5141 31 | School immunization program |
| Beginning of each school year | Education Code 48980, 49423, 49480 | AR 5141 21 | Administration of prescribed medication |
| Beginning of each school year | Education Code 48980, 49451, 20 USC 1232h | AR 5141 3 | Right to refuse consent to physical examination |
| Beginning of each school year | Education Code 48980, 49471, 49472 | BP 5143 | Availability of insurance |
| Beginning of each school year | Education Code 49013, 5 CCR 4622 | AR 1312 3 | Uniform complaint procedures, available appeals, civil law remedies |
| Beginning of each school year | Education Code 49063 | AR 5125 AR 5125 3 | Challenge, review, and expunging of records |
| Beginning of each school year | Education Code 49063, 49069, 20 USC 1232g, 34 CFR 99 7 | AR 5125 | Student records inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine legitimate educational interest, course prospectus availability |
| Beginning of each school year | Education Code 49063, 49073, 20 USC 1232g, 34 CFR 99 37 | AR 5125 1 | Release of directory information |
| Beginning of each school year and at least one more time during school year using specified methods | Education Code 49428 | None | How to access mental health services at school and/or in community |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I. Annually (continued) | | | |
| Beginning of each school year | Education Code 49520, 48980, 42 USC 1758, 7 CFR 245 5 | AR 3553 | Eligibility and application process for free and reduced-price meals |
| Beginning of each school year | Education Code 51513, 20 USC 1232h | AR 5022 BP 6162 8 | Notice of privacy policy and dates of activities re survey, health examination, or collection of personal information for marketing, process to opt out of such activities, inspection rights and procedures |
| Beginning of each school year | Education Code 56301 | BP 6164 4 | Parental rights re special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment |
| Beginning of each school year | Education Code 58501, 48980 | AR 6181 | Alternative schools |
| Beginning of each school year | Health and Safety Code 104855 | AR 5141 6 | Availability of dental fluoride treatment, opportunity to accept or deny treatment |
| Annually | 5 CCR 852, Education Code 60615 | AR 6162 51 | Student's participation in state assessments, option to request exemption from testing |
| Beginning of each school year, if district receives Title I funds | 20 USC 6312, 34 CFR 200 48 | BP 4112 2 AR 4222 | Right to request information re professional qualifications of child's teacher and paraprofessional |
| Beginning of each school year | 34 CFR 104 8, 106 9 | BP 0410 BP 6178 | Nondiscrimination |
| Beginning of each school year to parent, teacher, and employee organizations or, in their absence, individuals | 40 CFR 763 84, 763 93 | AR 3514 | Availability of asbestos management plan, any inspections, response actions or post-response actions planned or in progress |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| I. Annually (continued) | | | |
| Beginning of each school year | USDA SP-23-2017 | AR 3551 | District policy on meal payments |
| II. At Specific Times During the Student's Academic Career | | | |
| Beginning in grade 7, at least once prior to course selection and career counseling | Education Code 221 5, 48980 | BP 6164 2 | Course selection and career counseling |
| Upon a student's enrollment | Education Code 310 | BP 6142 2 AR 6174 | Information on the district's language acquisition programs |
| When child first enrolls in a public school, if school offers a fingerprinting program | Education Code 32390, 48980 | AR 5142 1 | Fingerprinting program |
| When participating in driver training courses under the jurisdiction of the district | Education Code 35211 | None | Civil liability, insurance coverage |
| Upon registration in K-6, if students have not previously been transported | Education Code 39831 5 | AR 3543 | School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops |
| Beginning of each school year for high school students, if high school is open campus | Education Code 44808 5, 48980 | BP 5112 5 | Open campus |
| Beginning of each school year in grades 9-12, if district allows career technical education (CTE) course to satisfy graduation requirement | Education Code 48980, 51225 3 | AR 6146 1 | How each graduation requirement does or does not satisfy college entrance a-g course criteria, district CTE courses that satisfy a-g criteria |
| Upon a student's enrollment | Education Code 49063 | AR 5125 AR 5125 3 | Specified rights related to student records |
| When students enter grade 7 | Education Code 49452 7 | AR 5141 3 | Specified information on type 2 diabetes |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| II. At Specific Times During the Student's Academic Career (continued) | | | |
| When in kindergarten, or first grade if not previously enrolled in public school | Education Code 49452 8 | AR 5141 32 | Requirement for oral health assessment, explanation of law, importance of oral health, agency contact, privacy rights |
| Beginning of each school year for students in grades 9-12 | Education Code 51229, 48980 | AR 6143 | College admission requirements, UC and CSU web sites that list certified courses, description of CTE, CDE Internet address, how students may meet with counselors |
| Beginning of each school year for students in grades 7-12, or at time of enrollment if after beginning of year | Education Code 51938, 48980 | AR 6142 1 | Sexual health and HIV prevention education, right to view A/V materials, whether taught by district staff or outside consultants, right to request specific Education Code sections, right to excuse |
| Within 20 working days of receiving results of standardized achievement tests or, if results not available in school year, within 20 working days of start of next school year | Education Code 60641, 5 CCR 863 | AR 6162 51 | Results of tests, test purpose, individual score and intended use |
| By October 15 for students in grade 12 | Education Code 69432 9 | AR 5121 AR 5125 | Forwarding of student's grade point average to Cal Grant program, timeline to opt out |
| When child is enrolled or reenrolled in a licensed child care center or preschool | Health and Safety Code 1596 7996 | AR 5148 | Information on risks and effects of lead exposure, blood lead testing |
| When child is enrolled in kindergarten | Health and Safety Code 124100, 124105 | AR 5141 32 | Health screening examination |
| To students in grades 11-12, early enough to enable registration for fall test | 5 CCR 11523 | AR 6146 2 | Notice of proficiency examination provided under Education Code 48412 |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| II. At Specific Times During the Student's Academic Career (continued) | | | |
| To secondary students, if district receives Title I funds | 20 USC 7908 | AR 5125 1 | Request that district not release name, address, phone number of child to military recruiters without prior written consent |
| III. When Special Circumstances Occur | | | |
| In the event of a breach of security of district records, to affected persons | Civil Code 1798 29 | BP 3580 | Types of records affected, date of breach, description of incident, contact information for credit reporting agencies |
| Upon receipt of a complaint alleging discrimination | Education Code 262 3 | AR 1312 3 | Civil law remedies available to complainants |
| When determining whether an English learner should be reclassified as fluent English proficient | Education Code 313, 5 CCR 11303 | AR 6174 | Description of reclassification process, opportunity for parent/guardian to participate |
| When student is identified as English learner and district receives Title I or Title III funds for English learner programs, not later than 30 days after beginning of school year or within two weeks of placement if identified during school year | Education Code 313 2, 440, 20 USC 6312 | AR 6174 | Reason for classification, level of English proficiency, identification as long-term English learner, description of program(s), option to decline program or choose alternate, option to remove student from program at any time, exit requirements of program |
| When homeless or foster youth applies for enrollment in before/after school program | Education Code 8483 | AR 5148 2 | Right to priority enrollment, how to request priority enrollment |
| Before high school student attends specialized secondary program on a university campus | Education Code 17288 | None | University campus buildings may not meet Education Code requirements for structural safety |
| At least 72 hours before use of pesticide product not included in annual list | Education Code 17612 | AR 3514 2 | Intended use of pesticide product |
| To members of athletic teams | Education Code 32221 5 | AR 5143 | Offer of insurance, no-cost and low-cost program options |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|-------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| III. When Special Circumstances Occur (continued) | | | |
| Annually to parents/guardians of student athletes before they participate in competition | Education Code 33479 3 | AR 6145 2 | Information on sudden cardiac arrest |
| If school has lost its WASC accreditation status | Education Code 35178 4 | BP 6190 | Loss of status, potential consequences |
| When district has contracted for electronic products or services that disseminate advertising | Education Code 35182 5 | BP 3312 | Advertising will be used in the classroom or learning center |
| At least six months before implementing uniform policy | Education Code 35183 | AR 5132 | Dress code policy requiring schoolwide uniform |
| Before implementing a year-round schedule | Education Code 37616 | BP 6117 | Public hearing on year-round schedule |
| When interdistrict transfer is requested and not approved or denied within 30 days | Education Code 46601 | AR 5117 | Appeal process |
| Before early entry to kindergarten, if offered | Education Code 48000 | AR 5111 | Effects, advantages and disadvantages of early entry |
| When student identified as being at risk of retention | Education Code 48070 5 | AR 5123 | Student at risk of retention |
| When student excluded due to quarantine, contagious or infectious disease, danger to safety or health | Education Code 48213 | AR 5112 2 BP 5141 33 | Student has been excluded from school |
| Before already admitted student is excluded for lack of immunization | Education Code 48216, 17 CCR 6040 | AR 5141 31 | Need to submit evidence of immunization or exemption within 10 school days, referral to medical care |
| When a student is classified as truant | Education Code 48260 5, 48262 | AR 5113 1 | Truancy, parental obligation, availability of alternative programs, student consequences, need for conference |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|----------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| III. When Special Circumstances Occur (continued) | | | |
| When a truant is referred to a SARB or probation department | Education Code 48263 | AR 5113 1 | Name and address of SARB or probation department and reason for referral |
| When student requests to voluntarily transfer to continuation school | Education Code 48432 3 | AR 6184 | Copy of district policy and regulation on continuation education |
| Prior to involuntary transfer to continuation school | Education Code 48432 5 | AR 6184 | Right to request meeting prior to involuntary transfer to continuation school |
| To person holding educational rights, prior to recommending placement of foster youth outside school of origin | Education Code 48853 5 | AR 6173 1 | Basis for the placement recommendation |
| When student is removed from class and teacher requires parental attendance at school | Education Code 48900 1 | AR 5144 4 | Parental attendance required, timeline for attendance |
| Prior to withholding grades, diplomas, or transcripts | Education Code 48904 | AR 5125 2 | Damaged school property |
| When withholding grades, diplomas or transcripts from transferring student | Education Code 48904 3 | AR 5125 2 | Next school will continue withholding grades, diplomas, or transcripts |
| When student is released to peace officer | Education Code 48906 | BP 5145 11 | Release of student to peace officer for the purpose of removing minor from school, unless taken into custody as victim of suspected child abuse |
| At time of suspension | Education Code 48911 | BP 5144 1 AR 5144 1 | Notice of suspension |
| When original period of suspension is extended | Education Code 48911 | AR 5144 1 | Extension of suspension |
| At the time a student is assigned to a supervised suspension classroom | Education Code 48911 1 | AR 5144 1 | The student's assignment to a supervised suspension classroom |
| Before holding a closed session re suspension | Education Code 48912 | AR 5144 1 | Intent to hold a closed session re suspension |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|----------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| III. When Special Circumstances Occur (continued) | | | |
| When student expelled from another district for certain acts seeks admission | Education Code 48915 1, 48918 | BP 5119 | Hearing re possible danger presented by expelled student |
| When readmission is denied | Education Code 48916 | AR 5144 1 | Reasons for denial, determination of assigned program |
| When expulsion occurs | Education Code 48916 | AR 5144 1 | Readmission procedures |
| At least 10 calendar days before expulsion hearing | Education Code 48918 | AR 5144 1 | Notice of expulsion hearing |
| When expulsion or suspension of expulsion occurs | Education Code 48918 | AR 5144 1 | Decision to expel, right to appeal to county board, obligation to inform new district of status |
| Before involuntary transfer of student convicted of certain crime when victim is enrolled at same school | Education Code 48929, 48980 | BP 5116 2 | Right to request a meeting with principal or designee |
| One month before the scheduled minimum day | Education Code 48980 | BP 6111 | When minimum days are scheduled after beginning of the school year |
| When parents/guardians request guidelines for filing complaint of child abuse at a school site | Education Code 48987 | AR 5141 4 | Guidelines for filing complaint of child abuse at a school site with local child protective agencies |
| When student in danger of failing a course | Education Code 49067 | AR 5121 | Student in danger of failing a course |
| When student transfers from another district or private school | Education Code 49068 | AR 5125 | Right to receive copy of student's record and to challenge its content |
| When parent/guardian's challenge of student record is denied and parent/guardian appeals | Education Code 49070 | AR 5125 3 | If board sustains allegations, the correction or destruction of record, if denied, right to submit written objection |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| III. When Special Circumstances Occur (continued) | | | |
| When district is considering program to gather safety-related information from students' social media activity | Education Code 49073 6 | BP 5125 | Opportunity for input on proposed program |
| When district adopts program to gather information from students' social media activity, and annually thereafter | Education Code 49073 6 | AR 5125 | Information is being gathered, access to records, process for removal or corrections, destruction of records |
| Within 24 hours of release of information to a judge or probation officer | Education Code 49076 | AR 5125 | Release of student record to a judge or probation officer for conducting truancy mediation program or for presenting evidence at a truancy petition |
| Before release of information pursuant to court order or subpoena | Education Code 49077 | AR 5125 | Release of information pursuant to court order or subpoena |
| When screening results in suspicion that student has scoliosis | Education Code 49452 5 | AR 5141 3 | Scoliosis screening |
| When test results in discovery of visual or hearing defects | Education Code 49456, 17 CCR 2951 | AR 5141 3 | Vision or hearing test results |
| Within 10 days of negative balance in meal account | Education Code 49557 5 | AR 3551 | Negative balance in meal account, encouragement to apply for free or reduced-price meals |
| Annually to parents/guardians of student athletes before their first practice or competition | Education Code 49475 | AR 6145 2 | Information on concussions and head injuries |
| Within 30 days of foster youth, homeless youth, former juvenile court school student, child of military family, or migrant student being transferred after second year of high school, or immigrant student enrolled in newcomer program in grades 11-12 | Education Code 51225 1 | BP 6146 1 AR 6173 AR 6173 1 AR 6173 3 AR 6175 | Exemption from local graduation requirements, effect on college admission, option for fifth year of high school |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| III. When Special Circumstances Occur (continued) | | | |
| Before any test/survey questioning personal beliefs | Education Code 51513 | AR 5022 | Permission for test, survey questioning personal beliefs |
| At least 14 days before HIV prevention or sexual health instruction, if arrangement made for guest speaker after beginning of school year | Education Code 51938 | AR 6142 1 | Instruction in HIV prevention or sexual health by guest speaker or outside consultant |
| Prior to administering survey regarding health risks and behaviors to students in 7-12 | Education Code 51938 | AR 5022 | Notice that the survey will be administered |
| Within 30 calendar days of receipt of results of assessment or reassessment of English proficiency | Education Code 52164 1, 52164 3, 5 CCR 11511 5 | AR 6174 | Results of state test of English proficiency |
| When migrant education program is established | Education Code 54444 2 | BP 6175 AR 6175 | Parent advisory council membership composition |
| When child participates in licensed child care and development program | Health and Safety Code 1596 857 | AR 5148 | Parent/guardian right to enter facility |
| When district receives Tobacco-Use Prevention Education Funds | Health and Safety Code 104420 | AR 3513 3 | The district's tobacco-free schools policy and enforcement procedures |
| When testing by community water system finds presence of lead exceeding specified level | Health and Safety Code 116277 | AR 3514 | Elevated lead level at school |
| When sharing student immunization information with an immunization system | Health and Safety Code 120440 | AR 5125 | Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share |
| At least 14 days prior to sex offender coming on campus as volunteer | Penal Code 626 81 | AR 1240 BP 1250 | Dates and times permission granted, obtaining information from law enforcement |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| III. When Special Circumstances Occur (continued) | | | |
| When hearing is requested by person asked to leave school premises | Penal Code 627 5 | AR 3515 2 | Notice of hearing |
| When responding to complaint re discrimination, special education, or noncompliance with law | 5 CCR 4631 | AR 1312 3 | Findings, disposition of complaint, any corrective actions, appeal rights and procedures |
| When child participates in licensed child care and development program | 5 CCR 18066 | AR 5148 | Policies re excused and unexcused absences |
| Within 30 days of application for subsidized child care or preschool services | 5 CCR 18094, 18118 | AR 5148 AR 5148 3 | Approval or denial of services |
| Upon recertification or update of application for child care or preschool services | 5 CCR 18095, 18119 | AR 5148 AR 5148 3 | Any change in service, such as in fees, amount of service, termination of service |
| Upon child's enrollment in child care program | 5 CCR 18114 | AR 5148 | Policy on fee collection |
| When payment of child care fees is seven days late | 5 CCR 18114 | AR 5148 | Notice of delinquent fees |
| When district substantively changes policy on student privacy rights | 20 USC 1232h | AR 5022 | Notice of any substantive change in policy or regulation |
| For districts receiving Title I funds, when child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet state certification requirements for the grade level/subject taught | 20 USC 6312 | AR 4112 2 | Timely notice to parent/guardian of child's assignment |
| For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents/guardians of English learners | 20 USC 6312 | AR 6174 | Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose other program |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| III. When Special Circumstances Occur (continued) | | | |
| For schools receiving Title I funds, upon development of parent involvement policy | 20 USC 6318 | AR 6020 | Notice of policy |
| When household is selected for verification of eligibility for free or reduced-price meals | 42 USC 1758, 7 CFR 245 6a | AR 3553 | Need to submit verification information, any subsequent change in benefits, appeals |
| When student is homeless or unaccompanied minor | 42 USC 11432, Education Code 48852 5 | AR 6173 | Educational and related opportunities, transportation services, placement decision and right to appeal |
| When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99 30 | 34 CFR 99 34 | AR 5125 | Right to review records |
| When district receives federal funding assistance for nutrition program | USDA FNS Instruction 113-1 | BP 3555 | Rights and responsibilities, nondiscrimination policy, complaint procedures |
| IV. Special Education Notices | | | |
| Prior to conducting initial evaluation | Education Code 56301, 56321, 56321 5, 56321 6, 56329, 20 USC 1415(d), 34 CFR 300 502, 300 503 | BP 6159 1 AR 6159 1 AR 6164 4 | Proposed evaluation plan, related parental rights, prior written notice, procedural safeguards |
| Before functional behavioral assessment begins | Education Code 56321 | AR 6159 4 | Notification and consent |
| 24 hours before IEP when district intending to record | Education Code 56341 1 | AR 6159 | Intention to audio-record IEP meeting |
| Early enough to ensure opportunity for parent/guardian to attend IEP meeting | Education Code 56341 5, 34 CFR 300 322 | AR 6159 | Time, purpose, location, who will attend, participation of others with special knowledge, transition statements if appropriate |
| When parent/guardian orally requests review of IEP | Education Code 56343 5 | AR 6159 | Need for written request |

PARENTAL NOTIFICATIONS (continued)

| When to Notify | Education or Other Legal Code | Board Policy/ Administrative Regulation # | Subject |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--------------------------------------------------|------------------------------------------------------------------------------|
| IV. Special Education Notices (continued) | | | |
| Within one school day of emergency intervention or serious property damage | Education Code 56521 1 | AR 6159 4 | Emergency intervention |
| Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services | 20 USC 1415(c), 34 CFR 300 300, 300 503 | AR 6159 AR 6159 1 | Prior written notice |
| Upon filing of state complaint | 20 USC 1415(d), 34 CFR 300 504 | AR 6159 1 | Procedural safeguards notice |
| When disciplinary measures are taken or change in placement | 20 USC 1415(k), 34 CFR 300 530 | AR 5144 2 | Decision and procedural safeguards notice |
| Upon requesting a due process hearing | 20 USC 1415(k), 34 CFR 300 508 | AR 6159 1 | Student's name, address, school, description of problem, proposed resolution |
| Eligibility for services under Section 504 | 34 CFR 104 32, 104 36 | AR 6164 6 | District responsibilities, district actions, procedural safeguards |
| V. Classroom Notices | | | |
| In each classroom in each school | Education Code 8235 5, 35186 | AR 1312 4 E 1312 4 | Complaints subject to Williams uniform complaint procedures |

(3/17 3/18) 3/19

SHASTA COUNTY POOLED INVESTMENT
June 28 2019

06/28/19

| 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 |
|---------------|-----------------------------------------------------|----------------------|----------------------|---------------|--------------|-----------|------------------|----------|-----------|----------------|---------------|-------|-------------|-------------|------------------|----------------------|----------------------|
| | Local Agency Investment Fund (max 65 000) | 25,000,000.00 | 25,000,000.00 | 4.68% | | | | 07/01/19 | | not rated | 2.57 | 2.57 | LAIF | 3 | 75,000,000.00 | 25,174,666.01 | N/A |
| | Repo Agreement (10% max 20% limit) | 54,500,000.00 | 54,500,000.00 | 9.98% | | | | 07/01/19 | | | 2.18 | 2.18 | UBS | 3 | 163,500,000.00 | 54,500,000.00 | N/A |
| | LIR Treasury Fund Mutual Fund (5.00%max) | | | 0.00% | | | | | | | | | UBS | | 0.00 | | N/A |
| ** | Total Inactive Public Deposits (7.5% limit) | 0.00 | 0.00 | 0.00% | | | | | | | | | | | | 0.00 | |
| 10/11/18 | US Treasury Note | 5,000,000.00 | 4,883,800.00 | | (116,200.00) | | 4,883,800.00 | 09/12/19 | 912796RA9 | NA/NA | 2.49 | 2.57 | UBS | 78 | 371,168,800.00 | 4,979,100.00 | 65,300.00 |
| 01/22/18 | US Treasury Note | 5,000,000.00 | 4,923,046.88 | | (76,953.12) | | 4,923,046.88 | 01/31/20 | 912828H52 | NA/NA | 1.25 | 2.03 | Union Banc | 217 | 1,068,301,172.96 | 4,975,400.00 | 52,353.12 |
| 12/07/18 | US Treasury Note | 5,000,000.00 | 4,921,679.69 | | (78,320.31) | | 4,921,679.69 | 02/15/20 | 912828W22 | AA+/NA | 1.38 | 2.72 | UBS | 239 | 1,141,829,688.08 | 4,978,500.00 | 56,820.31 |
| 12/12/18 | US Treasury Note | 5,000,000.00 | 4,919,484.90 | | (80,515.10) | | 4,919,484.90 | 02/23/20 | 912828J50 | AA+/NA | 1.38 | 2.73 | UBS | 248 | 1,210,193,285.40 | 4,977,750.00 | 58,265.10 |
| 01/03/19 | US Treasury Note | 5,000,000.00 | 4,981,700.00 | | (18,300.00) | | 4,981,700.00 | 03/31/20 | 9128284C1 | NA/NA | 2.25 | 2.55 | UBS | 277 | 1,379,930,900.00 | 5,008,400.00 | 26,700.00 |
| 12/18/18 | US Treasury Note | 5,000,000.00 | 4,920,950.00 | | (79,050.00) | | 4,920,950.00 | 05/15/20 | 912828X96 | NA/NA | 1.50 | 2.65 | UBS | 322 | 1,584,548,900.00 | 4,977,950.00 | 57,000.00 |
| 04/15/19 | US Treasury Note | 5,000,000.00 | 4,950,000.00 | | (50,000.00) | | 4,950,000.00 | 05/31/20 | 912828XE5 | NA/NA | 1.50 | 2.40 | UBS | 338 | 1,673,100,000.00 | 4,976,950.00 | 26,950.00 |
| 11/28/18 | US Treasury Note | 5,000,000.00 | 4,896,250.00 | | (103,750.00) | | 4,896,250.00 | 07/15/20 | 912828J2J | NA/NA | 1.50 | 2.81 | UBS | 393 | 1,875,263,750.00 | 4,976,950.00 | 80,700.00 |
| 03/07/19 | US Treasury Note | 5,000,000.00 | 4,931,487.40 | | (72,658.25) | | 4,931,487.40 | 08/15/20 | 9128282Q2 | NA/NA | 1.50 | 2.53 | Wedbush | 414 | 2,041,635,783.80 | 4,978,950.00 | 45,482.60 |
| 03/29/19 | US Treasury Note | 5,000,000.00 | 4,998,850.79 | | (13,476.56) | | 4,998,850.79 | 08/15/21 | 912828RC6 | NA/Aaa | 2.13 | 2.24 | Wedbush | 779 | 3,894,104,765.41 | 5,038,100.00 | 39,249.21 |
| * | Total Treasury Bill (50% limit) | 60,000,000.00 | 49,327,249.66 | 9.04% | | | | | | | | | | | | 49,868,050.00 | 638,800.34 |
| **** | Total Negotiable Cert of Deposit (20% limit) | 0.00 | 0.00 | 0.00% | | | | | | | | | | | | 0.00 | 0.00 |
| 10/20/16 | JP Morgan Medium Term Note Callable | 5,000,000.00 | 5,000,000.00 | | | 0.00 | 5,000,000.00 | 09/23/19 | 48215LGR9 | A+/Aa3 | 1.65 | 1.54 | UBS | 87 | 435,000,000.00 | 4,990,550.00 | (9,450.00) |
| 04/17/17 | Toyota Motor Credit Medium Term Note | 5,000,000.00 | 5,000,000.00 | | | 0.00 | 5,000,000.00 | 04/17/20 | 89236TDU6 | AA-/Aa3 | 1.95 | 1.80 | Union Banc | 284 | 1,470,000,000.00 | 4,990,400.00 | (9,600.00) |
| 12/13/18 | Apple Inc Medium Term Note-Callable | 5,000,000.00 | 4,942,400.00 | | (57,600.00) | | 4,942,400.00 | 05/06/20 | 037833BD1 | AA+/Aa1 | 2.00 | 2.85 | Union Banc | 313 | 1,546,971,200.00 | 4,994,050.00 | 51,650.00 |
| 01/04/19 | JP Morgan Chase Med Term Note-Callable | 5,000,000.00 | 4,977,150.00 | | (22,850.00) | | 4,977,150.00 | 06/23/20 | 46625HLV8 | A-/A2 | 2.75 | 3.07 | UBS | 361 | 1,796,751,150.00 | 5,019,800.00 | 42,650.00 |
| 03/26/19 | Toyota Motor Credit Medium Term Note | 5,000,000.00 | 5,086,641.67 | | | 53,600.00 | 5,086,641.67 | 01/08/21 | 89236TFQ3 | Aa3/AA- | 3.05 | 2.43 | UBS | 560 | 2,848,519,335.20 | 5,068,750.00 | (17,891.67) |
| 04/03/19 | Apple Inc Medium Term Note-Callable | 5,000,000.00 | 4,911,076.39 | | (101,625.00) | | 4,911,076.39 | 08/04/21 | 037833CC2 | AA+/Aa1 | 1.55 | 2.45 | Wedbush | 768 | 3,771,706,667.52 | 4,951,600.00 | 40,523.61 |
| 08/02/18 | Bank of NY Med Term Note-Callable | 5,000,000.00 | 5,000,000.00 | | | 0.00 | 5,000,000.00 | 09/23/21 | 06406HBY4 | A/A1 | 3.55 | 3.18 | UBS | 818 | 4,090,000,000.00 | 5,137,000.00 | 137,000.00 |
| ** | Total Medium Term Notes (20% limit/ 3% ea) | 35,000,000.00 | 34,917,268.06 | 6.40% | | | | | | | | | | | | 35,152,150.00 | 234,881.84 |
| 10/04/18 | Toyota Motor Credit Corp CP | 5,000,000.00 | 4,903,250.00 | | (96,750.00) | | 4,903,250.00 | 07/01/19 | 89233HU10 | A 1+/P 1 | 2.58 | 2.63 | UBS | 3 | 14,700,750.00 | 5,000,000.00 | 96,750.00 |
| 11/07/18 | ING US Funding CP | 5,000,000.00 | 4,908,666.67 | | (91,333.33) | | 4,908,666.67 | 07/05/19 | 4497W1US3 | A 1/P 1 | 2.74 | 2.79 | Union Banc | 7 | 34,360,666.69 | 4,999,700.00 | 90,033.33 |
| 10/30/18 | JP Morgan CP | 5,000,000.00 | 4,891,652.78 | | (108,347.22) | | 4,891,652.78 | 07/26/19 | 46640QUS8 | A 1/P 1 | 2.90 | 2.96 | UBS | 28 | 136,966,277.84 | 4,991,600.00 | 100,147.22 |
| 11/13/18 | MUFG Bank CP | 5,000,000.00 | 4,898,377.78 | | (101,622.22) | | 4,898,377.78 | 08/09/19 | 62479MV91 | A 1/P 1 | 2.72 | 2.78 | Union Banc | 42 | 205,731,866.76 | 4,991,250.00 | 88,672.22 |
| 11/27/18 | ING US Funding CP | 5,000,000.00 | 4,895,388.89 | | (104,611.11) | | 4,895,388.89 | 09/23/19 | 4497W1VP9 | A 1/P 1 | 2.80 | 2.86 | Union Banc | 58 | 274,141,777.84 | 4,982,850.00 | 87,481.11 |
| 01/09/19 | Credit Suisse New York CP | 5,000,000.00 | 4,913,366.67 | | (86,633.33) | | 4,913,366.67 | 08/23/19 | 2254QVVP3 | A 1/P 1 | 2.75 | 2.81 | UBS | 55 | 275,148,533.52 | 4,982,850.00 | 69,483.33 |
| 12/04/18 | JP Morgan CP | 5,000,000.00 | 4,889,784.72 | | (110,215.28) | | 4,889,784.72 | 09/30/19 | 4664QVW6 | A 1/P 1 | 2.95 | 3.02 | UBS | 63 | 308,055,437.36 | 4,980,600.00 | 90,815.28 |
| 12/07/18 | Natxny CP | 5,000,000.00 | 4,890,500.00 | | (109,500.00) | | 4,890,500.00 | 09/03/19 | 63873KW37 | A 1/P 1 | 2.92 | 3.01 | UBS | 67 | 327,663,500.00 | 4,979,750.00 | 89,250.00 |
| 12/14/18 | Credit Suisse NY CP | 5,000,000.00 | 4,894,338.89 | | (105,661.11) | | 4,894,338.89 | 09/06/19 | 2254EBW64 | A 1/P 1 | 2.86 | 2.92 | UBS | 70 | 342,603,722.30 | 4,978,800.00 | 84,451.11 |
| 03/15/19 | JP Morgan CP | 5,000,000.00 | 4,925,888.89 | | (74,111.11) | | 4,925,888.89 | 10/10/19 | 46640QXA4 | A 1/P 1 | 2.56 | 2.60 | UBS | 104 | 512,271,644.56 | 4,968,860.00 | 43,161.11 |
| 03/06/19 | Natxny CP | 5,000,000.00 | 4,912,250.00 | | (87,750.00) | | 4,912,250.00 | 11/04/19 | 63873KY43 | A 1/P 1 | 2.80 | 2.85 | UBS | 129 | 633,680,250.00 | 4,961,850.00 | 49,600.00 |
| 04/04/19 | Toyota Motor Credit Corp CP | 5,000,000.00 | 4,907,291.67 | | (92,708.33) | | 4,907,291.67 | 12/27/19 | 89233HZT4 | A 1+/P 1 | 2.50 | 2.57 | UBS | 182 | 893,127,083.94 | 4,946,860.00 | 39,508.33 |
| 04/09/19 | MUFG Bank CP | 5,000,000.00 | 4,904,729.17 | | (95,270.83) | | 4,904,729.17 | 01/03/20 | 62479L3A9 | A 1/P 1 | 2.55 | 2.60 | UBS | 189 | 926,993,813.13 | 4,945,500.00 | 40,770.83 |
| * | Total Comm Paper (20% limit) | 65,000,000.00 | 63,735,286.13 | 11.68% | | | | | | | | | | | | 64,706,600.00 | 970,313.87 |
| 01/02/19 | Federal Farm Credit Bond | 5,000,000.00 | 4,975,250.00 | | (24,750.00) | | 4,975,250.00 | 11/15/19 | 3133EHS87 | AA+/Aaa | 1.65 | 1.92 | UBS | 140 | 698,535,000.00 | 4,993,700.00 | 18,450.00 |
| 03/02/16 | Federal Farm Credit Bond (Callable) | 5,000,000.00 | 5,000,000.00 | | | | 5,000,000.00 | 03/02/20 | 3133EFH59 | AA+/Aaa | 1.38 | 1.36 | UBS | 248 | 1,240,000,000.00 | 4,980,050.00 | (19,950.00) |
| 10/26/16 | Federal Farm Credit Bank (Callable) | 5,000,000.00 | 4,995,000.00 | | (5,000.00) | | 4,995,000.00 | 04/08/20 | 3133EGXN0 | AA+/Aaa | 1.24 | 1.27 | UBS | 283 | 1,413,585,000.00 | 4,972,050.00 | (22,950.00) |
| 01/03/19 | Federal Farm Credit Bank | 5,000,000.00 | 4,939,200.00 | | (60,800.00) | | 4,939,200.00 | 06/17/20 | 3133EPP2X | AA+/Aaa | 1.68 | 2.54 | Union Banc | 355 | 1,753,416,000.00 | 4,980,350.00 | 41,150.00 |
| 09/03/16 | Federal Farm Credit Bank (Callable) | 5,000,000.00 | 5,000,000.00 | | | | 5,000,000.00 | 08/03/20 | 3133EGPP4 | AA+/Aaa | 1.35 | 1.36 | UBS | 402 | 2,010,000,000.00 | 4,973,700.00 | (28,300.00) |
| 10/23/18 | Federal Farm Credit Bank (Callable) | 5,000,000.00 | 5,000,000.00 | | | | 5,000,000.00 | 10/23/20 | 3133EKJ32 | AA+/Aaa | 2.96 | 2.96 | Wells Fargo | 483 | 2,415,000,000.00 | 5,016,000.00 | 16,000.00 |
| 11/03/16 | Federal Farm Credit Bond (Callable) | 5,000,000.00 | 5,000,000.00 | | | | 5,000,000.00 | 11/02/20 | 3133EGC29 | AA+/Aaa | 1.35 | 1.35 | UBS | 493 | 2,465,000,000.00 | 4,949,800.00 | (50,200.00) |
| 02/27/17 | Federal Farm Credit Bank (Callable) | 5,000,000.00 | 4,998,500.00 | | (1,500.00) | | 4,998,500.00 | 11/16/20 | 3133EG7E9 | AA+/Aaa | 1.87 | 1.67 | UBS | 507 | 2,534,238,500.00 | 5,000,000.00 | 1,500.00 |
| 12/14/16 | Federal Farm Credit Bank (Callable) | 5,000,000.00 | 5,000,000.00 | | | | 5,000,000.00 | 12/14/20 | 3133EGU37 | AA+/Aaa | 1.83 | 1.83 | UBS | 535 | 2,675,000,000.00 | 4,999,550.00 | (450.00) |
| 01/09/18 | Federal Farm Credit Bank | 5,000,000.00 | 4,994,350.00 | | (5,650.00) | | 4,994,350.00 | 01/04/21 | 3133EHSQ4 | AA+/Aaa | 2.07 | 2.11 | Union Banc | 568 | 2,776,858,900.00 | 5,016,150.00 | 21,800.00 |
| 04/12/19 | Federal Farm Credit Bank (Callable) | 5,000,000.00 | 5,000,000.00 | | | | 5,000,000.00 | 01/12/21 | 3133EKGV2 | AA+/Aaa | 2.51 | 2.51 | UBS | 594 | 2,820,000,000.00 | 5,000,500.00 | 500.00 |
| 03/20/19 | Federal Farm Credit Bank | 5,000,000.00 | 5,014,191.67 | | | 650.00 | 5,014,191.67 | 02/11/21 | 3133EKAJ5 | AA+/Aaa | 2.50 | 2.49 | Wells Fargo | 594 | 2,978,429,851.98 | 5,053,550.00 | 39,358.33 |
| 11/26/18 | Federal Farm Credit Bank | 5,000,000.00 | 4,999,500.00 | | (500.00) | | 4,999,500.00 | 05/26/21 | 3133EJW70 | Aaa/AA+ | 2.88 | 2.88 | Union Banc | 698 | 3,489,651,000.00 | 5,101,500.00 | 102,000.00 |
| 12/14/18 | Federal Farm Credit Bank | 5,000,000.00 | 4,994,280.00 | | (5,720.00) | | 4,994,280.00 | 06/14/21 | 3133EJ2T5 | Aaa/AA+ | 2.80 | 2.85 | Wells Fargo | 717 | 3,590,898,760.00 | 5,098,750.00 | 102,470.00 |
| 11/15/18 | Federal Farm Credit Bank | 5,000,000.00 | 4,998,400.00 | | (1,600.00) | | 4,998,400.00 | 11/15/21 | 3133EJ7T4 | AA+/Aaa | 3.05 | 3.06 | UBS | 871 | 4,353 | | |

SHASTA COUNTY POOLED INVESTMENT
July 31, 2019

07/31/19

| 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 |
|---------------|-----------------------------------------------------|----------------------|----------------------|---------------|--------------|-----------|------------------|----------|-----------|----------------|---------------|-------|-------------|-------------|------------------|--------------|----------------------|
| | Local Agency Investment Fund (max 65 000) | 35,000,000.00 | 35,000,000.00 | 7.18% | | | | 08/01/19 | | not rated | 2.57 | 2.57 | LAIF | 1 | 35,000,000.00 | | N/A |
| | Repo Agreement (10% max 20% limit) | 21,000,000.00 | 21,000,000.00 | 4.31% | | | | 08/01/19 | | | 2.31 | 2.31 | UBS | 1 | 21,000,000.00 | | N/A |
| | LIR Treasury Fund Mutual Fund (5.00% max) | | | 0.00% | | | | | | | | | UBS | | 0.00 | | N/A |
| *** | Total Inactive Public Deposits (7.8% limit) | 0.00 | 0.00 | 0.00% | | | | | | | | | | | | | 0.00 |
| 10/11/18 | US Treasury Note | 5,000,000.00 | 4,883,800.00 | | (116,200.00) | | 4,883,800.00 | 09/12/19 | 912796RA9 | NA/NA | 2.49 | 2.57 | UBS | 43 | 210,003,400.00 | | (4,883,800.00) |
| 01/22/18 | US Treasury Note | 5,000,000.00 | 4,823,048.88 | | (78,953.12) | 0.00 | 4,823,048.88 | 01/31/20 | 912828H52 | NA/NA | 1.25 | 2.03 | Union Banc | 184 | 905,840,825.92 | | (4,923,048.88) |
| 12/07/18 | US Treasury Note | 5,000,000.00 | 4,821,679.69 | | (78,320.31) | 0.00 | 4,821,679.69 | 02/15/20 | 912828W22 | AA+/NA | 1.38 | 2.72 | UBS | 199 | 979,414,258.31 | | (4,921,679.69) |
| 12/12/18 | US Treasury Note | 5,000,000.00 | 4,919,484.90 | | (80,515.10) | 0.00 | 4,919,484.90 | 02/29/20 | 912828J50 | AA+/NA | 1.38 | 2.73 | UBS | 213 | 1,047,850,283.70 | | (4,919,484.90) |
| 01/03/19 | US Treasury Note | 5,000,000.00 | 4,981,700.00 | | (18,300.00) | 0.00 | 4,981,700.00 | 03/31/20 | 9128284C1 | NA/NA | 2.25 | 2.55 | UBS | 244 | 1,215,534,800.00 | | (4,981,700.00) |
| 12/18/18 | US Treasury Note | 5,000,000.00 | 4,920,950.00 | | (79,050.00) | 0.00 | 4,920,950.00 | 05/15/20 | 912828X96 | NA/NA | 1.50 | 2.65 | UBS | 289 | 1,422,154,550.00 | | (4,920,950.00) |
| 04/15/19 | US Treasury Note | 5,000,000.00 | 4,950,000.00 | | (50,000.00) | 0.00 | 4,950,000.00 | 05/31/20 | 912828X55 | NA/NA | 1.50 | 2.40 | UBS | 305 | 1,509,750,000.00 | | (4,950,000.00) |
| 11/28/18 | US Treasury Note | 5,000,000.00 | 4,898,250.00 | | (103,750.00) | 0.00 | 4,898,250.00 | 07/15/20 | 912828J28 | NA/NA | 1.50 | 2.81 | UBS | 350 | 1,713,687,500.00 | | (4,898,250.00) |
| 07/02/19 | US Treasury Note | 5,000,000.00 | 4,884,375.00 | | (15,625.00) | 0.00 | 4,884,375.00 | 07/31/20 | 912828X77 | NA/Aaa | 1.63 | 1.92 | UBS | 366 | 1,824,281,250.00 | | (4,884,375.00) |
| 03/07/19 | US Treasury Note | 5,000,000.00 | 4,931,487.40 | | (72,512.60) | 4,143.65 | 4,931,487.40 | 08/15/20 | 912828Q22 | NA/NA | 1.50 | 2.53 | Wedbush | 381 | 1,878,895,699.40 | | (4,931,487.40) |
| 03/29/19 | US Treasury Note | 5,000,000.00 | 4,998,859.79 | | (13,476.56) | 12,327.35 | 4,998,859.79 | 08/15/21 | 912828RC6 | NA/Aaa | 2.13 | 2.24 | Wedbush | 746 | 3,729,142,689.34 | | (4,998,859.79) |
| ** | Total Treasury Bill (50% limit) | 55,000,000.00 | 54,311,624.66 | 11.14% | | | | | | | | | | | | | 0.00 |
| ** | Total Negotiable Cert of Deposit (20% limit) | 0.00 | 0.00 | 0.00% | | | | | | | | | | | | | 0.00 |
| 10/20/16 | JP Morgan Medium Term Note Callable | 5,000,000.00 | 5,000,000.00 | | | 0.00 | 5,000,000.00 | 09/23/19 | 48215LRC9 | A+/Aa3 | 1.65 | 1.54 | UBS | 54 | 270,000,000.00 | | (5,000,000.00) |
| 04/17/17 | Toyota Motor Credit Medium Term Note | 5,000,000.00 | 5,000,000.00 | | | 0.00 | 5,000,000.00 | 04/17/20 | 89236TDJ8 | AA-/Aa3 | 1.95 | 1.80 | Union Banc | 261 | 1,305,000,000.00 | | (5,000,000.00) |
| 12/13/16 | Apple Inc Medium Term Note-Callable | 5,000,000.00 | 4,942,400.00 | | (57,600.00) | 0.00 | 4,942,400.00 | 05/08/20 | 037839BD1 | AA+/Aa1 | 2.00 | 2.85 | Union Banc | 280 | 1,363,872,000.00 | | (4,942,400.00) |
| 01/04/19 | JP Morgan Chase Med Term Note-Callable | 5,000,000.00 | 4,977,150.00 | | (22,850.00) | 0.00 | 4,977,150.00 | 06/23/20 | 45625HLW8 | A/A2 | 2.75 | 3.07 | UBS | 328 | 1,632,505,200.00 | | (4,977,150.00) |
| 03/26/19 | Toyota Motor Credit Medium Term Note | 5,000,000.00 | 5,010,391.67 | | | 0.00 | 5,010,391.67 | 01/08/21 | 89236TFD3 | Aa3/Aa | 3.05 | 2.43 | UBS | 527 | 2,640,476,410.09 | | (4,910,391.67) |
| 04/03/19 | Apple Inc Medium Term Note-Callable | 5,000,000.00 | 4,911,078.39 | | (101,625.00) | 12,701.39 | 4,911,078.39 | 08/04/21 | 037839C22 | AA+/Aa1 | 1.55 | 2.45 | Wedbush | 735 | 3,609,841,146.65 | | (4,911,078.39) |
| 08/02/18 | Bank of NY Med Term Note-Callable | 5,000,000.00 | 5,000,000.00 | | | 0.00 | 5,000,000.00 | 09/23/21 | 06406GBY4 | A/A1 | 3.55 | 3.18 | UBS | 785 | 3,925,000,000.00 | | (5,000,000.00) |
| *** | Total Medium Term Notes (20% limit 3% ea) | 35,000,000.00 | 34,841,018.08 | 7.15% | | | | | | | | | | | | | 0.00 |
| 11/13/18 | MUFG Bank CP | 5,000,000.00 | 4,899,377.78 | | (101,622.22) | | 4,899,377.78 | 08/09/19 | 62479MV19 | A 1/P 1 | 2.72 | 2.78 | Union Banc | 9 | 44,085,400.02 | | (4,899,377.78) |
| 11/27/18 | ING US Funding CP | 5,000,000.00 | 4,895,388.89 | | (104,611.11) | | 4,895,388.89 | 08/23/19 | 4497W1VP8 | A 1/P 1 | 2.80 | 2.86 | Union Banc | 23 | 112,593,944.47 | | (4,895,388.89) |
| 01/05/19 | Credit Suisse New York CP | 5,000,000.00 | 4,913,366.67 | | (86,633.33) | | 4,913,366.67 | 08/23/19 | 2254EBVP3 | A 1/P 1 | 2.76 | 2.81 | UBS | 23 | 113,007,433.41 | | (4,913,366.67) |
| 12/04/18 | JP Morgan CP | 5,000,000.00 | 4,889,784.72 | | (110,215.28) | | 4,889,784.72 | 08/30/19 | 4664QVW8 | A 1/P 1 | 2.95 | 3.02 | UBS | 30 | 146,693,541.60 | | (4,889,784.72) |
| 12/07/18 | Natixy CP | 5,000,000.00 | 4,890,500.00 | | (109,500.00) | | 4,890,500.00 | 09/03/19 | 63873KW37 | A 1/P 1 | 2.92 | 3.01 | UBS | 34 | 166,277,000.00 | | (4,890,500.00) |
| 12/14/18 | Credit Suisse NY CP | 5,000,000.00 | 4,894,338.89 | | (105,661.11) | | 4,894,338.89 | 09/06/19 | 2254EBW64 | A 1/P 1 | 2.86 | 2.92 | UBS | 37 | 181,090,538.93 | | (4,894,338.89) |
| 03/15/19 | JP Morgan CP | 5,000,000.00 | 4,925,688.89 | | (74,311.11) | | 4,925,688.89 | 10/10/19 | 4664CQA4 | A 1/P 1 | 2.56 | 2.60 | LBS | 71 | 349,723,911.19 | | (4,925,688.89) |
| 03/09/19 | Natixy CP | 5,000,000.00 | 4,912,250.00 | | (87,750.00) | | 4,912,250.00 | 11/04/19 | 63873KY43 | A 1/P 1 | 2.60 | 2.65 | UBS | 96 | 471,576,000.00 | | (4,912,250.00) |
| 04/04/19 | Toyota Motor Credit Corp CP | 5,000,000.00 | 4,907,291.67 | | (92,708.33) | | 4,907,291.67 | 12/27/19 | 89233HZT4 | A 1+/P 1 | 2.50 | 2.57 | UBS | 149 | 731,186,458.83 | | (4,907,291.67) |
| 04/09/19 | MUFG Bank CP | 5,000,000.00 | 4,904,729.17 | | (95,270.83) | | 4,904,729.17 | 01/03/20 | 62479LAC9 | A 1/P 1 | 2.56 | 2.60 | UBS | 158 | 765,137,750.52 | | (4,904,729.17) |
| 07/02/19 | MUFG Bank LTD/NY CP | 5,000,000.00 | 4,925,466.67 | | (74,533.33) | | 4,925,466.67 | 03/16/20 | 62479LC08 | a 1/p 1 | 2.08 | 2.11 | Union Banc | 229 | 1,127,931,867.43 | | (4,925,466.67) |
| * | Total Comm Paper (20% limit) | 55,000,000.00 | 53,957,183.35 | 11.07% | | | | | | | | | | | | | 0.00 |
| 01/02/18 | Federal Farm Credit Bond | 5,000,000.00 | 4,975,250.00 | | (24,750.00) | 0.00 | 4,975,250.00 | 11/15/19 | 3133EHS87 | AA+/Aaa | 1.65 | 1.92 | UBS | 107 | 532,351,750.00 | | (4,975,250.00) |
| 03/02/18 | Federal Farm Credit Bond (Callable) | 5,000,000.00 | 5,000,000.00 | | | | 5,000,000.00 | 03/02/20 | 3133EPH59 | AA+/Aaa | 1.38 | 1.36 | UBS | 215 | 1,075,000,000.00 | | (5,000,000.00) |
| 10/26/18 | Federal Farm Credit Bank (Callable) | 5,000,000.00 | 4,995,000.00 | | (5,000.00) | 0.00 | 4,995,000.00 | 04/06/20 | 3133EGXN0 | AA+/Aaa | 1.24 | 1.27 | UBS | 250 | 1,248,750,000.00 | | (4,995,000.00) |
| 01/03/19 | Federal Farm Credit Bank | 5,000,000.00 | 4,939,200.00 | | (60,800.00) | 0.00 | 4,939,200.00 | 06/17/20 | 3133EGP42 | AA+/Aaa | 1.68 | 2.54 | Union Banc | 322 | 1,590,422,400.00 | | (4,939,200.00) |
| 08/03/18 | Federal Farm Credit Bank (Callable) | 5,000,000.00 | 5,000,000.00 | | | 0.00 | 5,000,000.00 | 08/03/20 | 3133EGPP4 | AA+/Aaa | 1.38 | 1.36 | UBS | 368 | 1,845,000,000.00 | | (5,000,000.00) |
| 10/23/19 | Federal Farm Credit Bank (Callable) | 5,000,000.00 | 5,000,000.00 | | | 0.00 | 5,000,000.00 | 10/23/20 | 3133EJK32 | AA+/Aaa | 2.96 | 2.96 | Wells Fargo | 450 | 2,250,000,000.00 | | (5,000,000.00) |
| 11/03/16 | Federal Farm Credit Bond (Callable) | 5,000,000.00 | 5,000,000.00 | | | 0.00 | 5,000,000.00 | 11/02/20 | 3133EGC29 | AA+/Aaa | 1.35 | 1.35 | UBS | 474 | 2,300,000,000.00 | | (5,000,000.00) |
| 02/27/17 | Federal Farm Credit Bank (Callable) | 5,000,000.00 | 4,998,500.00 | | (1,500.00) | 0.00 | 4,998,500.00 | 11/16/20 | 3133EG7E9 | AA+/Aaa | 1.87 | 1.87 | UBS | 474 | 2,369,289,000.00 | | (4,998,500.00) |
| 12/14/18 | Federal Farm Credit Bank (Callable) | 5,000,000.00 | 5,000,000.00 | | | 0.00 | 5,000,000.00 | 12/14/20 | 3133EGL37 | AA+/Aaa | 1.83 | 1.83 | UBS | 502 | 2,510,000,000.00 | | (5,000,000.00) |
| 01/09/18 | Federal Farm Credit Bank | 5,000,000.00 | 4,994,350.00 | | (5,650.00) | 0.00 | 4,994,350.00 | 01/04/21 | 3133EHS64 | AA+/Aaa | 2.07 | 2.11 | Union Banc | 523 | 2,612,045,050.00 | | (4,994,350.00) |
| 03/20/19 | Federal Farm Credit Bank | 5,000,000.00 | 5,014,191.67 | | | 680.00 | 5,014,191.67 | 02/11/21 | 3133EKAJ5 | AA+/Aaa | 2.50 | 2.49 | Wells Fargo | 561 | 2,812,961,526.87 | | (5,014,191.67) |
| 11/26/18 | Federal Farm Credit Bank | 5,000,000.00 | 4,999,500.00 | | (500.00) | | 4,999,500.00 | 05/26/21 | 3133EJW70 | Aaa/AA+ | 2.88 | 2.88 | Union Banc | 665 | 3,324,667,500.00 | | (4,999,500.00) |
| 12/14/18 | Federal Farm Credit Bank | 5,000,000.00 | 4,994,280.00 | | (5,720.00) | | 4,994,280.00 | 05/14/21 | 3133EJ275 | Aaa/AA+ | 2.80 | 2.85 | Wells Fargo | 684 | 3,416,987,520.00 | | (4,994,280.00) |
| 11/15/18 | Federal Farm Credit Bank | 5,000,000.00 | 4,998,400.00 | | (1,600.00) | | 4,998,400.00 | 11/15/21 | 3133EJ774 | AA+/Aaa | 3.05 | 3.06 | UBS | 838 | 4,188,659,200.00 | | (4,998,400.00) |
| ** ** | Total Federal Farm Credits (20% limit) | 70,000,000.00 | 69,808,671.67 | 14.34% | | | | | | | | | | | | | 0.00 |

| | | | | | | | | | | | | | | | |
|--------------|--------------------------------------------------|-----------------------|-----------------------|----------------|-----------|-----------------------|------------------|-----------|-----------|------|------|-------------|------|------------------|-----------------------------|
| 11/01/18 | Federal Home Loan Bank | 5,000,000.00 | 4,927,250.00 | (72,750.00) | 0.00 | 4,927,250.00 | 06/26/19 | 3130A9EP2 | AA+/Aaa | 1.00 | 2.64 | UBS | 57 | 280,853,250.00 | (4,927,250.00) |
| 12/12/18 | Federal Home Loan Bank | 5,000,000.00 | 4,890,916.67 | (109,083.33) | | 4,890,916.67 | 10/16/19 | 313384NA3 | AA+/Aaa | 2.55 | 2.61 | UBS | 77 | 378,600,583.59 | (4,890,916.67) |
| 10/02/18 | Federal Home Loan Bank | 5,000,000.00 | 4,859,260.00 | (40,740.00) | 0.00 | 4,859,260.00 | 02/11/20 | 3130ADN32 | AA+/Aaa | 2.13 | 2.74 | Wedbush | 195 | 967,055,700.00 | (4,859,260.00) |
| 06/03/16 | Federal Home Loan Bank Bond(Callable) | 5,000,000.00 | 5,000,000.00 | | | 5,000,000.00 | 03/03/20 | 3130A87M9 | AA+/Aaa | 1.47 | 1.47 | UBS | 216 | 1,080,000,000.00 | (5,000,000.00) |
| 11/02/18 | Federal Home Loan Bank | 5,000,000.00 | 4,956,400.00 | (43,600.00) | 0.00 | 4,956,400.00 | 03/13/20 | 3130A12B3 | AA+/Aaa | 2.13 | 2.78 | UBS | 226 | 1,120,146,400.00 | (4,956,400.00) |
| 04/20/16 | Federal Home Loan Bank Bond(Callable) | 5,000,000.00 | 5,000,000.00 | | | 5,000,000.00 | 04/20/20 | 3130A7RP2 | AA+/Aaa | 1.38 | 1.38 | UBS | 264 | 1,320,000,000.00 | (5,000,000.00) |
| 06/08/18 | Federal Home Loan Bank | 5,000,000.00 | 5,000,000.00 | | | 5,000,000.00 | 05/28/20 | 3130AECJ7 | AA+/Aaa | 2.63 | 2.55 | Wedbush | 302 | 1,510,000,000.00 | (5,000,000.00) |
| 11/02/17 | Federal Home Loan Bank | 5,000,000.00 | 5,000,000.00 | | | 5,000,000.00 | 06/12/20 | 313383HU8 | AA+/Aaa | 1.75 | 1.70 | UBS | 317 | 1,595,000,000.00 | (5,000,000.00) |
| 01/19/18 | Federal Home Loan Bank | 5,000,000.00 | 4,931,555.00 | (68,445.00) | 0.00 | 4,931,555.00 | 03/11/20 | 3130A9679 | AA+/Aaa | 1.63 | 2.17 | Wedbush | 408 | 2,012,074,440.00 | (4,931,555.00) |
| 05/03/18 | Federal Home Loan Bank | 5,000,000.00 | 4,861,370.00 | (138,630.00) | 0.00 | 4,861,370.00 | 09/28/20 | 3130ACE26 | AA+/Aaa | 1.38 | 2.57 | Wedbush | 425 | 2,086,082,250.00 | (4,861,370.00) |
| 04/02/19 | Federal Home Loan Bank (Callable) | 5,000,000.00 | 4,997,500.00 | (12,500.00) | 0.00 | 4,997,500.00 | 01/29/21 | 3130ADFV9 | AA+/Aaa | 2.25 | 2.39 | Union Banc | 548 | 2,733,150,000.00 | (4,997,500.00) |
| 03/26/19 | Federal Home Loan Bank | 5,000,000.00 | 5,034,968.89 | | 17,955.00 | 17,013.89 | 03/12/21 | 3130AFV81 | AA+/Aaa | 2.50 | 2.31 | Wedbush | 590 | 2,970,631,645.10 | (5,034,968.89) |
| 06/22/18 | Federal Home Loan Bank | 5,000,000.00 | 5,000,000.00 | | 0.00 | 5,000,000.00 | 06/11/21 | 313373ZY1 | AA+/Aaa | 3.63 | 2.70 | Wedbush | 681 | 3,405,000,000.00 | (5,000,000.00) |
| 01/02/18 | Federal Home Loan Bank | 5,000,000.00 | 4,834,810.00 | (165,190.00) | 0.00 | 4,834,810.00 | 07/14/21 | 3130A8055 | AA+/Aaa | 1.13 | 2.09 | Wedbush | 714 | 3,452,054,340.00 | (4,834,810.00) |
| 12/06/16 | Federal Home Loan Bank Bond (Callable) | 5,000,000.00 | 5,000,000.00 | | | 5,000,000.00 | 12/06/21 | 3130AACM8 | AA+/Aaa | 2.05 | 2.05 | UBS | 858 | 4,295,000,000.00 | (5,000,000.00) |
| 04/17/19 | Federal Home Loan Bank | 5,000,000.00 | 5,023,550.00 | | 11,050.00 | 12,500.00 | 03/11/22 | 313378WG2 | AA+/Aaa | 2.50 | 2.42 | Union Banc | 954 | 4,792,468,700.00 | (5,023,550.00) |
| *** | Total Federal Home Loans (20% limit) | 80,000,000.00 | 79,407,580.56 | 16.29% | | | | | | | | | | | 0.00 (79,407,580.56) |
| 09/30/18 | Federal National Mtge Note | 5,000,000.00 | 4,980,600.00 | (19,400.00) | 0.00 | 4,980,600.00 | 08/02/19 | 3135GON33 | AA+/Aaa | 0.86 | 1.01 | Wedbush | 2 | 9,961,200.00 | (4,980,600.00) |
| 11/16/18 | Federal National Mtge | 5,000,000.00 | 4,936,485.00 | (63,515.00) | 0.00 | 4,936,485.00 | 09/28/19 | 3135GQP49 | AA+/Aaa | 1.00 | 2.63 | Wells Fargo | 28 | 138,221,580.00 | (4,936,485.00) |
| 02/26/18 | Federal National Mtge Note-Callable | 5,000,000.00 | 5,000,000.00 | | | 5,000,000.00 | 11/26/19 | 3136Q2YA9 | AA+ / Aaa | 1.40 | 1.40 | UBS | 118 | 560,000,000.00 | (5,000,000.00) |
| 12/09/18 | Federal National Mtge Note-Callable | 5,000,000.00 | 5,000,000.00 | | 0.00 | 5,000,000.00 | 11/26/19 | 3136Q4JE4 | AA+/Aaa | 1.50 | 1.48 | Union Banc | 118 | 590,000,000.00 | (5,000,000.00) |
| 04/14/16 | Federal National Mtge Note-Callable | 5,000,000.00 | 5,000,000.00 | | | 5,000,000.00 | 01/14/20 | 3136Q3J5 | AA+ / Aaa | 1.38 | 1.36 | Wedbush | 167 | 835,000,000.00 | (5,000,000.00) |
| 11/21/19 | Federal National Mtge Note | 5,000,000.00 | 4,938,615.00 | (61,385.00) | 0.00 | 4,938,615.00 | 01/21/20 | 3135GOA78 | AA+/Aaa | 1.63 | 2.70 | Wedbush | 174 | 859,319,010.00 | (4,938,615.00) |
| 04/06/17 | Federal National Mtge Note | 5,000,000.00 | 5,000,000.00 | | 0.00 | 5,000,000.00 | 02/28/20 | 3135COT29 | AA+/Aaa | 1.50 | 1.50 | Union Banc | 212 | 1,060,000,000.00 | (5,000,000.00) |
| 04/19/17 | Federal National Mtge | 5,000,000.00 | 5,000,000.00 | | 0.00 | 5,000,000.00 | 06/22/20 | 3135C0D75 | AA+/Aaa | 1.50 | 1.42 | Wedbush | 327 | 1,635,000,000.00 | (5,000,000.00) |
| 10/31/16 | Federal National Mtge Note-Callable | 5,000,000.00 | 5,000,000.00 | | | 5,000,000.00 | 07/28/20 | 3136C4GK3 | AA+/Aaa | 1.35 | 1.35 | UBS | 363 | 1,815,000,000.00 | (5,000,000.00) |
| 11/08/18 | Federal National Mtge Note | 5,000,000.00 | 4,988,350.00 | (11,650.00) | 0.00 | 4,988,350.00 | 10/30/20 | 3135GOU84 | AA+ / Aaa | 2.88 | 2.99 | Union Banc | 457 | 2,279,675,950.00 | (4,988,350.00) |
| 11/27/18 | Federal National Mtge Note | 5,000,000.00 | 5,000,000.00 | | 0.00 | 5,000,000.00 | 10/30/20 | 3135GOU84 | AA+/Aaa | 2.88 | 2.86 | UBS | 457 | 2,285,000,000.00 | (5,000,000.00) |
| 12/19/18 | Federal National Mtge Note | 5,000,000.00 | 5,000,000.00 | | 0.00 | 5,000,000.00 | 06/22/21 | 3135GOU35 | AA+/Aaa | 2.75 | 2.65 | Wedbush | 692 | 3,460,000,000.00 | (5,000,000.00) |
| 04/09/19 | Federal National Mtge Note | 5,000,000.00 | 4,956,650.00 | (43,350.00) | 0.00 | 4,956,650.00 | 01/05/22 | 3135GOS38 | AA+/Aaa | 2.00 | 2.33 | Wells Fargo | 889 | 4,406,461,850.00 | (4,956,650.00) |
| 10/16/18 | Federal National Mtge Note | 5,000,000.00 | 4,812,355.00 | (187,645.00) | 0.00 | 4,812,355.00 | 10/05/22 | 3135GOT78 | AA+/Aaa | 2.00 | 3.01 | Wedbush | 1162 | 5,591,956,510.00 | (4,812,355.00) |
| *** | Total Federal National Mtge (20% limit) | 70,000,000.00 | 69,613,055.00 | 14.28% | | | | | | | | | | | 0.00 (69,613,055.00) |
| 11/01/17 | Federal Home Loan Mtge | 5,000,000.00 | 4,991,055.00 | (8,945.00) | 0.00 | 4,991,055.00 | 08/15/19 | 3137FAEH6 | AA+/NA | 1.38 | 1.59 | Wedbush | 15 | 74,715,825.00 | (4,991,055.00) |
| 04/07/17 | Federal Home Loan Mtge CP Callable | 5,000,000.00 | 5,000,000.00 | | 0.00 | 5,000,000.00 | 09/09/19 | 3134GAT76 | AA+/Aaa | 1.50 | 1.50 | UBS | 40 | 200,000,000.00 | (5,000,000.00) |
| 04/17/17 | Federal Home Loan Mtge | 5,000,000.00 | 4,991,550.00 | (8,450.00) | 0.00 | 4,991,550.00 | 10/02/19 | 3137EADM8 | AA+/Aaa | 1.25 | 1.32 | UBS | 63 | 314,467,650.00 | (4,991,550.00) |
| 10/26/17 | Federal Home Loan Mtge | 5,000,000.00 | 4,998,375.69 | (1,624.31) | | 4,998,375.69 | 10/25/19 | 3134GBHT2 | AA+/Aaa | 1.63 | 1.64 | Union Banc | 86 | 429,860,309.34 | (4,998,375.69) |
| 12/14/17 | Federal Home Loan Mtge | 5,000,000.00 | 4,961,180.00 | (38,820.00) | 0.00 | 4,961,180.00 | 01/17/20 | 3137EAE5 | AA+/Aaa | 1.50 | 1.88 | Wedbush | 170 | 843,400,600.00 | (4,961,180.00) |
| 04/06/17 | Federal Home Loan Mtge CP | 5,000,000.00 | 4,976,830.00 | (23,170.00) | 0.00 | 4,976,830.00 | 05/01/20 | 3137EADR7 | AA+/Aaa | 1.38 | 1.53 | Wedbush | 275 | 1,389,828,250.00 | (4,976,830.00) |
| 11/21/18 | Federal Home Loan Mtge | 5,000,000.00 | 4,897,300.00 | (102,700.00) | 0.00 | 4,897,300.00 | 07/30/20 | 3134G3321 | AA+/Aaa | 1.55 | 2.80 | UBS | 365 | 1,787,514,500.00 | (4,897,300.00) |
| 04/07/16 | Federal Home Loan Mtge CP Callable | 4,800,000.00 | 4,800,000.00 | | | 4,800,000.00 | 10/07/20 | 3134GBY86 | AA+/Aaa | 1.53 | 1.53 | Union Banc | 434 | 2,083,200,000.00 | (4,800,000.00) |
| 12/06/18 | Federal Home Loan Mtge | 5,000,000.00 | 4,949,720.00 | (50,280.00) | 0.00 | 4,949,720.00 | 02/16/21 | 3137EAE19 | AA+/Aaa | 2.38 | 2.95 | Wedbush | 566 | 2,801,541,520.00 | (4,949,720.00) |
| 02/23/18 | Federal Home Loan Mtge CP-Callable | 5,000,000.00 | 5,000,000.00 | | | 5,000,000.00 | 02/23/21 | 3134GSDK8 | AA+/Aaa | 2.50 | 2.50 | UBS | 573 | 2,865,000,000.00 | (5,000,000.00) |
| 12/13/17 | Federal Home Loan Mtge Callable | 5,000,000.00 | 4,998,750.00 | (1,250.00) | 0.00 | 4,998,750.00 | 02/28/21 | 3134GB385 | AA+/Aaa | 2.00 | 2.01 | UBS | 576 | 2,879,280,000.00 | (4,998,750.00) |
| 04/20/17 | Federal Home Loan Mtge(Callable) | 5,000,000.00 | 5,000,000.00 | | | 5,000,000.00 | 10/20/21 | 3134GBJ89 | AA+/Aaa | 2.00 | 2.00 | UBS | 812 | 4,060,000,000.00 | (5,000,000.00) |
| 04/24/19 | Federal Home Loan Mtge (Callable) | 5,000,000.00 | 5,000,000.00 | | | 5,000,000.00 | 07/24/23 | 3134GTFW8 | AA+/Aaa | 2.56 | 2.56 | UBS | 1454 | 7,270,000,000.00 | (5,000,000.00) |
| 04/30/19 | Federal Home Loan Mtge (Callable) | 5,000,000.00 | 5,000,000.00 | | | 5,000,000.00 | 04/30/24 | 3134GTCQ4 | AA+/Aaa | 2.70 | 2.70 | UBS | 1735 | 8,675,000,000.00 | (5,000,000.00) |
| * | Total Fed HM LN Mtge Corp Disc Note (20%) | 69,776,830.00 | 69,554,760.69 | 14.28% | | | | | | | | | | | 0.00 (69,554,760.69) |
| TOTAL | | 490,776,830.00 | 487,593,893.99 | 100.00% | | (3,295,210.83) | 29,655.00 | | | | | | | | 82,619.62 |

| | | | | | | | | | | | | | | | |
|----------------------------|-----------------------|-------------|--|-------------------|--|--|--|----------------------------------|--|--|--|--|--|---------------------------|--|
| Cost of Investments | 487,593,893.99 | UBDC | | | | | | | | | | | | | |
| Cash in Treasury | 24,133.41 | LAIF | | 112,274.62 | | | | TOTAL DAYS COST | | | | | | 162,717,808,669.71 | |
| Cash in US Bank | 1,003,075.47 | REPO | | | | | | TOTAL COST AMOUNT | | | | | | 487,593,893.99 | |
| Return Checks | | LIR | | | | | | WEIGHTED AVERAGE MATURITY | | | | | | 333.72 | |
| Shasta Lake LAIF | 266,217.90 | GNMA | | | | | | WEIGHTED AVERAGE MATURITY | | | | | | 0.93 | |
| Active Deposits | 7,246,811.23 | | | | | | | | | | | | | | |
| Adjustments | | | | | | | | | | | | | | | |
| Balance in Treasury | 496,134,132.00 | | | | | | | | | | | | | | |

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.
 PAR + DISC + PREM + ACC INT = COST

ReqPay05a

Payment Register

Scheduled 08/07/2019 - 08/08/2019 Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|--------------------------------------------------------------------------------|--------------|---------------|--------------------------------------|-----------------------------|----------|--------------|-----------------|----------------|------------------|----------------|
| AP Vendor 4IMPRINT (000555/2) 25303 Network Place Chicago, IL 60673-1253 | | | | | | | | | | |
| 2019/20 | 07/24/19 | R4820-00067 | BACK TO SCHOOL | 7543304 | 08/07/19 | Audit | | 152 41 | | 152 41 |
| | | 2020 (001359) | 01-001-0000-2700-5801-0000-2700-000- | Batchld | | Check Date | PO# P4820-00067 | | Register # | |
| F 2019/20 | 07/25/19 | R4820-00067 | BACK TO SCHOOL | 7545615 | 08/07/19 | Audit | | 600 62 | | 600 62 |
| | | 2020 (001359) | 01-001-0000-2700-5801-0000-2700-000- | Batchld | | Check Date | PO# P4820-00067 | | Register # | |
| 2019/20 | 07/26/19 | R4820-00067 | BACK TO SCHOOL | 7550496 | 08/07/19 | Audit | | 216 86 | | 216 86 |
| | | 2020 (001359) | 01-001-0000-2700-5801-0000-2700-000- | Batchld | | Check Date | PO# P4820-00067 | | Register # | |
| Total Invoice Amount | | | | | | | | 969 89 | Check | |

AP Vendor ANDERSON-COTTONWOOD DISP SRVCE (000005/1)
PO BOX 541065
LOS ANGELES, CA 90054-1065

| | | | | | | | | | | |
|-----------------------------|----------|---------------|--------------------------------------|-----------------|----------|------------|-----------------|-----------------|--------------|--------|
| 2019/20 | 07/01/19 | R4820-00111 | GARBAGE DISPOSAL 19/20 | 1949779-0531-5 | 08/08/19 | Audit | | 906 73 | | 906 73 |
| | | 2020 (002086) | 01-001-0000-8240-5510-0000-8200-000- | Batchld | | Check Date | PO# P4820-00111 | | Register # | |
| 2019/20 | 07/01/19 | R4820-00111 | GARBAGE DISPOSAL 19/20 | 1956600-0531-3 | 08/08/19 | Audit | | 966 70 | | 966 70 |
| | | 2020 (002086) | 01-001-0000-8240-5510-0000-8200-000- | Batchld | | Check Date | PO# P4820-00111 | | Register # | |
| 2019/20 | 08/01/19 | R4820-00111 | GARBAGE DISPOSAL 19/20 | 1967125-0531-8 | 08/08/19 | Audit | | 941 37 | | 941 37 |
| | | 2020 (002086) | 01-001-0000-8240-5510-0000-8200-000- | Batchld | | Check Date | PO# P4820-00111 | | Register # | |
| 2019/20 | 08/01/19 | R4820-00111 | GARBAGE DISPOSAL 19/20 | 19677372-0531-6 | 08/08/19 | Audit | | 899 80 | | 899 80 |
| | | 2020 (002086) | 01-001-0000-8240-5510-0000-8200-000- | Batchld | | Check Date | PO# P4820-00111 | | Register # | |
| Total Invoice Amount | | | | | | | | 3,714 60 | Check | |

AP Vendor ARBISO'S ASPHALT SERVICES (000402/1)
22439 VENZKE ROAD
COTTONWOOD, CA 96022

ReqPay05a

Payment Register

Scheduled 08/07/2019 - 08/08/2019 Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-------------|--------------|----------|--------------------------------------|--------------------------------------|-------------|--------------|-----------------------------|------------------|------------------|----------------|
| AP Vendor | | | ARBISO'S ASPHALT SERVICES (000402/1) | | (continued) | | | | | |
| F | 2019/20 | 08/01/19 | R4820-00066 | NORTH PARKING LOT | 3625 | 08/07/19 | Audit | 31,246 00 | | 31,246 00 |
| | | | 2020 (001325) | 01-050-8150-0000-5630-0000-8110-LC3- | | | | | | |
| | | | | Batchld | | | Check Date | PO# P4820-00066 | Register # | |
| | | | | | | | Total Invoice Amount | 31,246 00 | Check | |

| | | | | | | | | | | |
|-----------|---------|----------|---------------------------------|--------------------------------------|-----------------------------------------|----------|-----------------------------|-----------------|--------------|--------|
| AP Vendor | | | CALIFORNIA SAFETY CO (000021/1) | | PO BOX 990956 REDDING, CA 96099-0956 | | | | | |
| | 2019/20 | 07/08/19 | R4820-00120 | ALARM JULY19-JUNE20 | 421932 | 08/08/19 | Audit | 142 50 | | 142 50 |
| | | | 2020 (003205) | 01-001-0000-0000-5630-0000-3600-000- | | | 142 50 | | | |
| | | | 2020 (001335) | 01-020-0000-2700-5630-0000-2700-100- | | | | | | |
| | | | 2020 (001324) | 01-050-0000-2700-5630-0000-2700-100- | | | | | | |
| | | | | Batchld | | | Check Date | PO# P4820-00120 | Register # | |
| | 2019/20 | 07/08/19 | R4820-00120 | ALARM JULY19-JUNE20 | 423212 | 08/08/19 | Audit | 130 00 | | 130 00 |
| | | | 2020 (003205) | 01-001-0000-0000-5630-0000-3600-000- | | | | | | |
| | | | 2020 (001335) | 01-020-0000-2700-5630-0000-2700-100- | | | | | | |
| | | | 2020 (001324) | 01-050-0000-2700-5630-0000-2700-100- | | | | | | |
| | | | | Batchld | | | Check Date | PO# P4820-00120 | Register # | |
| | 2019/20 | 07/08/19 | R4820-00120 | ALARM JULY19-JUNE20 | 423213 | 08/08/19 | Audit | 232 50 | | 232 50 |
| | | | 2020 (003205) | 01-001-0000-0000-5630-0000-3600-000- | | | | | | |
| | | | 2020 (001335) | 01-020-0000-2700-5630-0000-2700-100- | | | | | | |
| | | | 2020 (001324) | 01-050-0000-2700-5630-0000-2700-100- | | | | | | |
| | | | | Batchld | | | Check Date | PO# P4820-00120 | Register # | |
| | | | | | | | Total Invoice Amount | 505 00 | Check | |

| | | | | | | | | | | |
|---------------|---------|----------|----------------------------------------|--------------------------------------|-------------------------------------------------|----------|-----------------------------|-------------------|--------------|------------|
| Direct Vendor | | | CERAMI & BROWNING CONST INC (000890/1) | | 4475 TENAYA COURT, SUITE A REDDING, CA 96003 | | | | | |
| | 2019/20 | 07/31/19 | | PROGRESS BILLING #1 | APP 1 | 08/08/19 | Audit | 128,825 45 | | 128,825 45 |
| | | | 2020 (004841) | 40-000-0000-0000-6210-0000-8500-000- | | | | | | |
| | | | | | | | Total Invoice Amount | 128,825 45 | Check | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018793, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

Scheduled 08/07/2019 - 08/08/2019

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-----------------------------------------------------------------------------------------------------------------|--------------|---------------|--------------------------------------|-----------------------------|----------|--------------|--------------|-----------------|------------------|----------------|
| Direct Vendor COASTAL BUSINESS SYSTEMS LEASING COMPANY (000270/1) 336 FIRST ST EUREKA, CA 95501 | | | | | | | | | | |
| 2019/20 | 07/01/19 | | DOC STAR | 856553 | 08/08/19 | Audit | | 232 73 | | 232 73 |
| | | 2020 (001311) | 01-001-0000-7200-5610-0000-7200-000- | | | | | | | |
| 2019/20 | 07/18/19 | | DOC STAR | 856584 | 08/08/19 | Audit | | 232 73 | | 232 73 |
| | | 2020 (001311) | 01-001-0000-7200-5610-0000-7200-000- | | | | | | | |
| Total Invoice Amount | | | | | | | | 465 46 | Check | |
| AP Vendor COTTONWOOD WATER DISTRICT (000002/1) PO BOX 2130 COTTONWOOD, CA 96022 | | | | | | | | | | |
| 2019/20 | 07/20/19 | R4820-00112 | WATER 19-20 | 4972940 | 08/08/19 | Audit | | 5,651 19 | | 5,651 19 |
| | | 2020 (001309) | 01-001-0000-8230-5510-0000-8200-000- | | | | | | | |
| | | | | BatchId | | Check Date | | PO# P4820-00112 | | Register # |
| Total Invoice Amount | | | | | | | | 5,651 19 | Check | |
| AP Vendor CROSS PETROLEUM (000083/1) PO BOX 492200 REDDING, CA 96049-2200 | | | | | | | | | | |
| 2019/20 | 07/15/19 | R4820-00113 | FUEL FOR VEHICLES 19/20 | CL84081 | 08/08/19 | Audit | | 319 88 | | 319 88 |
| | | 2020 (003195) | 01-001-0000-0000-4601-0000-3600-000- | | | 204 20 | | | | |
| | | 2020 (001250) | 01-001-0000-8120-4510-0000-8110-100- | | | 115 68 | | | | |
| | | 2020 (001889) | 13-001-5310-0000-4510-0000-3700-000- | | | | | | | |
| | | | | BatchId | | Check Date | | PO# P4820-00113 | | Register # |
| 2019/20 | 07/31/19 | R4820-00113 | FUEL FOR VEHICLES 19/20 | CL84489 | 08/08/19 | Audit | | 386 28 | | 386 28 |
| | | 2020 (003195) | 01-001-0000-0000-4601-0000-3600-000- | | | 161 97 | | | | |
| | | 2020 (001250) | 01-001-0000-8120-4510-0000-8110-100- | | | 224 31 | | | | |
| | | 2020 (001889) | 13-001-5310-0000-4510-0000-3700-000- | | | | | | | |
| | | | | BatchId | | Check Date | | PO# P4820-00113 | | Register # |
| Total Invoice Amount | | | | | | | | 706 16 | Check | |
| AP Vendor FOLLETT SCHOOL SOLUTIONS INC (000059/1) 91826 COLLECTION CENTER DRIVE CHICAGO, IL 60693-0918 | | | | | | | | | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018793, Page Break by Check/Advice? = N, Zero? = Y)

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Payment Register

Scheduled 08/07/2019 - 08/08/2019

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|---------------|--------------|---------------|-----------------------------------------|---------------------------------|---------|------------------------------------------|------------------|----------------|------------------|----------------|
| AP Vendor | | | FOLLETT SCHOOL SOLUTIONS INC (000059/1) | | | (continued) | | | | |
| F | 2019/20 | 05/01/19 | R4820-00095 | DESTINY LIBRARY LICENSE 2019/20 | 1355825 | 08/07/19 | Audit | 1,189 66 | | 1,189 66 |
| | | 2020 (001162) | 01-020-1100-0000-4310-1110-1000-100- | | | | 594 83 | | | |
| | | 2020 (001188) | 01-050-1100-0000-4310-1110-1000-100- | | | | 594 83 | | | |
| | | | | Batchld | | Check Date | PO# P4820-00095 | | Register # | |
| | | | | | | Total Invoice Amount | 1,189 66 | Check | | |
| Direct Vendor | | | GORDON D LEMKE (000891/1) | | | 11969 LIVONA LANE REDDING, CA 96003 | | | | |
| | 2019/20 | 07/26/19 | | Pay Req # 1 | 21749 | 08/08/19 | Audit | 2,915 52 | | 2,915 52 |
| | | 2020 (004841) | 40-000-0000-0000-6210-0000-8500-000- | | | | | | | |
| | | | | | | Total Invoice Amount | 2,915 52 | Check | | |
| AP Vendor | | | HARBERT ROOFING, INC (000691/2) | | | 19799 HIRSCH COURT ANDERSON, CA 96007 | | | | |
| F | 2019/20 | 07/23/19 | R4820-00010 | REROOF ROOMS 29-30 | S355 | 08/07/19 | Audit | 14,834 00 | | 14,834 00 |
| | | 2020 (003520) | 01-020-8150-8110-5630-0000-8110-LC3- | | | | | | | |
| | | | | Batchld | | Check Date | PO# P4820-00010 | | Register # | |
| | | | | | | Total Invoice Amount | 14,834 00 | Check | | |
| AP Vendor | | | LAUNDRY WORLD (000141/1) | | | PO BOX 98 ANDERSON, CA 96007 | | | | |
| | 2019/20 | 07/03/19 | R4820-00116 | LAUNDRY SERVICE 19-20 | 191336 | 08/08/19 | Audit | 12 05 | | 12 05 |
| | | 2020 (001306) | 01-001-0000-8250-5510-0000-8200-000- | | | | | | | |
| | | | | Batchld | | Check Date | PO# P4820-00116 | | Register # | |
| | 2019/20 | 07/03/19 | R4820-00116 | LAUNDRY SERVICE 19-20 | 191337 | 08/08/19 | Audit | 67 69 | | 67 69 |
| | | 2020 (001306) | 01-001-0000-8250-5510-0000-8200-000- | | | | | | | |
| | | | | Batchld | | Check Date | PO# P4820-00116 | | Register # | |
| | 2019/20 | 07/03/19 | R4820-00116 | LAUNDRY SERVICE 19-20 | 191338 | 08/08/19 | Audit | 91 37 | | 91 37 |
| | | 2020 (001306) | 01-001-0000-8250-5510-0000-8200-000- | | | | | | | |
| | | | | Batchld | | Check Date | PO# P4820-00116 | | Register # | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018793, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

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Payment Register

Scheduled 08/07/2019 - 08/08/2019

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-------------|--------------------------|---------------|--------------------------------------|-----------------------------|----------|--------------|--------------|-----------------|------------------|----------------|
| AP Vendor | LAUNDRY WORLD (000141/1) | | (continued) | | | | | | (continued) | |
| 2019/20 | 07/10/19 | R4820-00116 | LAUNDRY SERVICE | 191727 | 08/08/19 | Audit | | 91 37 | | 91 37 |
| | | 2020 (001306) | 01-001-0000-8250-5510-0000-8200-000- | BatchId | | Check Date | | PO# P4820-00116 | Register # | |
| 2019/20 | 07/10/19 | R4820-00116 | LAUNDRY SERVICE | 191729 | 08/08/19 | Audit | | 67 69 | | 67 69 |
| | | 2020 (001306) | 01-001-0000-8250-5510-0000-8200-000- | BatchId | | Check Date | | PO# P4820-00116 | Register # | |
| 2019/20 | 07/10/19 | R4820-00116 | LAUNDRY SERVICE | 191783 | 08/08/19 | Audit | | 12 05 | | 12 05 |
| | | 2020 (001306) | 01-001-0000-8250-5510-0000-8200-000- | BatchId | | Check Date | | PO# P4820-00116 | Register # | |
| 2019/20 | 07/17/19 | R4820-00116 | LAUNDRY SERVICE | 191728 | 08/08/19 | Audit | | 91 37 | | 91 37 |
| | | 2020 (001306) | 01-001-0000-8250-5510-0000-8200-000- | BatchId | | Check Date | | PO# P4820-00116 | Register # | |
| 2019/20 | 07/17/19 | R4820-00116 | LAUNDRY SERVICE | 192176 | 08/08/19 | Audit | | 35 63 | | 35 63 |
| | | 2020 (001306) | 01-001-0000-8250-5510-0000-8200-000- | BatchId | | Check Date | | PO# P4820-00116 | Register # | |
| 2019/20 | 07/17/19 | R4820-00116 | LAUNDRY SERVICE | 192177 | 08/08/19 | Audit | | 67 69 | | 67 69 |
| | | 2020 (001306) | 01-001-0000-8250-5510-0000-8200-000- | BatchId | | Check Date | | PO# P4820-00116 | Register # | |
| 2019/20 | 07/24/19 | R4820-00116 | LAUNDRY SERVICE | 192588 | 08/08/19 | Audit | | 12 05 | | 12 05 |
| | | 2020 (001306) | 01-001-0000-8250-5510-0000-8200-000- | BatchId | | Check Date | | PO# P4820-00116 | Register # | |
| 2019/20 | 07/24/19 | R4820-00116 | LAUNDRY SERVICE | 192589 | 08/08/19 | Audit | | 67 69 | | 67 69 |
| | | 2020 (001306) | 01-001-0000-8250-5510-0000-8200-000- | BatchId | | Check Date | | PO# P4820-00116 | Register # | |
| 2019/20 | 07/24/19 | R4820-00116 | LAUNDRY SERVICE | 192591 | 08/08/19 | Audit | | 91 37 | | 91 37 |
| | | 2020 (001306) | 01-001-0000-8250-5510-0000-8200-000- | BatchId | | Check Date | | PO# P4820-00116 | Register # | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018793, Page Break by Check/Advice? = N, Zero? = Y)

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Payment Register

Scheduled 08/07/2019 - 08/08/2019

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|----------------------------------------------------|--------------|-------------|-------------------------------------------------|-----------------------------|----------|--------------|--------------|-----------------|------------------|----------------|
| Direct Vendor LAUNDRY WORLD (000141/1) (continued) | | | | | | | | | | (continued) |
| 2019/20 | 07/25/19 | | ANNUAL RUG CLEANING | 193068 | 08/08/19 | Audit | | 223 00 | | 223 00 |
| | 2020 | (001306) | 01-001-0000-8250-5510-0000-8200-000- | | | | | | | |
| 2019/20 | 07/31/19 | R4820-00116 | LAUNDRY SERVICE 19-20 | 193000 | 08/08/19 | Audit | | 54 94 | | 54 94 |
| | 2020 | (001306) | 01-001-0000-8250-5510-0000-8200-000- Batchld | | | Check Date | | PO# P4820-00116 | Register # | |
| 2019/20 | 07/31/19 | R4820-00116 | LAUNDRY SERVICE 19-20 | 193001 | 08/08/19 | Audit | | 67 69 | | 67 69 |
| | 2020 | (001306) | 01-001-0000-8250-5510-0000-8200-000- Batchld | | | Check Date | | PO# P4820-00116 | Register # | |
| 2019/20 | 07/31/19 | R4820-00116 | LAUNDRY SERVICE 19-20 | 193002 | 08/08/19 | Audit | | 91 37 | | 91 37 |
| | 2020 | (001306) | 01-001-0000-8250-5510-0000-8200-000- Batchld | | | Check Date | | PO# P4820-00116 | Register # | |
| Total Invoice Amount | | | | | | | | 1,145 02 | Check | |

AP Vendor PROCARE SOFTWARE (000875/1)
1 WEST MAIN STE 201
MEDFORD, OR 97501

| | | | | | | | | | | |
|-----------------------------|---------|----------|-------------|----------------------------------------------------------|-------|----------|------------|-----------------|--------------|----------|
| F | 2019/20 | 07/01/19 | R4820-00006 | PROCARE SOFTWARE 2019-20 | 76215 | 08/07/19 | Audit | 1,201 00 | | 1,201 00 |
| | | | 2020 | (004737) 01-060-0000-1573-5801-0001-1000-LC1- Batchld | | | Check Date | PO# P4820-00006 | Register # | |
| Total Invoice Amount | | | | | | | | 1,201 00 | Check | |

AP Vendor RED BLUFF FLOORS (000876/1)
406 WALNUT
RED BLUFF, CA 96080

| | | | | | | | | | | |
|---|---------|----------|-------------|----------------------------------------------------------|------|----------|------------|-----------------|------------|----------|
| | 2019/20 | 07/11/19 | R4820-00065 | FLOOR REPLACEMENT-2 CLASSROOMS | 3943 | 08/08/19 | Audit | 6,450 00 | | 6,450 00 |
| | | | 2020 | (001325) 01-050-8150-0000-5630-0000-8110-LC3- Batchld | | | Check Date | PO# P4820-00065 | Register # | |
| F | 2019/20 | 07/11/19 | R4820-00065 | FLOOR REPLACEMENT-2 CLASSROOMS | 3944 | 08/08/19 | Audit | 6,450 00 | | 6,450 00 |
| | | | 2020 | (001325) 01-050-8150-0000-5630-0000-8110-LC3- | | | | | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('?'), On Hold? = Y, Approval Batch Id(s) = 018793, Page Break by Check/Advice? = N, Zero? = Y)

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Payment Register

Scheduled 08/07/2019 - 08/08/2019

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-------------|--------------|-----------------------------|---------|-----------------------------|-------|--------------|--------------|----------------|------------------|----------------|
| AP Vendor | | RED BLUFF FLOORS (000876/1) | | (continued) | | | | | | (continued) |

BatchId

Check Date

PO# P4820-00065

Register #

Total Invoice Amount

12,900 00

Check

| | | | | | | | | | | |
|-----------|--|-----------------------------|--|--|--|--|--|--|--|--|
| AP Vendor | | RYAN'S LAWN CARE (000526/4) | | | | | | | | |
| | | 745 STATE ST | | | | | | | | |
| | | REDDING, CA 96001 | | | | | | | | |

2019/20 07/07/19 R4820-00122 LAWN MAINT 19/20 1564 08/08/19 Audit 750 00 750 00

2020 (004214) 01-020-0000-8110-5801-0000-8110-100-

2020 (004217) 01-050-0000-8110-5801-0000-8110-100-

BatchId

Check Date

PO# P4820-00122

Register #

2019/20 07/14/19 R4820-00122 LAWN MAINT 19/20 1570 08/08/19 Audit 750 00 750 00

2020 (004214) 01-020-0000-8110-5801-0000-8110-100-

2020 (004217) 01-050-0000-8110-5801-0000-8110-100-

BatchId

Check Date

PO# P4820-00122

Register #

2019/20 07/19/19 R4820-00122 LAWN MAINT 19/20 1576 08/08/19 Audit 750 00 750 00

2020 (004214) 01-020-0000-8110-5801-0000-8110-100-

2020 (004217) 01-050-0000-8110-5801-0000-8110-100-

BatchId

Check Date

PO# P4820-00122

Register #

2019/20 07/26/19 R4820-00122 LAWN MAINT 19/20 1584 08/08/19 Audit 750 00 750 00

2020 (004214) 01-020-0000-8110-5801-0000-8110-100-

2020 (004217) 01-050-0000-8110-5801-0000-8110-100-

BatchId

Check Date

PO# P4820-00122

Register #

2019/20 08/02/19 R4820-00122 LAWN MAINT 19/20 1589 08/08/19 Audit 750 00 750 00

2020 (004214) 01-020-0000-8110-5801-0000-8110-100-

2020 (004217) 01-050-0000-8110-5801-0000-8110-100-

BatchId

Check Date

PO# P4820-00122

Register #

& Employee Also

Total Invoice Amount

3,750 00

Check

| | | | | | | | | | | |
|-----------|--|-------------------------------------|--|--|--|--|--|--|--|--|
| AP Vendor | | SAN JOAQUIN COUNTY OF ED (000553/1) | | | | | | | | |
| | | P O BOX 213030 | | | | | | | | |
| | | STOCKTON, CA 95213-9030 | | | | | | | | |

F 2019/20 07/25/19 R4820-00105 EDJOIN 2019/20 1820824 08/07/19 Audit 450 00 450 00

2020 (001382) 01-001-0000-7200-5814-0000-7200-000-

BatchId

Check Date

PO# P4820-00105

Register #

Total Invoice Amount

450 00

Check

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018793, Page Break by Check/Advice? = N, Zero? = Y)

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Payment Register

Scheduled 08/07/2019 - 08/08/2019

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|--------------------------------------------------------------------------------------------------------------|--------------|----------|---------------|--------------------------------------|----------|-----------------------------|------------------|----------------|------------------|----------------|
| AP Vendor SCHOOL IN SITES (000323/1) PO BOX 305 SARALAND, AL 36571 | | | | | | | | | | |
| F | 2019/20 | 07/11/19 | R4820-00061 | WEBSITE HOSTING | 42222 | 08/07/19 | Audit | 3,200 00 | | 3,200 00 |
| | | | 2019/20 | | | | | | | |
| | | | 2020 (001359) | 01-001-0000-2700-5801-0000-2700-000- | | | | | | |
| | | | | BatchId | | Check Date | PO# P4820-00061 | | Register # | |
| | | | | | | Total Invoice Amount | 3,200 00 | Check | | |
| AP Vendor SCHOOL TECH SUPPLY CO GATEWAY BUSINESS BANK (000386/1) PO BOX 2999 PHOENIX, AZ 85062-2999 | | | | | | | | | | |
| F | 2019/20 | 07/09/19 | R4820-00002 | COMPUTERS | 40210 | 08/07/19 | Audit | 10,684 48 | | 10,684 48 |
| | | | 2020 (003887) | 01-001-0000-2420-4310-0000-2420-LC1- | | | | | | |
| | | | | BatchId | | Check Date | PO# P4820-00002 | | Register # | |
| | | | | | | Total Invoice Amount | 10,684 48 | Check | | |
| AP Vendor SCP DISTRIBUTORS LLC (000812/1) PO BOX 80248 CITY OF INDUSTRY, CA 91716 | | | | | | | | | | |
| | 2019/20 | 07/19/19 | R4820-00121 | POOL CHEMICALS | SN026764 | 08/08/19 | Audit | 336 79 | | 336 79 |
| | | | 2020 (001254) | 01-001-0000-8210-4510-0000-8200-100- | | | | | | |
| | | | | BatchId | | Check Date | PO# P4820-00121 | | Register # | |
| | 2019/20 | 07/19/19 | R4820-00121 | POOL CHEMICALS | SN029817 | 08/08/19 | Audit | 19 02 | | 19 02 |
| | | | 2020 (001254) | 01-001-0000-8210-4510-0000-8200-100- | | | | | | |
| | | | | BatchId | | Check Date | PO# P4820-00121 | | Register # | |
| | 2019/20 | 07/31/19 | R4820-00121 | POOL CHEMICALS | SN027776 | 08/08/19 | Audit | 19 02 | | 19 02 |
| | | | 2020 (001254) | 01-001-0000-8210-4510-0000-8200-100- | | | | | | |
| | | | | BatchId | | Check Date | PO# P4820-00121 | | Register # | |
| | 2019/20 | 07/31/19 | R4820-00121 | POOL CHEMICALS | SN030698 | 08/08/19 | Audit | 398 80 | | 398 80 |
| | | | 2020 (001254) | 01-001-0000-8210-4510-0000-8200-100- | | | | | | |
| | | | | BatchId | | Check Date | PO# P4820-00121 | | Register # | |
| | | | | | | Total Invoice Amount | 773 63 | Check | | |
| AP Vendor SIERRA PRINTING (000058/1) PO BOX 619 COTTONWOOD, CA 96022-0619 | | | | | | | | | | |
| F | 2019/20 | 07/08/19 | R4820-00017 | NEW LETTERHEAD | 15676 | 08/07/19 | Audit | 137 28 | | 137 28 |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018793, Page Break by Check/Advice? = N, Zero? = Y)

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Payment Register

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Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|----------------------------------------------------------------------------------------------------------------------------|--------------|----------|---------------|--------------------------------------|-------------------|--------------|-----------------------------|-------------------|------------------|----------------|
| AP Vendor SIERRA PRINTING (000058/1) (continued) | | | | | | | | | | |
| F | 2019/20 | 07/08/19 | R4820-00017 | NEW LETTERHEAD | 15676 (continued) | 08/07/19 | Audit | (continued) | | |
| | | | 2020 (001247) | 01-001-0000-2700-4510-0000-2700-100- | | | | | | |
| | | | | BatchId | | | Check Date | PO# P4820-00017 | | Register # |
| | | | | | | | Total Invoice Amount | 137 28 | | Check |
| AP Vendor SMOKIN JOE'S BBQ (000889/1) 8540 AIRPORT RD REDDING, CA 96002 | | | | | | | | | | |
| F | 2019/20 | 08/13/19 | R4820-00133 | BACK TO SCHOOL | 081319 | 08/08/19 | Audit | 1,736 16 | | 1,736 16 |
| | | | 2020 (001359) | 01-001-0000-2700-5801-0000-2700-000- | | | | | | |
| | | | | BatchId | | | Check Date | PO# P4820-00133 | | Register # |
| | | | | | | | Total Invoice Amount | 1,736 16 | | Check |
| AP Vendor SOLUTION TREE (000639/1) 555 NORTH MORTON STREET BLOOMINGTON, IN 47404 | | | | | | | | | | |
| F | 2019/20 | 07/10/19 | R4820-00005 | PLC JULY 2019 | S215862 | 08/07/19 | Audit | 13,380 00 | | 13,380 00 |
| | | | 2020 (004792) | 01-020-4035-0000-5210-1110-1000-000- | | | 8,028 00 | | | |
| | | | 2020 (004793) | 01-050-4035-0000-5210-1110-1000-000- | | | 5,352 00 | | | |
| | | | | BatchId | | | Check Date | PO# P4820-00005 | | Register # |
| | | | | | | | Total Invoice Amount | 13,380 00 | | Check |
| Direct Vendor STATE TEACHERS RETIREMENT SYST (000446/1) ATTN CASH RECEIPTS PO BOX 15275 SACRAMENTO, CA 95851-0275 | | | | | | | | | | |
| | 2019/20 | 07/31/19 | | 18/19 GH | 073119 | 08/08/19 | Audit | 320,708 62 | | 320,708 62 |
| | | | | RETIREMENT | | | | | | |
| | | | 2020 (003137) | 01-001-0000-9371-3907-1110-1000-000- | | | | | | |
| | | | | | | | Total Invoice Amount | 320,708 62 | | Check |
| AP Vendor STEPHENS ELECTRICAL INC (000370/1) 2452 AIRSTRIP RD STE A REDDING, CA 96003 | | | | | | | | | | |
| F | 2019/20 | 07/25/19 | R4820-00014 | READING NOOK | S02999 | 08/07/19 | Audit | 4,197 00 | | 4,197 00 |
| | | | 2020 (001325) | 01-050-8150-0000-5630-0000-8110-LC3- | | | | | | |
| | | | | BatchId | | | Check Date | PO# P4820-00014 | | Register # |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('?'), On Hold? = Y, Approval Batch Id(s) = 018793, Page Break by Check/Advice? = N, Zero? = Y)

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Payment Register

Scheduled 08/07/2019 - 08/08/2019

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount | |
|---------------------------------------------------------------------------------------------|--------------|----------|-------------|---------------------------------------------------|---------------|--------------|-----------------|-----------------------------|------------------|----------------|--|
| | | | | | | | | Total Invoice Amount | 4,197 00 | Check | |
| AP Vendor USI LAMINATE (000781/1) PO BOX 4105 WOBURN, MA 01888-4105 | | | | | | | | | | | |
| F | 2019/20 | 07/16/19 | R4820-00071 | LAMINTED POUCHES | 0389398601010 | 08/07/19 | Audit | 92 29 | | 92 29 | |
| 2020 (001889) 13-001-5310-0000-4510-0000-3700-000- | | | | | Batchld | Check Date | PO# P4820-00071 | Register # | | | |
| | | | | | | | | Total Invoice Amount | 92 29 | Check | |
| AP Vendor VALLEY WEST ACE HARDWARE (000241/1) 20639 GAS POINT RD COTTONWOOD, CA 96022 | | | | | | | | | | | |
| | 2019/20 | 07/09/19 | R4820-00115 | MAINTENANCE SUPPLIES BLANKET PO 2019/20 | 063950 | 08/08/19 | Audit | 19 49 | | 19 49 | |
| 2020 (001255) 01-050-0000-8110-4510-0000-8110-100- | | | | | Batchld | Check Date | PO# P4820-00115 | Register # | | | |
| | 2019/20 | 07/10/19 | R4820-00114 | MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20 | 063956 | 08/08/19 | Audit | 52 30 | | 52 30 | |
| 2020 (001245) 01-020-0000-8110-4510-0000-8110-100- | | | | | Batchld | Check Date | PO# P4820-00114 | Register # | | | |
| | 2019/20 | 07/17/19 | R4820-00115 | MAINTENANCE SUPPLIES BLANKET PO 2019/20 | 275351 | 08/08/19 | Audit | 22 72 | | 22 72 | |
| 2020 (001255) 01-050-0000-8110-4510-0000-8110-100- | | | | | Batchld | Check Date | PO# P4820-00115 | Register # | | | |
| | 2019/20 | 07/18/19 | R4820-00115 | MAINTENANCE SUPPLIES BLANKET PO 2019/20 | 064029 | 08/08/19 | Audit | 178 67 | | 178 67 | |
| 2020 (001255) 01-050-0000-8110-4510-0000-8110-100- | | | | | Batchld | Check Date | PO# P4820-00115 | Register # | | | |
| | 2019/20 | 07/24/19 | R4820-00114 | MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20 | 277505 | 08/08/19 | Audit | 18 67 | | 18 67 | |
| 2020 (001245) 01-020-0000-8110-4510-0000-8110-100- | | | | | Batchld | Check Date | PO# P4820-00114 | Register # | | | |

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018793, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 08/07/2019 - 08/08/2019

Bank Account COUNTY - County

| Fiscal Year | Invoice Date | Req # | Comment | Payment Id (Trans Batch Id) | Sched | Paymt Status | Check Status | Invoice Amount | Unpaid Sales Tax | Expense Amount |
|-----------------------------|--------------|---------------|---------------------------------------------------|-----------------------------|----------|--------------|--------------|-----------------|------------------|----------------|
| AP Vendor | | | VALLEY WEST ACE HARDWARE (000241/1) | | | (continued) | | (continued) | | |
| 2019/20 | 07/25/19 | R4820-00114 | MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20 | 064098 | 08/08/19 | Audit | | 45 67 | | 45 67 |
| | | 2020 (001245) | 01-020-0000-8110-4510-0000-8110-100- BatchId | | | Check Date | | PO# P4820-00114 | Register # | |
| 2019/20 | 07/29/19 | R4820-00115 | MAINTENANCE SUPPLIES BLANKET PO 2019/20 | 064148 | 08/08/19 | Audit | | 39 85 | | 39 85 |
| | | 2020 (001255) | 01-050-0000-8110-4510-0000-8110-100- BatchId | | | Check Date | | PO# P4820-00115 | Register # | |
| 2019/20 | 07/30/19 | R4820-00114 | MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20 | 064154 | 08/08/19 | Audit | | 48 63 | | 48 63 |
| | | 2020 (001245) | 01-020-0000-8110-4510-0000-8110-100- BatchId | | | Check Date | | PO# P4820-00114 | Register # | |
| 2019/20 | 07/31/19 | R4820-00115 | MAINTENANCE SUPPLIES BLANKET PO 2019/20 | 064168 | 08/08/19 | Audit | | 19 20 | | 19 20 |
| | | 2020 (001255) | 01-050-0000-8110-4510-0000-8110-100- BatchId | | | Check Date | | PO# P4820-00115 | Register # | |
| Total Invoice Amount | | | | | | | | 445 20 | Check | |

| | |
|-----------|------------------------------------------------------------|
| AP Vendor | VIRCO (000427/1) 2027 HARPERS WAY TORRANCE, CA 90501 |
|-----------|------------------------------------------------------------|

| | | | | | | | | | | |
|-----------------------------|---------|----------|---------------|-------------------------------------------------|---------|----------|------------|------------------|--------------|-----------|
| F | 2019/20 | 07/15/19 | R4820-00011 | WEST CLASSROOM FURNITURE | 1500781 | 08/07/19 | Audit | 18,779 04 | | 18,779 04 |
| | | | 2020 (001153) | 01-001-0000-1110-4310-1110-1000-100- BatchId | | | Check Date | PO# P4820-00011 | Register # | |
| Total Invoice Amount | | | | | | | | 18,779 04 | Check | |

| EXPENSES BY FUND - Bank Account COUNTY | | | |
|----------------------------------------|------------|--------------|-------------|
| Fund | Expense | Cash Balance | Difference |
| 01 | 452,769 39 | 35,851 42 | 416,917 97- |
| 13 | 92 29 | 55,292 87 | 55,200 58 |
| 40 | 131,740 97 | | 131,740 97- |

Total 584,602 65

| | |
|---------------------------|--------------|
| Number of Payments | 67 |
| Number of Checks | 27 |
| Number of ACH Advice | 0 |
| Number of vCard Advice | 0 |
| Total Check/Advice Amount | \$584,602 65 |
| Total Unpaid Sales Tax | \$ 00 |
| Total Expense Amount | \$584,602 65 |

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

| | |
|-----------------------|---|
| \$0 - \$99 | 1 |
| \$100 - \$499 | 4 |
| \$500 - \$999 | 4 |
| \$1,000 - \$4,999 | 9 |
| \$5,000 - \$9,999 | 1 |
| \$10,000 - \$14,999 | 4 |
| \$15,000 - \$99,999 | 2 |
| \$100,000 - \$199,999 | 1 |
| \$200,000 - \$499,999 | 1 |
| \$500,000 - \$999,999 | |
| \$1,000,000 - | |

******* ITEMS OF INTEREST *******

- * Number of payments to a different vendor
- ! Number of Prepaid payments
- @ Number of Liability payments
- & Number of Employee Also Vendors

1

? denotes check name different than payment name
F denotes Final Payment

Laura L. Muir
8/8/19

PAYMENT APPLICATION

TO: COTTONWOOD UNION ELEM SCHOOL DIST.
20512 WEST FIRST STREET
COTTONWOOD CA 96022

PROJECT NAME AND LOCATION: NORTH COTTONWOOD KINDER/TK
CAMPUS APBP
19920 GAS POINT ROAD
COTTONWOOD CA 96022

APPLICATION # 1

PERIOD THRU: 07/31/2019

Owner Project #: 02-117645

Distribution to:

OWNER

ENGINEER

CONTRACTOR

FROM: CERAMI & BROWNING CONST., INC.
4475 TENAYA COURT, SUITE A
REDDING CA 96003

ENGINEER PACE ENGINEERING

DATE OF CONTRACT: 7/3/2019

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below
Continuation Page is attached

| | | |
|-------------------------------------------------------------------------------------|--------------|--------------|
| 1. CONTRACT AMOUNT | | 2,844,600 00 |
| 2. SUM OF ALL CHANGE ORDERS | | 0 00 |
| 3. CURRENT CONTRACT AMOUNT (Line 1 + 2) | | 2,844,600 00 |
| 4. TOTAL COMPLETED AND STORED (Column G on Continuation Page) | | 135,605.75 |
| 5. RETAINAGE: | | |
| A 5% Of Completed Work (Columns D+ E on Continuation Page) | 6,780.30 | |
| B 0% of Material Stored (Column F on Continuation Page) | 0 00 | |
| Total Retainage (Line 5a + 5b or Column I on Continuation Page) | | 6,780.30 |
| 6. TOTAL COMPLETED AND STORED LESS RETAINAGE: (Line 4 minus Line 5 Total) | | 128,825.45 |
| 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT: | | 0 00 |
| 8. CURRENT PAYMENT DUE: | | 128,825.45 |
| 9. BALANCE TO FINISH: Line 3 - Line 6 | 2,715,774.55 | |

| SUMMARY OF CHANGE ORDERS | ADDITIONS | DEDUCTIONS |
|-------------------------------------------|-----------|------------|
| Total changes approved in previous months | 0 00 | 0 00 |
| Total approved this month | 0 00 | 0 00 |
| TOTALS | 0 00 | 0 00 |
| NET CHANGES | 0 00 | |

Contractor's signature below: CERAMI & BROWNING CONST., INC

CONTRACTOR.

By



Date

7/26/19

State of

County of

Subscribed and sworn to before me this

day of

Notary Public

My Commission Expires

ENGINEER'S CERTIFICATION

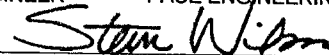
Engineer's signature below

CERTIFIED AMOUNT

.....128,825.45

ENGINEER PACE ENGINEERING

By



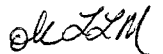
Date 7/30/19

Gordon J. Lemke

Project Inspector
7/29/2019

40 -

6210



PAYMENT APPLICATION DETAILS

Customer: COTTONWOOD UNION ELEM SCHOOL DIST
 Project: NORTH COTTONWOOD KINDER/TK CAMPUS APBP

Application Number: 1
 For Period Ending: 07/31/2019

| A | B | C | D | | E | F | G | | H | I |
|---------------------------|---------------------------|---------------------------|-------------------|----------------------------|------------------------------|-----------|-------------------|-----------------|----------|---|
| Item Number - Description | Scheduled Value | Work Completed | | Materials Presently Stored | Completed and Stored To Date | Total % | Balance To Finish | Retainage Value | | |
| | | From Previous Application | This Period Value | | | | | | | |
| 01000 | GENERAL CONDITIONS | 356,433.45 | 0.00 | 28,315.80 | 0.00 | 28,315.80 | 7.94 | 328,117.65 | 1,415.79 | |
| 01010 | JOB SITE SUPERVISION | 144,000.00 | 0.00 | 7,200.00 | 0.00 | 7,200.00 | 5.00 | 136,800.00 | 360.00 | |
| 01050 | BONDS AND INSURANCE | 54,472.70 | 0.00 | 54,472.70 | 0.00 | 54,472.70 | 100.00 | 0.00 | 2,723.64 | |
| 02000 | SITE WORK | 319,042.50 | 0.00 | 43,160.25 | 0.00 | 43,160.25 | 13.53 | 275,882.25 | 2,158.02 | |
| 02020 | UNDERGROUND UTILITIES | 300,715.80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 300,715.80 | 0.00 | |
| 02035 | AC PAVING AND BASE | 69,006.42 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 69,006.42 | 0.00 | |
| 02045 | LANDSCAPE AND IRRIGATION | 49,140.00 | 0.00 | 2,457.00 | 0.00 | 2,457.00 | 5.00 | 46,683.00 | 122.85 | |
| 03000 | CONCRETE | 336,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 336,000.00 | 0.00 | |
| 06000 | CARPENTRY | 285,075.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 285,075.00 | 0.00 | |
| 06020 | CASEWORK | 13,078.80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 13,078.80 | 0.00 | |
| 07000 | THERMAL INSULATION | 36,256.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 36,256.50 | 0.00 | |
| 07010 | METAL ROOFING | 98,779.80 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 98,779.80 | 0.00 | |
| 07015 | WELDED DOWNSPOUTS | 14,395.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 14,395.50 | 0.00 | |
| 07040 | SHEET METAL AND FLASHING | 1,732.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,732.50 | 0.00 | |
| 07050 | SHEET METAL AND FLASHING | 866.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 866.25 | 0.00 | |
| 08000 | DOORS AND FINISH HARDWARE | 39,438.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 39,438.00 | 0.00 | |
| 08005 | WINDOWS | 15,838.63 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 15,838.63 | 0.00 | |

PAYMENT APPLICATION DETAILS

Customer: COTTONWOOD UNION ELEM SCHOOL DIST
 Project: NORTH COTTONWOOD KINDER/TK CAMPUS APBP

Application Number: 1
 For Period Ending: 07/31/2019

| A | B | C | D | | E | F | G | | H | I |
|---------------------------|---------------------------|---------------------------|-------------------|----------------------------|------------------------------|-----------|-------------------|-----------------|----------|---|
| Item Number - Description | Scheduled Value | Work Completed | | Materials Presently Stored | Completed and Stored To Date | Total % | Balance To Finish | Retainage Value | | |
| | | From Previous Application | This Period Value | | | | | | | |
| 09000 | PLASTER WALLS AND SOFFITS | 112,455 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 112,455 00 | 0 00 | |
| 09010 | DRYWALL AND TACKBOARD | 48,032.25 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 48,032 25 | 0 00 | |
| 09020 | CERAMIC TILE | 14,337 75 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 14,337.75 | 0 00 | |
| 09030 | ACOUSTICAL CEILING | 23,793 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 23,793 00 | 0 00 | |
| 09040 | FLOORING | 13,885.20 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 13,885 20 | 0 00 | |
| 09050 | PAINTING | 19,099 50 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 19,099 50 | 0 00 | |
| 10000 | SPECIALTIES | 13,896 75 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 13,896 75 | 0 00 | |
| 15000 | PLUMBING | 78,750.00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 78,750 00 | 0 00 | |
| 15010 | FIRE SPRINKLERS | 26,059 95 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 26,059 95 | 0 00 | |
| 15100 | HVAC | 78,666 00 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 78,666 00 | 0 00 | |
| 16000 | ELECTRICAL AND FIRE ALARM | 281,352 75 | 0 00 | 0 00 | 0 00 | 0 00 | 0 00 | 281,352 75 | 0 00 | |
| TOTAL: | | 2,844,600 00 | 0 00 | 135,605 75 | 0 00 | 135605 75 | 4 77 | 2,708,994 25 | 6,780 30 | |

CONDITIONAL WAIVER AND RELEASE UPON PROGRESS PAYMENT
[California Civil Code 8132]

USE THIS FORM STARTING JULY 1, 2012

NOTICE: THIS DOCUMENT WAIVES THE CLAIMANT'S LIEN, STOP PAYMENT NOTICE, AND PAYMENT BOND RIGHTS EFFECTIVE ON RECEIPT OF PAYMENT. A PERSON SHOULD NOT RELY ON THIS DOCUMENT UNLESS SATISFIED THAT THE CLAIMANT HAS RECEIVED PAYMENT.

Identifying Information

Name of Claimant. CERAMI & BROWNING CONST., INC.

Name of Customer. COTTONWOOD UNION ELEM. SCHOOL DIST.

Job Location: 19920 GAS POINT ROAD, COTTONWOOD CA 96022.

Owner:

Through Date. July 31, 2019

Conditional Waiver and Release

This document waives and releases lien, stop payment notice, and payment bond rights the claimant has for labor and service provided, and equipment and material delivered, to the customer on this job through the Through Date of this document. Rights based upon labor or service provided, or equipment or material delivered, pursuant to a written change order that has been fully executed by the parties prior to the date that this document is signed by the claimant, are waived and released by this document, unless listed as an Exception below. This document is effective only on the claimant's receipt of payment from the financial institution on which the following check is drawn.

Maker of Check COTTONWOOD UNION ELEM. SCHOOL DIST.

Amount of Check: \$ 128,825.45

Check Payable to. CERAMI & BROWNING CONST., INC.

Exceptions

This document does not affect any of the following

- (1) Retentions
- (2) Extras for which the claimant has not received payment
- (3) The following progress payments for which the claimant has previously given a conditional waiver and release but has not received payment
Date(s) of waiver and release _____
Amount(s) of unpaid progress payments(s) \$ _____
- (4) Contract rights, including (A) a right based on rescission, abandonment, or breach of contract, and (B) the right to recover compensation for work not compensated by the payment

Signature

Claimant's Signature: 

Claimant's Title: CEO

Date of Signature 7/26/19

Invoice

Gordon D. Lemke
Construction Inspector
11969 Livona Lane
Redding, CA 96003
gdlemke@gmail.com
(530) 209-7379

| |
|------------------------------------------------------------------------------------|
| Bill To |
| Cottonwood Union Elem. School District 20512 W First St Cottonwood, CA 96022 |

| | |
|-------------|-------------------|
| Date | Invoice No |
| 07/26/19 | 21749 |

| Description | Amount |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| DSA Inspection Services for construction of 2 Classrooms at North Cottonwood School. DSA #02-117645 Progress payment based on Cerami Payment Request #1 attached (Line #4) Total Completed \$135,605 75 $\$135,605.75 \times 2\ 15\% = \$2,915.52$ Amount Due this Invoice = \$2915 52 | 2,915 52 |
| 40 - 6210 ok LLM | |
| Please call if their are any questions | Subtotal \$2,915 52 |

| | |
|--------------|-------------------|
| Total | \$2,915 52 |
|--------------|-------------------|

PAYMENT APPLICATION

TO: COTTONWOOD UNION ELEM SCHOOL DIST.
20512 WEST FIRST STREET
COTTONWOOD CA 96022

PROJECT NAME AND LOCATION: NORTH COTTONWOOD KINDER/TK
CAMPUS APBP
19920 GAS POINT ROAD
COTTONWOOD CA 96022

APPLICATION # 1
PERIOD THRU: 07/31/2019
Owner Project #: 02-117645

Distribution to:

- OWNER
- ARCHITECT
- CONTRACTOR

FROM: CERAMI & BROWNING CONST., INC.
4475 TENAYA COURT, SUITE A
REDDING CA 96003

ARCHITECT: SEMINGSON ARCHITECTS

DATE OF CONTRACT: 7/3/2019

CONTRACTOR'S SUMMARY OF WORK

Application is made for payment as shown below
Continuation Page is attached

| | |
|-------------------------------------------------------------------------------------|--------------|
| 1. CONTRACT AMOUNT | 2,844,600.00 |
| 2. SUM OF ALL CHANGE ORDERS | 0.00 |
| 3. CURRENT CONTRACT AMOUNT (Line 1 + 2) | 2,844,600.00 |
| 4. TOTAL COMPLETED AND STORED (Column G on Continuation Page) | 135,605.75 |
| 5. RETAINAGE: | |
| A. 5% Of Completed Work (Column D+ E on Continuation Page) | 6,780.30 |
| B. 0% of Material Stored (Column F on Continuation Page) | 0.00 |
| Total Retainage (Line 5a + 5b or Column I on Continuation Page) | 6,780.30 |
| 6. TOTAL COMPLETED AND STORED LESS RETAINAGE: (Line 4 minus Line 5 Total) | 128,825.45 |
| 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT: | 0.00 |
| 8. CURRENT PAYMENT DUE: | 128,825.45 |
| 9. BALANCE TO FINISH: Line 3 - Line 6 | 2,715,774.55 |

| SUMMARY OF CHANGE ORDERS | ADDITIONS | DEDUCTIONS |
|-------------------------------------------|-----------|------------|
| Total changes approved in previous months | 0.00 | 0.00 |
| Total approved this month | 0.00 | 0.00 |
| TOTALS | 0.00 | 0.00 |
| NET CHANGES | 0.00 | |

Contractor's signature below: CERAMI & BROWNING CONST., INC.

CONTRACTOR:

By



Date

7/20/19

State of

County of

Subscribed and sworn to before me this _____ day of

Notary Public:

My Commission Expires

ARCHITECT'S CERTIFICATION

Architect's signature below

CERTIFIED AMOUNT

128,825.45

ARCHITECT

SEMINGSON ARCHITECTS

By

Date

Related to Inspector's Invoice # 21749

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Cottonwood Union School District

School Year: 18/19

Person completing this form: Becky Bragg

Title Admin Assistant

Quarterly Report Submission Date.

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

Doug Geren

 Printed Name of District Superintendent

7/17/2019

 Date

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