

COTTONWOOD UNION SCHOOL DISTRICT

20512 West First Street
Cottonwood, CA 96022

AGENDA FOR Tuesday, May 21, 2019, 6:30 P.M.

Regular Board Meeting, West Cottonwood Library

Rules and Procedures

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

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

1.0 Call Regular Meeting to Order

2.0 Pledge of Allegiance

3.0 Approval of Agenda

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

Regular Board Meeting held on **Tuesday, April 23, 2019** (pg. 4-7)

6.1.2 Accept Letters of Resignation from: Erin Andrews and Holly King- Teachers, Heather Frandsen- LVN, McKenna Roberts and Alyson Stoke- Instructional Assistants (pg. 8-12)

6.1.3 Accept Letter of Retirement from: Shanna Andrew- Instructional Assistant (pg. 13)

6.1.4 Approval to Hire: Taylor, Brees, Kalynn Capella and Veronica Freres- Teachers

6.2 Approval of Consent Agenda

7.0 Discussion/Action items

- 7.1 Presentation by Ms. LaRue from STEMscopes- Science Curriculum.**
- 7.2 Consider approval of the Commercial Warrants. (pg. 14-36)**
- 7.3 Consider approval of the Memorandum of Understanding between Cottonwood Little League and Cottonwood Union School District. (pg. 37-47)**
- 7.4 Consider Approval of the MOU with Project Share for After School Care. (pg. 48-49)**
- 7.5 Consider Approval to Surplus items on the attached list. (pg. 50)**
- 7.6 Consider approval of Resolution #2019-4, Regarding Reduction of Classified Services for the 2019-20 School Year. (pg. 51)**
- 7.7 Consider approval of Resolution #2019-5, Regarding Authorized Signers for the Preschool. (pg. 52)**
- 7.8 Consider approval: Board Policies/Administrative Regulations: (pg. 53-54)**
 - BP/E 0420.41 - Charter School Oversight (pg. 55-71)**
 - AR 1312.3 - Uniform Complaint Procedures (pg. 72-92)**
 - AR/E 1312.4 - Williams Uniform Complaint Procedures (pg. 93-105)**
 - AR 1340 - Access to District Records (pg. 106-113)**
 - BP/AR 3100 – Budget (pg. 114-123)**
 - BP/AR 3260 - Fees and Charges (pg. 124-131)**
 - BP/AR 3515.4 - Recovery for Property Loss or Damage (pg. 132-135)**

8.0 Informational Items:

- 8.1 CTA Report**
- 8.2 Superintendent’s Report**
- 8.3 Principal’s Report**
- 8.4 Annual Report from Mark Boyle, Director, Cottonwood Creek Charter School**

9.0 Information/Communication Items.

- 9.1 Enrollment Report (pg. 136)**
- 9.2 Shasta County Pooled Investment Report for March 29, 2019 (pg. 137-138)**
- 9.3 Shasta County Pooled Investment Report for April 30, 2019 (pg. 139-140)**

10.0 Governing Board Discussion and Suggested Agenda Items

11.0 Future Meetings:

- 11.1 Regular Board Meeting, Tuesday, June 11, 2019, 6:30 p.m. in the West Cottonwood School Library, 20512 w. First Street, Cottonwood, CA 96022.**
- 11.2 Regular Board Meeting, Wednesday, 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 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 W. First Street
Cottonwood, CA 96022**

MINUTES for Tuesday, April 13, 2019, 6:30 P.M.

Regular Board Meeting, West Cottonwood Library

Members Present: Mrs. McDougall, Mr. Iles, Mrs. Semingson
Members Absent: Mrs. Cordova, Mr. Vazquez
Other Present: Superintendent: Doug Geren
Principals: Don Ray, Terri Wright
Assistant Principal: Christine Hill
Laura Merrick, Business Manager
Becky Bragg, Administrative Assistant
Staff: Nine staff members were present along with approximately sixty-five community members

- 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 with the addition of the Preschool Instructional Assistant salary schedule and job description to Discussion/ Action item 7.2
VOTE: Unanimous in favor
- 4.0 **Recognition (Students, Staff, Curriculum)/ Curriculum Review**
Star Performers- North Cottonwood- fifteen students recognized
Elective Presentation- West Cottonwood- None at this time
- 5.0 **Public Forum/ Hearing of Persons Wishing to Address the Board-**
None at this time
- 6.0 **Consent Agenda**
 - 6.1 Review of Consent Agenda
 - 6.1.1 Approval of Board Meeting Minutes:
Regular board Meeting held on March 19, 2019
Special Board Meeting held on April 8, 2019
 - 6.1.2 Approval to hire: **Shana Barker, Aaron Hunter, Jamie Ives, Jarred Ives-** Teachers; **Denise Atterberry, Laura Spence-** Bustodians
 - 6.1.3 Consider approval of the following contracts:
Anderson Union School District – Foreign Language (Spanish) teacher for 2019/20
Anderson Union School District – Agriculture Science Teacher for 2019/20
Anderson Union School District – Provide Technology Support for 2019/20

Shasta County Office of Education - Provide Transportation Services during the 2019 Extended year Session

Shasta County Office of Education - Provide Transportation of Special Education Students for 2019/20

School Innovations & Achievement - Provide Program Advisory Services

Total Compensation Systems, Inc. – Consulting 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 Commercial Warrants.

ACTION: Mrs. Semingson moved, seconded by Mrs. McDougall, to approve the Consent Agenda as Presented.

VOTE: Unanimous in favor

7.2 Consider approval of proposed salary schedules and job descriptions for **Preschool Director, Preschool Lead Teacher, and Preschool Instructional Assistant.**

ACTION: Mrs. Semingson moved, seconded by Mrs. McDougall, to approve the proposed salary schedules and job descriptions.

VOTE: Unanimous in favor

7.3 Consider approval of the District Credit Card Policy.

ACTION: Mrs. Semingson moved, seconded by Mrs. McDougall, to approve the District Credit Card Policy

VOTE: Unanimous in favor

7.4 Consider approval of Resolution # 2019-3 Authorizing a Credit Card Usage for Preschool.

ACTION: Mrs. Semingson moved, seconded by Mrs. McDougall, to approve Resolution # 2019-3 Authorizing a Credit Card Usage for Preschool.

VOTE: Unanimous in favor

7.5 Consider approval: Board Policies/Administrative Regulations Policy Guide

AR 3543 – Transportation Safety and Emergencies

AR 4200 – Classified Personnel

AR 5113 – Absences and Excuses

AR 5131.41 – Use of Seclusion and Restraint

BP/AR 5141.52 - Suicide Prevention

AR 6173.2 – Education of Children of Military Families

AR 6183 – Home and Hospital Instruction

BB 9322 – Agenda/Meeting Materials

BB 9324 – Minutes and Recordings

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

VOTE: Unanimous in favor

7.6 Consider approval of the AB1200 and Tentative Agreement with the Cottonwood Teachers' Association for July 1, 2018 through June 30, 2022.

ACTION: Mrs. Semingson moved, seconded by Mrs. McDougall, to approve the AB1200 and Tentative Agreement with the Cottonwood Teachers' Association for July 1, 2018 through June 30, 2022.

VOTE: Unanimous in favor

**7.7 Consider approval of the following Personnel Request Form:
Additional 4th Grade Teacher**

ACTION: Mrs. Semingson moved, seconded by Mrs. McDougall, to approve the Personnel Request Form for an additional 4th grade teacher.

VOTE: Unanimous in favor

8.0 Informational Items:

8.1 CTA Report- Ms. Andrews thanked the District for pleasant and quick negotiations and for the summer planning days. She also stated that we have amazing teachers leaving the district and they will be celebrated at the May 16th retirement party but they are also excited for the new incoming teacher.

8.2 Superintendent's Report- Mr. Geren stated that we have a great new group of teachers coming in with all but one position being filled already and thanked CTA for good negotiations. He also shared that bids for the new building will be going out next month and that YMCA will again be holding their Power Scholars Program and Summer Camp on the West Cottonwood Campus

8.3 Principal's Report-

Mrs. Wright reported that SBAC testing begins Monday, 4th quarter electives began today, a group of students will be performing the National Anthem at the Cottonwood Rodeo, West's production of "The Great Ghost Chase" will be held May 17th and 18th, and 8th graders will be heading to Ashland May 9th. She also shared that many facility projects have been taken care and that West Cottonwood would like to recognize their secretaries and thank them for everything they do every day.

8.3.1 Annual Update: North Cottonwood Elementary School

Presented by: Don Ray, Principal

Mr. Ray gave a presentation and Annual Update to the Board on North Cottonwood School.

9.0 Informational/ Communication Items.

9.1 Enrollment

9.2 Williams Uniform Complaints Quarterly Report (January-March 2019)

10.0 Governing Board Discussion and Suggested Agenda Items

None at this time

11.0 Future Meetings:

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

12.0 Closed Session: Adjournment to Closed Session at 7:25 p.m. to consider and/or take action upon the following items:

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

Public Notice of Action Taken in Closed Session

The Board voted to approve the Leave of Absence for Classified Employee #480081 through the end of the 2018/19 school year.

13.0 Adjournment- the meeting adjourned at 8:20 p.m.

Kim Cordova, President

Matt Iles, Clerk

Deidre McDougall, Member

Judy Semingson, Member

Tom Vazquez, Member

April 24th, 2019

Doug Geren
CWUSD Superintendent
20512 West First Street
Cottonwood, CA 96022

Dear Mr. Geren,

With considerable thought and with utmost appreciation to the Cottonwood Union School District, it's educators, families, and students I am resigning my position as Education Specialist, SDC Teacher. My resignation concludes at the end of my 2018/2019 contract year with the CWUSD on June 7th, 2019 or on the designated day the State determines is necessary for the District to replace any missed snow days.

The highlight of my career has been in working with the Cottonwood community; truly there have been no others who have been as welcoming, supportive and genuine than the families, students, educators, and administrators at CWUSD. I spent the first 19 years of my life in the Bay Area and the last 20 years in Shasta County, I now am taking all that I have learned from you and the North State back to the Bay. I am a better person and educator because of your influence.

Thank you for accepting me and challenging me to grow, I wish the CWUSD a successful and blessed 2019/2020 school year.

A handwritten signature in black ink, appearing to read 'Erin Andrews', with a stylized flourish at the end.

Erin Andrews, M. Ed. Special Education

May 7, 2019

Mr. Don Ray
Principal
North Cottonwood Elementary School
19920 Gas Point Road
Cottonwood, CA 96022

Dear Mr. Ray,

I am writing to notify you that I will be resigning my position as a 3rd grade teacher at the end of my contract, effective June 30, 2019. I have appreciated your professional guidance and support and being part of the North Cottonwood staff.

If I can assist in any manner with the transition, please don't hesitate to ask. I wish you and North Cottonwood the best of success in the future.

Very sincerely,


Holly King

Dear Cottonwood School District,

Please accept this letter as formal notification that I am resigning from my position as LVN and health with North Cottonwood. My last day will be June 6, 2019.

Thank you so much for the opportunity to work in this position for the past school year. I've greatly enjoyed and appreciated the opportunities I've had to working with amazing staff and kids. and I've learned so much from Front office staff and District Nurse on laws of school, all of which I will take with me throughout my career.

During my last couple months, I'll do everything possible to wrap up my duties and train other team members. Please let me know if there's anything else I can do to aid during the transition.

I wish the Cottonwood Elementary School District continued success, and I hope to stay in touch in the future.

Sincerely,

Heather Frandsen
Heather Frandsen

May 8, 2019

Dear Mr. Ray,

It has been an honor to work for you and the Cottonwood Union School District. I have learned many things in the time that I have spent here. However, it is with much sadness to inform you that this is my formal resignation for my position. My last day of employment will be on May 23, 2019.

This has been a very difficult decision for me, but I have decided that this will be in the best interests for my future and my career goals.

I would like to thank you for the many opportunities that you have given me. I wish you and everyone at North Cottonwood the very best for the future.

Sincerely,

McKenna Roberts

A handwritten signature in black ink that reads "McKenna Roberts". The signature is written in a cursive style with a large, stylized initial "M".

Christine Hill

From: Alyson Stoke <astoke16@gmail.com>
Sent: Tuesday, April 23, 2019 11:32 AM
To: Christine Hill
Subject: Resignation Letter

4-23-19

To whom in may concern;

I Alyson Stoke am resigning my position as an Aide at West Cottonwood Junior High.

Thank you
Alyson Stoke

5/3/2019

To: Mr. Geren-CWUSD Superintendent

From: Shanna Andrew

After 19+ years of working for the Cottonwood Union School District I am officially retiring my position as SDC aide at the end of the 2018/2019 school year and am accepting the Golden Handshake (2-year early retirement incentive) with the understanding that the District will be following through with the Golden Handshake incentive.

Respectfully,



Shanna Andrew

RECEIVED
5/3/19

ReqPay05a

Payment Register

Scheduled 05/10/2019 - 05/16/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	AMAZON/ SYNCB (000560/2) P.O. BOX 530958 ATLANTA, GA 30353-0958									
2018/19	03/07/19	R4819-00373	BOOKS FOR BLOCK GRANT	774747595868	05/14/19	Audit		3,969.16		3,969.16
	2019	(004723)	01-001-7510-0000-4310-1110-1000-000-	BatchId		Check Date	PO# P4819-00372		Register #	
2018/19	03/10/19	R4819-00373	BOOKS FOR BLOCK GRANT	468345438593	05/14/19	Audit		34.48		34.48
	2019	(004723)	01-001-7510-0000-4310-1110-1000-000-	BatchId		Check Date	PO# P4819-00372		Register #	
2018/19	03/13/19	R4819-00373	BOOKS FOR BLOCK GRANT	435894448867	05/14/19	Audit		8.81		8.81
	2019	(004723)	01-001-7510-0000-4310-1110-1000-000-	BatchId		Check Date	PO# P4819-00372		Register #	
2018/19	03/13/19	R4819-00373	BOOKS FOR BLOCK GRANT	464586783559	05/14/19	Audit		48.85		48.85
	2019	(004723)	01-001-7510-0000-4310-1110-1000-000-	BatchId		Check Date	PO# P4819-00372		Register #	
2018/19	03/14/19	R4819-00373	BOOKS FOR BLOCK GRANT	898556565479	05/14/19	Audit		206.52		206.52
	2019	(004723)	01-001-7510-0000-4310-1110-1000-000-	BatchId		Check Date	PO# P4819-00372		Register #	
F	2018/19	03/15/19	R4819-00373	BOOKS FOR BLOCK GRANT	938958668979	05/14/19	Audit	5.43		5.43
	2019	(004723)	01-001-7510-0000-4310-1110-1000-000-	BatchId		Check Date	PO# P4819-00372		Register #	
2018/19	04/01/19	R4819-00414	ACADEMIC SUPPLIES WEST	436945464564	05/14/19	Audit		164.78		164.78
	2019	(004723)	01-001-7510-0000-4310-1110-1000-000-	BatchId		Check Date	PO# P4819-00413		Register #	
2018/19	04/01/19	R4819-00414	ACADEMIC SUPPLIES WEST	534657877339	05/14/19	Audit		19.98		19.98
	2019	(004723)	01-001-7510-0000-4310-1110-1000-000-	BatchId		Check Date	PO# P4819-00413		Register #	
2018/19	04/01/19	R4819-00414	ACADEMIC SUPPLIES WEST	937963979643	05/14/19	Audit		105.31		105.31
	2019	(004723)	01-001-7510-0000-4310-1110-1000-000-	BatchId		Check Date	PO# P4819-00413		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) = 018192, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 05/10/2019 - 05/16/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor AMAZON/ SYNCB (000560/2) (continued)											
2018/19	04/01/19	R4819-00414	ACADEMIC SUPPLIES WEST	937963979643 (continued)	05/14/19	Audit		(continued)		(continued)	
F	2018/19	04/09/19	R4819-00414	ACADEMIC SUPPLIES WEST	973434968757	05/15/19	Audit	434.07		434.07	
2019 (004723) 01-001-7510-0000-4310-1110-1000-000- BatchId											
F	2018/19	04/09/19	R4819-00428	7 HABITS OF HIGHLY EFFECTIVE PEOPLE	974558337459	05/16/19	Audit	14.55		14.55	
2019 (001247) 01-001-0000-2700-4510-0000-2700-100- BatchId											
F	2018/19	04/17/19	R4819-00431	DRAMA ELECTIVE	469484977488	05/16/19	Audit	150.10		150.10	
2019 (004123) 01-020-0100-2204-4310-1110-1000-LC2- BatchId											
								Total Invoice Amount	5,162.04	Check	

Direct Vendor ANDERSON UNION HIGH SCHOOL DST (000085/1)
1469 FERRY ST
ANDERSON, CA 96007

2018/19	04/24/19		ELECTIVES	INV19-00157	05/15/19	Audit		9,100.22		9,100.22	
2019 (004215) 01-020-0100-2209-5801-1110-1000-LC2-											
2019 (004216) 01-020-0100-2213-5801-1110-1000-LC2-											
2018/19	04/25/19		TECH SERVICES	INV19-00159	05/15/19	Audit		10,696.18		10,696.18	
2019 (004212) 01-020-0000-2420-5801-1110-1000-LC1-											
2019 (004213) 01-050-0000-2420-5801-1110-1000-LC1-											
								Total Invoice Amount	19,796.40	Check	

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

2018/19	05/01/19	R4819-00020	GARBAGE DISPOSAL 18/19	1945490-0531-3	05/13/19	Audit		1,006.73		1,006.73
2019 (002086) 01-001-0000-8240-5510-0000-8200-000- BatchId										
2018/19	05/01/19	R4819-00020	GARBAGE DISPOSAL 18/19	1945738-0531-5	05/13/19	Audit		1,075.47		1,075.47

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) = 018192, Page Break by Check/Advice? = N, Zero? = Y)

Scheduled 05/10/2019 - 05/16/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor			ANDERSON-COTTONWOOD DISP SRVCE (000005/1) (continued)				(continued)				
2018/19	05/01/19	R4819-00020	GARBAGE DISPOSAL 18/19	1945738-0531-5 (continued)	05/13/19	Audit		(continued)			
		2019 (002086)	01-001-0000-8240-5510-0000-8200-000-	BatchId		Check Date		PO# P4819-00020		Register #	
2018/19	05/01/19		DUMPSTERS	1946050-0531-4	05/14/19	Audit		1,895.84		1,895.84	
		2019 (002086)	01-001-0000-8240-5510-0000-8200-000-								
2018/19	05/01/19		DUMPSTERS	1946099-0531-1	05/14/19	Audit		1,840.95		1,840.95	
		2019 (002086)	01-001-0000-8240-5510-0000-8200-000-								
Total Invoice Amount								5,818.99	Check		

AP Vendor			ARBISO'S ASPHALT SERVICES (000402/1) 22439 VENZKE ROAD COTTONWOOD, CA 96022								
F	2018/19	04/19/19	R4819-00384	RESEAL & PAINT PARKING LOT	3584	05/14/19	Audit	9,861.00		9,861.00	
		2019 (003520)	01-020-8150-8110-5630-0000-8110-LC3-	BatchId		Check Date		PO# P4819-00383		Register #	
Total Invoice Amount								9,861.00	Check		

Direct Vendor			AT&T (000043/3) P.O. BOX 9011 CAROL STREAM, IL 60197-5025								
	2018/19	04/19/19		PHONE SERVICE	12919662	05/14/19	Audit	854.39		854.39	
		2019 (001384)	01-001-0000-7200-5910-0000-7200-000-								
Total Invoice Amount								854.39	Check		

AP Vendor			AXNER EXCAVATING (000143/1) 2900 OLD OREGON TRAIL REDDING, CA 96003								
F	2018/19	04/03/19	R4819-00407	GRANITE ROAD BASE & WEED CONTROL	1085865	05/13/19	Audit	375.98		375.98	
		2019 (003223)	01-001-0000-0000-4510-0000-3600-100-	BatchId		Check Date		PO# P4819-00406		Register #	
Total Invoice Amount								375.98	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) = 018192, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 05/10/2019 - 05/16/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor BOUND TO STAY BOUND BOOKS INC (000076/3) P.O. BOX 870950 KANSAS CITY, MO 64187-0950										
2018/19	03/11/19	R4819-00375	LIBRARY BOOKS	109960	05/14/19	Audit		880.28		880.28
		2019 (001140)	01-050-1100-0180-4210-0000-2420-000-	BatchId		Check Date		PO# P4819-00374	Register #	
2018/19	03/29/19	R4819-00375	LIBRARY BOOKS	111820	05/14/19	Audit		163.60		163.60
		2019 (001140)	01-050-1100-0180-4210-0000-2420-000-	BatchId		Check Date		PO# P4819-00374	Register #	
F	2018/19	05/07/19	R4819-00375	LIBRARY BOOKS	115313	05/14/19	Audit	55.17		55.17
		2019 (001140)	01-050-1100-0180-4210-0000-2420-000-	BatchId		Check Date		PO# P4819-00374	Register #	
Total Invoice Amount								1,099.05	Check	

AP Vendor CALIFORNIA SAFETY CO (000021/1) PO BOX 990956 REDDING, CA 96099-0956										
2018/19	05/07/19	R4819-00425	ALARM MAR-JUNE19	417188	05/13/19	Audit		142.50		142.50
		2019 (003205)	01-001-0000-0000-5630-0000-3600-000-			142.50				
		2019 (001335)	01-020-0000-2700-5630-0000-2700-100-							
		2019 (001324)	01-050-0000-2700-5630-0000-2700-100-	BatchId		Check Date		PO# P4819-00424	Register #	
2018/19	05/07/19	R4819-00425	ALARM MAR-JUNE19	418394	05/13/19	Audit		130.00		130.00
		2019 (003205)	01-001-0000-0000-5630-0000-3600-000-			130.00				
		2019 (001335)	01-020-0000-2700-5630-0000-2700-100-							
		2019 (001324)	01-050-0000-2700-5630-0000-2700-100-	BatchId		Check Date		PO# P4819-00424	Register #	
2018/19	05/07/19	R4819-00425	ALARM MAR-JUNE19	418395	05/13/19	Audit		232.50		232.50
		2019 (003205)	01-001-0000-0000-5630-0000-3600-000-			232.50				
		2019 (001335)	01-020-0000-2700-5630-0000-2700-100-							
		2019 (001324)	01-050-0000-2700-5630-0000-2700-100-	BatchId		Check Date		PO# P4819-00424	Register #	
Total Invoice Amount								505.00	Check	

AP Vendor COASTAL BUSINESS SYSTEMS LEASING COMPANY (000270/1) 336 FIRST ST EUREKA, CA 95501										
--	--	--	--	--	--	--	--	--	--	--

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) = 018192, Page Break by Check/Advice? = N, Zero? = Y)

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AP Vendor			COASTAL BUSINESS SYSTEMS LEASING COMPANY (000270/1) (continued)							
F	2018/19 04/18/19	R4819-00014	DOC STAR	856488	05/13/19	Audit		232.73		232.73
		2019 (001311)	01-001-0000-7200-5610-0000-7200-000-	BatchId		Check Date		PO# P4819-00014	Register #	
Total Invoice Amount								232.73	Check	
Direct Vendor			COMER COMMUNICATION SOLUTIONS (000226/1) PO BOX 994171 REDDING, CA 96099-4171							
	2018/19 03/19/19		NORTH SERVER RACK	7532	05/15/19	Audit		665.76		665.76
		2019 (004213)	01-050-0000-2420-5801-1110-1000-LC1-							
	2018/19 03/28/19		LINK PORTABLES	7557	05/14/19	Audit		196.66		196.66
		2019 (004212)	01-020-0000-2420-5801-1110-1000-LC1-							
F	2018/19 04/17/19	R4819-00400	CAFETERIA CAMERA WEST	7587	05/14/19	Audit		2,074.19		2,074.19
		2019 (004734)	01-020-1100-8110-5801-0000-8110-100-	BatchId		Check Date		PO# P4819-00399	Register #	
F	2018/19 04/17/19	R4819-00385	CAMERA NORTH OFFICE	7589	05/15/19	Audit		2,356.15		2,356.15
		2019 (001189)	01-050-1100-2420-4310-1110-1000-100-	BatchId		Check Date		PO# P4819-00384	Register #	
F	2018/19 04/17/19	R4819-00378	CAMERA MONITOR MAIN OFFICE WEST	7590	05/14/19	Audit		2,356.15		2,356.15
		2019 (001159)	01-020-1100-2420-4310-0000-2420-100-	BatchId		Check Date		PO# P4819-00377	Register #	
Total Invoice Amount								7,648.91	Check	
Direct Vendor			COMPLIANCE ASSOCIATES INC (000176/1) 20279 ENGINEERS LANE REDDING, CA 96002							
	2018/19 04/12/19		COMPLIANCE TESTING	206401	05/14/19	Audit		150.00		150.00
		2019 (003204)	01-001-0000-0000-5801-0000-3600-100-							
Total Invoice Amount								150.00	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) = 018192, Page Break by Check/Advice? = N, Zero? = Y)

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AP Vendor			COTTONWOOD WATER DISTRICT (000002/1) PO BOX 2130 COTTONWOOD, CA 96022							
2018/19	04/25/19	R4819-00021	WATER 18-19	15241780	05/13/19	Audit		1,318.09		1,318.09
		2019 (001309)	01-001-0000-8230-5510-0000-8200-000-	Batchld			Check Date	PO# P4819-00021	Register #	
								Total Invoice Amount	1,318.09	Check

Direct Vendor			CRESSWELL PHYSICAL THERAPY (000271/1) PO BOX 492006 REDDING, CA 96049							
2018/19	04/12/19		OT SERVICES	15	05/14/19	Audit		162.50		162.50
		2019 (002527)	01-001-6500-0204-5101-5770-1190-100-							
2018/19	04/12/19		OT SERVICES	79	05/14/19	Audit		2,287.50		2,287.50
		2019 (002527)	01-001-6500-0204-5101-5770-1190-100-							
2018/19	04/26/19		OT SERVICES	80	05/14/19	Audit		1,500.00		1,500.00
		2019 (002527)	01-001-6500-0204-5101-5770-1190-100-							
2018/19	05/03/19		OT SERVICES	16C	05/14/19	Audit		662.50		662.50
		2019 (002527)	01-001-6500-0204-5101-5770-1190-100-							
2018/19	05/03/19		OT SERVICES	81	05/14/19	Audit		3,012.50		3,012.50
		2019 (002527)	01-001-6500-0204-5101-5770-1190-100-							
2018/19	05/09/19		OT SERVICES	82	05/14/19	Audit		2,337.50		2,337.50
		2019 (002527)	01-001-6500-0204-5101-5770-1190-100-							
								Total Invoice Amount	9,962.50	Check

AP Vendor			CROSS PETROLEUM (000083/1) PO BOX 492200 REDDING, CA 96049-2200							
2018/19	04/15/19	R4819-00022	FUEL FOR VEHICLES 18/19	CL80822	05/13/19	Audit		2,386.77		2,386.77
		2019 (003195)	01-001-0000-0000-4601-0000-3600-000-				2,353.46			
		2019 (001250)	01-001-0000-8120-4510-0000-8110-100-				33.31			
		2019 (001889)	13-001-5310-0000-4510-0000-3700-000-	Batchld						
						Check Date	PO# P4819-00022	Register #		
2018/19	04/30/19	R4819-00022	FUEL FOR VEHICLES 18/19	CL80814	05/13/19	Audit		1,704.87		1,704.87
		2019 (003195)	01-001-0000-0000-4601-0000-3600-000-				1,365.83			
		2019 (001250)	01-001-0000-8120-4510-0000-8110-100-				224.51			

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor			CROSS PETROLEUM (000083/1)			(continued)		(continued)			
2018/19	04/30/19	R4819-00022	FUEL FOR VEHICLES 18/19	CL80814 (continued)	05/13/19	Audit		(continued)			
		2019 (001889)	13-001-5310-0000-4510-0000-3700-000-	Batchld		114.53					
						Check Date	PO# P4819-00022		Register #		
						Total Invoice Amount	4,091.64	Check			

Direct Vendor		EVIE LECHLEITER (000748/1) 35725 CORINTHIANS WAY SHINGLETOWN, CA 96088								
2018/19	04/29/19		TRANS OVERSIGHT	0429	05/14/19	Audit		225.00		225.00
		2019 (003204)	01-001-0000-0000-5801-0000-3600-100-							
						Total Invoice Amount	225.00	Check		

Direct Vendor		FRANZ FAMILY BAKERIES (000537/1) P.O. BOX 742654 LOS ANGELES, CA 90074-2654								
2018/19	04/01/19		CAFE - BAKERY	049300509115	05/10/19	Audit		151.15		151.15
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	04/08/19		CAFE - BAKERY	049300509820	05/10/19	Audit		102.10		102.10
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	04/22/19		CAFE - BAKERY	049300511207	05/10/19	Audit		171.40		171.40
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	04/29/19		CAFE - BAKERY	049300511912	05/10/19	Audit		143.35		143.35
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-							
						Total Invoice Amount	568.00	Check		

Direct Vendor		GOLD STAR FOODS, INC. (000630/2) P.O. BOX 4328 ONTARIO, CA 91761								
2018/19	04/08/19		FOOD - CAFE	2726845	05/10/19	Audit		.90		.90
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	04/23/19		FOOD - CAFE	2742811	05/10/19	Audit		26.25		26.25
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	04/29/19		FOOD - CAFE	2747924	05/10/19	Audit		.90		.90
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-							
						Total Invoice Amount	28.05	Check		

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AP Vendor			HARBERT ROOFING, INC. (000691/2) 19799 HIRSCH COURT ANDERSON, CA 96007							
F	2018/19	04/18/19	R4819-00394	REPLACE GUTTERS S215 ROOMS 25, 26, & 27 STORM DAMAGE	2019 (001332) 01-001-0000-8110-5630-0000-8110-100- Batchld	05/14/19	Audit	4,550.00		4,550.00
						Check Date	PO# P4819-00393	Register #		
F	2018/19	04/18/19	R4819-00395	REPAIR ROOF AND S216 REPLACE GUTTERS ROOMS 29-30	2019 (001332) 01-001-0000-8110-5630-0000-8110-100- Batchld	05/14/19	Audit	940.00		940.00
						Check Date	PO# P4819-00394	Register #		
F	2018/19	04/18/19	R4819-00379	NEW GUTTERS FOR S218 BUS YARD	2019 (001332) 01-001-0000-8110-5630-0000-8110-100- Batchld	05/14/19	Audit	3,700.00		3,700.00
						Check Date	PO# P4819-00378	Register #		
Total Invoice Amount								9,190.00	Check	

AP Vendor			K-LOG INC EDUCATIONAL DIVISION (000414/1) PO BOX 5 ZION, IL 60099-0005							
F	2018/19	04/25/19	R4819-00409	STADIUM SEATING 19-293492-1 LIBRARY NORTH QUOTE Q19-184993	2019 (004736) 01-050-1100-0180-4410-0000-2420-000- Batchld	05/14/19	Audit	7,297.36	529.06	7,826.42
						7,826.42	Check Date	PO# P4819-00408	Register #	
Total Invoice Amount								7,297.36	Check	

AP Vendor			LAUNDRY WORLD (000141/1) PO BOX 98 ANDERSON, CA 96007							
	2018/19	01/02/19	R4819-00343	LAUNDRY SERVICE 180506 18-19	2019 (001306) 01-001-0000-8250-5510-0000-8200-000- Batchld	05/13/19	Audit	12.05		12.05
						Check Date	PO# P4819-00343	Register #		
	2018/19	01/02/19	R4819-00343	LAUNDRY SERVICE 180507 18-19		05/13/19	Audit	67.69		67.69

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	LAUNDRY WORLD (000141/1)			(continued)						(continued)
2018/19	01/02/19	R4819-00343	LAUNDRY SERVICE 18-19	180507 (continued)	05/13/19	Audit		(continued)		
	2019	(001306)	01-001-0000-8250-5510-0000-8200-000- Batchld			Check Date		PO# P4819-00343	Register #	
2018/19	01/02/19	R4819-00343	LAUNDRY SERVICE 18-19	180508	05/13/19	Audit		91.37		91.37
	2019	(001306)	01-001-0000-8250-5510-0000-8200-000- Batchld			Check Date		PO# P4819-00343	Register #	
2018/19	04/17/19	R4819-00343	LAUNDRY SERVICE 18-19	186727	05/13/19	Audit		12.05		12.05
	2019	(001306)	01-001-0000-8250-5510-0000-8200-000- Batchld			Check Date		PO# P4819-00343	Register #	
2018/19	04/17/19	R4819-00343	LAUNDRY SERVICE 18-19	186728	05/13/19	Audit		67.69		67.69
	2019	(001306)	01-001-0000-8250-5510-0000-8200-000- Batchld			Check Date		PO# P4819-00343	Register #	
2018/19	04/17/19	R4819-00343	LAUNDRY SERVICE 18-19	186729	05/13/19	Audit		91.37		91.37
	2019	(001306)	01-001-0000-8250-5510-0000-8200-000- Batchld			Check Date		PO# P4819-00343	Register #	
2018/19	04/24/19	R4819-00343	LAUNDRY SERVICE 18-19	187143	05/13/19	Audit		12.05		12.05
	2019	(001306)	01-001-0000-8250-5510-0000-8200-000- Batchld			Check Date		PO# P4819-00343	Register #	
2018/19	04/24/19	R4819-00343	LAUNDRY SERVICE 18-19	187144	05/13/19	Audit		67.69		67.69
	2019	(001306)	01-001-0000-8250-5510-0000-8200-000- Batchld			Check Date		PO# P4819-00343	Register #	
2018/19	04/24/19	R4819-00343	LAUNDRY SERVICE 18-19	187145	05/13/19	Audit		91.37		91.37
	2019	(001306)	01-001-0000-8250-5510-0000-8200-000- Batchld			Check Date		PO# P4819-00343	Register #	
2018/19	05/01/19	R4819-00343	LAUNDRY SERVICE 18-19	187585	05/13/19	Audit		12.05		12.05
	2019	(001306)	01-001-0000-8250-5510-0000-8200-000- Batchld			Check Date		PO# P4819-00343	Register #	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('?'), On Hold? = Y, Approval Batch Id(s) = 018192, Page Break by Check/Advice? = N, Zero? = Y)

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AP Vendor	LAUNDRY WORLD (000141/1)		(continued)						(continued)	
2018/19	05/01/19	R4819-00343	LAUNDRY SERVICE 18-19	187586	05/13/19	Audit		67.69		67.69
	2019	(001306)	01-001-0000-8250-5510-0000-8200-000-	Batchld		Check Date		PO# P4819-00343	Register #	
2018/19	05/01/19	R4819-00343	LAUNDRY SERVICE 18-19	187588	05/13/19	Audit		91.37		91.37
	2019	(001306)	01-001-0000-8250-5510-0000-8200-000-	Batchld		Check Date		PO# P4819-00343	Register #	
2018/19	05/08/19	R4819-00343	LAUNDRY SERVICE 18-19	188005	05/13/19	Audit		12.05		12.05
	2019	(001306)	01-001-0000-8250-5510-0000-8200-000-	Batchld		Check Date		PO# P4819-00343	Register #	
2018/19	05/08/19	R4819-00343	LAUNDRY SERVICE 18-19	188006	05/13/19	Audit		67.69		67.69
	2019	(001306)	01-001-0000-8250-5510-0000-8200-000-	Batchld		Check Date		PO# P4819-00343	Register #	
2018/19	05/08/19	R4819-00343	LAUNDRY SERVICE 18-19	188007	05/13/19	Audit		91.37		91.37
	2019	(001306)	01-001-0000-8250-5510-0000-8200-000-	Batchld		Check Date		PO# P4819-00343	Register #	
Total Invoice Amount								855.55	Check	

AP Vendor MENDES SUPPLY (000656/1)
1030 W DEL NORTE ST
EUREKA, CA 95501

F	2018/19	04/24/19	R4819-00392	FLOOR WAX, FLOOR CLEANER	R034063	05/14/19	Audit	1,435.22		1,435.22
	2019	(001244)	01-020-0000-8200-4510-0000-8200-100-	Batchld		Check Date		PO# P4819-00391	Register #	
Total Invoice Amount								1,435.22	Check	

Direct Vendor MT. SHASTA SPRING WATER (000036/1)
1878 TWIN VIEW BLVD
REDDING, CA 96003-1501

	2018/19	03/29/19		TRANS WATER	185911	05/15/19	Audit	27.75		27.75
	2019	(003223)	01-001-0000-0000-4510-0000-3600-100-							
	2018/19	04/02/19		DO WATER	187782	05/15/19	Audit	9.15		9.15

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Direct Vendor		MT. SHASTA SPRING WATER (000036/1)			(continued)		(continued)			
2018/19	04/02/19		DO WATER	187782 (continued)	05/15/19	Audit		(continued)		
	2019	(001247)	01-001-0000-2700-4510-0000-2700-100-							
2018/19	04/19/19		DO WATER	193667	05/15/19	Audit		45.33		45.33
	2019	(001247)	01-001-0000-2700-4510-0000-2700-100-							
2018/19	05/10/19		DO WATER	199881	05/15/19	Audit		15.35		15.35
	2019	(001247)	01-001-0000-2700-4510-0000-2700-100-							
Total Invoice Amount								97.58	Check	

Direct Vendor		NORTH STATE GROCERY, INC. (000476/1) P.O. BOX 439 COTTONWOOD, CA 96022								
2018/19	04/22/19		COOKING ELECTIVE	7078	05/14/19	Audit		51.49		51.49
	2019	(004125)	01-020-0100-2206-4310-1110-1000-LC2-							
2018/19	05/08/19		COOKING ELECTIVE	46646	05/14/19	Audit		47.57		47.57
	2019	(004125)	01-020-0100-2206-4310-1110-1000-LC2-							
2018/19	05/13/19		COOKING ELECTIVE	46386	05/14/19	Audit		36.41		36.41
	2019	(004125)	01-020-0100-2206-4310-1110-1000-LC2-							
Total Invoice Amount								135.47	Check	

Direct Vendor		NORTH VALLEY SCHOOLS INC (000126/1) ACCOUNTS RECEIVABLE 1360 E LASSEN AVENUE CHICO, CA 95973								
2018/19	04/29/19		NPS SCHOOL	2019-05-06-COTT-2-77	05/14/19	Audit		2,050.00		2,050.00
	2019	(001371)	01-001-6500-0203-5805-5750-1180-100-							
Total Invoice Amount								2,050.00	Check	

AP Vendor		OFFICE DEPOT BUSINESS SERV DIV (000091/2) PO BOX 70025 LOS ANGELES, CA 90074-0025								
2018/19	04/02/19	R4819-00415	BASIC MATH SKILL	296779792001	05/14/19	Audit		13.92		13.92
	2019	(002371)	01-020-6500-0200-4310-5770-1110-100-							
			SET WEST							
				BatchId		Check Date		PO# P4819-00414		Register #
2018/19	04/03/19	R4819-00415	BASIC MATH SKILL	296779109001	05/14/19	Audit		110.54		110.54
	2019	(002371)	01-020-6500-0200-4310-5770-1110-100-							
			SET WEST							

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AP Vendor				OFFICE DEPOT BUSINESS SERV DIV (000091/2)				(continued)			
				BatchId		Check Date		PO# P4819-00414	Register #		
F	2018/19	04/03/19	R4819-00415	BASIC MATH SKILL SET WEST	296779793001	05/14/19	Audit	34.19		34.19	
			2019 (002371)	01-020-6500-0200-4310-5770-1110-100-							
				BatchId		Check Date		PO# P4819-00414	Register #		
	2018/19	04/08/19	R4819-00423	MISCELL OFFICE & SCHOOL SUPPLIES	299145582001	05/14/19	Audit	2,933.71		2,933.71	
			2019 (001242)	01-020-0000-2700-4510-0000-2700-100-			86.60				
			2019 (001245)	01-020-0000-8110-4510-0000-8110-100-			98.85				
			2019 (001162)	01-020-1100-0000-4310-1110-1000-100-			2,513.89				
			2019 (001186)	01-020-1100-0180-4310-0000-2420-100-			194.87				
			2019 (002371)	01-020-6500-0200-4310-5770-1110-100-			39.50				
				BatchId		Check Date		PO# P4819-00422	Register #		
	2018/19	04/08/19	R4819-00423	MISCELL OFFICE & SCHOOL SUPPLIES	299192700001	05/14/19	Audit	3.83		3.83	
			2019 (001242)	01-020-0000-2700-4510-0000-2700-100-			.11				
			2019 (001245)	01-020-0000-8110-4510-0000-8110-100-			.13				
			2019 (001162)	01-020-1100-0000-4310-1110-1000-100-			3.29				
			2019 (001186)	01-020-1100-0180-4310-0000-2420-100-			.25				
			2019 (002371)	01-020-6500-0200-4310-5770-1110-100-			.05				
				BatchId		Check Date		PO# P4819-00422	Register #		
F	2018/19	04/09/19	R4819-00423	MISCELL OFFICE & SCHOOL SUPPLIES	299192703001	05/14/19	Audit	12.86		12.86	
			2019 (001242)	01-020-0000-2700-4510-0000-2700-100-							
			2019 (001245)	01-020-0000-8110-4510-0000-8110-100-							
			2019 (001162)	01-020-1100-0000-4310-1110-1000-100-							
			2019 (001186)	01-020-1100-0180-4310-0000-2420-100-							
			2019 (002371)	01-020-6500-0200-4310-5770-1110-100-			12.86				
				BatchId		Check Date		PO# P4819-00422	Register #		
F	2018/19	04/23/19	R4819-00420	OFFICE SUPPLIES NORTH	305913510001	05/14/19	Audit	95.63		95.63	
			2019 (001257)	01-050-0000-2700-4510-0000-2700-100-			22.88				
			2019 (001204)	01-050-1100-0180-4310-0000-2420-100-			72.75				
				BatchId		Check Date		PO# P4819-00419	Register #		
F	2018/19	04/26/19	R4819-00434	PAPER/ OFFICE SUPPLIES	307678108001	05/14/19	Audit	210.78		210.78	
			2019 (001247)	01-001-0000-2700-4510-0000-2700-100-							

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018192, Page Break by Check/Advice? = N, Zero? = Y)

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor				OFFICE DEPOT BUSINESS SERV DIV (000091/2)				(continued)			
						BatchId	Check Date	PO# P4819-00433	Register #		
F	2018/19	05/08/19	R4819-00437	CALCULATOR	312201568001	05/14/19	Audit	171.80		171.80	
2019 (001247) 01-001-0000-2700-4510-0000-2700-100-						BatchId	Check Date	PO# P4819-00436	Register #		
	2018/19	05/10/19	R4819-00423	MISCELL OFFICE & SCHOOL SUPPLIES	299192702001	05/14/19	Audit	79.74		79.74	
2019 (001242) 01-020-0000-2700-4510-0000-2700-100-							2.36				
2019 (001245) 01-020-0000-8110-4510-0000-8110-100-							2.68				
2019 (001162) 01-020-1100-0000-4310-1110-1000-100-							68.32				
2019 (001186) 01-020-1100-0180-4310-0000-2420-100-							5.30				
2019 (002371) 01-020-6500-0200-4310-5770-1110-100-						BatchId	Check Date	PO# P4819-00422	Register #		
Total Invoice Amount								3,667.00	Check		

AP Vendor ORIENTAL TRADING CO (000603/1)
 P.O. BOX 2308
 OMAHA, NE 68103-2308

F	2018/19	04/03/19	R4819-00410	PBIS PRIZES NORTH	695596562-01	05/14/19	Audit	94.72	6.87	101.59
2019 (001203) 01-050-0000-1110-4310-1110-1000-LC2-						BatchId	101.59			
						Check Date	PO# P4819-00409	Register #		
Total Invoice Amount								94.72	Check	

Direct Vendor OROVILLE POWER EQUIPMENT (000587/1)
 3163 OLIVE HIGHWAY
 OROVILLE, CA 95966-6223

	2018/19	03/04/19		MOWER PARTS	0132861	05/14/19	Audit	167.87		167.87
2019 (001245) 01-020-0000-8110-4510-0000-8110-100-										
Total Invoice Amount								167.87	Check	

Direct Vendor PACE ENGINEERING, INC. (000821/1)
 1730 SOUTH ST
 REDDING, CA 96001

	2018/19	04/11/19		NORTH MINI CAMPUS ARCHITECT	35087	05/14/19	Audit	2,862.00		2,862.00
2019 (004694) 01-050-0000-0000-6211-0000-8500-000-										

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 018192, Page Break by Check/Advice? = N, Zero? = Y)

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor	PACE ENGINEERING, INC. (000821/1)		(continued)						(continued)	
2018/19	05/09/19		NORTH MINI CAMPUS ARCHITECT	35317	05/14/19	Audit		19,278.99		19,278.99
		2019 (004694)	01-050-0000-0000-6211-0000-8500-000-							
Total Invoice Amount								22,140.99	Check	

AP Vendor	PACIFIC GAS AND ELECTRIC CO (000007/1)									
	BOX 997300									
	SACRAMENTO, CA 95899-7300									
2018/19	05/09/19	R4819-00080	ELECTRIC/PROPANE 18-19	050919	05/13/19	Audit		2,321.77		2,321.77
		2019 (001307)	01-001-0000-8260-5510-0000-8200-000-							
				BatchId	Check Date	PO# P4819-00080	Register #			
Total Invoice Amount								2,321.77	Check	

Direct Vendor	PRESENCE LEARNING, INC (000669/3)									
	P.O, BOX 743532									
	LOS ANGELES, CA 90074-3532									
2018/19	05/06/19		SPEECH SERVICES	INV27904	05/14/19	Audit		12,166.72		12,166.72
		2019 (002527)	01-001-6500-0204-5101-5770-1190-100-							
2018/19	05/08/19		SPEECH SERVICES	INV28235	05/14/19	Audit		165.80		165.80
		2019 (002527)	01-001-6500-0204-5101-5770-1190-100-							
Total Invoice Amount								12,332.52	Check	

Direct Vendor	PRODUCERS DAIRY (000203/1)									
	PO BOX 1231									
	FRESNO, CA 93715-1231									
2018/19	04/06/19		DAIRY - CAFE	21173935	05/10/19	Audit		547.87		547.87
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	04/06/19		DAIRY - CAFE	21173936	05/10/19	Audit		448.60		448.60
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	04/13/19		DAIRY - CAFE	21176617	05/10/19	Audit		465.80		465.80
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	04/13/19		DAIRY - CAFE	21176618	05/10/19	Audit		230.65		230.65
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2018/19	04/27/19		DAIRY - CAFE	21181982	05/10/19	Audit		627.86		627.86
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-							

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('?'), On Hold? = Y, Approval Batch Id(s) = 018192, Page Break by Check/Advice? = N, Zero? = Y)

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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	
Direct Vendor			PRODUCERS DAIRY (000203/1) (continued)				(continued)				
2018/19	04/27/19		DAIRY - CAFE	21181983	05/10/19	Audit		722.93		722.93	
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-								
Total Invoice Amount								3,043.71	Check		
Direct Vendor			PROFESSIONAL EXTERMINATORS (000403/1) PO BOX 991507 REDDING, CA 96099								
2018/19	04/17/19		PEST CONTROL	0109310	05/14/19	Audit		45.00		45.00	
		2019 (004214)	01-020-0000-8110-5801-0000-8110-100-								
Total Invoice Amount								45.00	Check		
Direct Vendor			PROPACIFIC FRESH (000491/1) P.O. BOX 1069 DURHAM, CA 95938								
2018/19	03/29/19		FOOD - CAFE	6677912	05/10/19	Audit		557.28		557.28	
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-								
2018/19	04/05/19		FOOD - CAFE	6679951	05/10/19	Audit		632.71		632.71	
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-								
2018/19	04/22/19		FOOD - CAFE	6684852	05/10/19	Audit		742.74		742.74	
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-								
2018/19	04/26/19		FOOD - CAFE	6686478	05/10/19	Audit		844.14		844.14	
		2019 (001890)	13-001-5310-0000-4710-0000-3700-000-								
Total Invoice Amount								2,776.87	Check		
Direct Vendor			REDDING - RECORD SEARCHLIGHT (000003/3) P.O. BOX 52172 PHOENIX, AZ 85072-2172								
2018/19	04/30/19		BID ADVERTISING	2441384	05/15/19	Audit		60.00		60.00	
		2019 (001382)	01-001-0000-7200-5814-0000-7200-000-								
Total Invoice Amount								60.00	Check		
AP Vendor			RYAN'S LAWN CARE (000526/4) 745 STATE ST REDDING, CA 96001								
2018/19	04/12/19	R4819-00426	LAWN MAINT	1506	05/13/19	Audit		375.00		375.00	
		2019 (004214)	01-020-0000-8110-5801-0000-8110-100-								
		2019 (004217)	01-050-0000-8110-5801-0000-8110-100-					375.00			

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) = 018192, Page Break by Check/Advice? = N, Zero? = Y)

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor RYAN'S LAWN CARE (000526/4) (continued)										
				BatchId		Check Date		PO# P4819-00425	Register #	
2018/19	04/20/19	R4819-00426	LAWN MAINT	1513	05/13/19	Audit		750.00		750.00
	2019	(004214)	01-020-0000-8110-5801-0000-8110-100-			375.00				
	2019	(004217)	01-050-0000-8110-5801-0000-8110-100-			375.00				
				BatchId		Check Date		PO# P4819-00425	Register #	
2018/19	04/27/19	R4819-00426	LAWN MAINT	1515	05/13/19	Audit		750.00		750.00
	2019	(004214)	01-020-0000-8110-5801-0000-8110-100-			375.00				
	2019	(004217)	01-050-0000-8110-5801-0000-8110-100-			375.00				
				BatchId		Check Date		PO# P4819-00425	Register #	
2018/19	05/04/19	R4819-00426	LAWN MAINT	0504	05/13/19	Audit		750.00		750.00
	2019	(004214)	01-020-0000-8110-5801-0000-8110-100-			375.00				
	2019	(004217)	01-050-0000-8110-5801-0000-8110-100-			375.00				
				BatchId		Check Date		PO# P4819-00425	Register #	
& Employee Also								Total Invoice Amount	2,625.00	Check

AP Vendor SCHOOL SERVICES OF CALIFORNIA (000103/3)
 P.O. Box 15546
 SACRAMENTO, CA 95852-1546

F	2018/19	04/26/19	R4819-00359	CHARTER SCHOOL WEBINARS - SERIES OF (3)	W103685-IN	05/14/19	Audit	295.00		295.00
				2019 (001275)	01-001-0000-7200-5210-0000-7200-000-					
				BatchId		Check Date		PO# P4819-00359	Register #	
Total Invoice Amount								295.00	Check	

AP Vendor SCP DISTRIBUTORS LLC (000812/1)
 PO BOX 80248
 CITY OF INDUSTRY, CA 91716

	2018/19	03/15/19	R4819-00132	POOL CHEMICALS	SNO18754	05/13/19	Audit	60.00-		60.00-
				2019 (001254)	01-001-0000-8210-4510-0000-8200-100-					
				BatchId		Check Date		PO# P4819-00132	Register #	
	2018/19	04/05/19	R4819-00132	POOL CHEMICALS	SNO19573	05/13/19	Audit	60.00-		60.00-
				2019 (001254)	01-001-0000-8210-4510-0000-8200-100-					
				BatchId		Check Date		PO# P4819-00132	Register #	
	2018/19	04/23/19	R4819-00132	POOL CHEMICALS	SNO20387	05/13/19	Audit	338.80		338.80
				2019 (001254)	01-001-0000-8210-4510-0000-8200-100-					
				BatchId		Check Date		PO# P4819-00132	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) = 018192, Page Break by Check/Advice? = N, Zero? = Y)

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			SCP DISTRIBUTORS LLC (000812/1)		(continued)		(continued)			
2018/19	04/23/19	R4819-00132	POOL CHEMICALS	SNO20426	05/13/19	Audit		385.07		385.07
		2019 (001254)	01-001-0000-8210-4510-0000-8200-100-							
				BatchId		Check Date		PO# P4819-00132	Register #	
2018/19	04/23/19	R4819-00132	POOL CHEMICALS	SNO20500	05/13/19	Audit		64.00		64.00
		2019 (001254)	01-001-0000-8210-4510-0000-8200-100-							
				BatchId		Check Date		PO# P4819-00132	Register #	
2018/19	04/24/19	R4819-00132	POOL CHEMICALS	SNO20604	05/13/19	Audit		60.00-		60.00-
		2019 (001254)	01-001-0000-8210-4510-0000-8200-100-							
				BatchId		Check Date		PO# P4819-00132	Register #	
F	2018/19	04/30/19	R4819-00433	POOL VACUUM AND PUMP	SNO20767	05/14/19	Audit	2,487.57		2,487.57
			2019 (004055)	01-001-0000-8210-4410-0000-8200-100-			2,088.16			
			2019 (001254)	01-001-0000-8210-4510-0000-8200-100-			399.41			
				BatchId		Check Date		PO# P4819-00432	Register #	
Total Invoice Amount								3,095.44	Check	

AP Vendor SHASTA CO OFFICE OF EDUCATION (000055/1)
 1644 MAGNOLIA AVE
 REDDING, CA 96001

F	2018/19	04/16/19	R4819-00321	BEHAVIOR DATA COLLECTION TRAINING	INV19-00809	05/15/19	Audit	350.00		350.00
			2019 (001273)	01-001-6500-0204-5210-5770-1190-100-						
				BatchId		Check Date		PO# P4819-00321	Register #	
2018/19	04/17/19			PROJECT SHARE	INV19-00812	05/15/19	Audit	18,835.26		18,835.26
			2019 (002056)	01-020-6010-0000-5101-1110-4100-100-						
2018/19	04/29/19			PSYCH SERVICES	INV19-00830	05/15/19	Audit	19,811.46		19,811.46
			2019 (004187)	01-001-6500-0000-5805-5770-3120-100-						
2018/19	05/08/19			VEH MAINT	000055	05/15/19	Audit	9,662.39		9,662.39
			2019 (003205)	01-001-0000-0000-5630-0000-3600-000-						
Total Invoice Amount								48,659.11	Check	

Direct Vendor SHASTA FAMILY YMCA (000333/1)
 1155 NORTH COURT ST
 REDDING, CA 96001

2018/19	04/09/19			PURCHASE SHEDS	4919	05/15/19	Audit	2,404.00		2,404.00
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Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('?'), On Hold? = Y, Approval Batch Id(s) = 018192, Page Break by Check/Advice? = N, Zero? = Y)

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
Direct Vendor SHASTA FAMILY YMCA (000333/1) (continued)											
2018/19	04/09/19		PURCHASE SHEDS	4919 (continued)	05/15/19	Audit		(continued)			
		2019 (004773)	01-001-0000-0000-4410-1110-1000-100-								
2018/19	05/01/19		AFTERSCHOOL APRIL	116918	05/15/19	Audit		10,710.00		10,710.00	
		2019 (002059)	01-050-6010-0000-5101-1110-4100-100-								
Total Invoice Amount								13,114.00	Check		
Direct Vendor SHELBY'S PLUMBING (000225/1) 20175 GAS POINT RD COTTONWOOD, CA 96022											
2018/19	04/22/19		BOYS RR CLEAR STOPPAGE	0422	05/15/19	Audit		150.00		150.00	
		2019 (001322)	01-050-0000-8200-5630-0000-8200-100-								
2018/19	05/13/19		BOYS RR CLEAR STOPPAGE	0512	05/15/19	Audit		245.73		245.73	
		2019 (001337)	01-020-0000-8200-5630-0000-8200-100-								
Total Invoice Amount								395.73	Check		
AP Vendor SIERRA PRINTING (000058/1) PO BOX 619 COTTONWOOD, CA 96022-0619											
F	2018/19	05/01/19	R4819-00432	CERTIFICATED ABSENCE REQUEST	15609	05/14/19	Audit	145.86		145.86	
			2019 (001247)	01-001-0000-2700-4510-0000-2700-100-							
					BatchId	Check Date	PO# P4819-00431	Register #			
Total Invoice Amount								145.86	Check		
AP Vendor STEPHENS ELECTRICAL INC (000370/1) 2452 AIRSTRIP RD STE A REDDING, CA 96003											
F	2018/19	04/23/19	R4819-00401	ELECTRICAL UPDATE FOR RM 23 WEST	S02926	05/14/19	Audit	2,808.00		2,808.00	
			2019 (004734)	01-020-1100-8110-5801-0000-8110-100-							
					BatchId	Check Date	PO# P4819-00400	Register #			
Total Invoice Amount								2,808.00	Check		

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) = 018192, Page Break by Check/Advice? = N, Zero? = Y)

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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
Direct Vendor SYSCO FOOD SVCS OF SACRAMENTO (000169/1) PO BOX 138007 SACRAMENTO, CA 95813-8007										
2018/19	04/04/19		FOOD - CAFE	231224147	05/10/19	Audit		1,658.53		1,658.53
	2019 (001889)	13-001-5310-0000-4510-0000-3700-000-				109.02				
	2019 (001890)	13-001-5310-0000-4710-0000-3700-000-				1,506.09				
	2019 (001891)	13-001-5310-0000-4790-0000-3700-000-				43.42				
2018/19	04/11/19		FOOD - CAFE	231233640	05/10/19	Audit		1,404.24		1,404.24
	2019 (001890)	13-001-5310-0000-4710-0000-3700-000-								
F	2018/19	04/25/19	R4819-00411	SNACKS FOR STATE TESTING WEST	231252185	05/10/19	Audit	655.74		655.74
	2019 (001157)	01-001-0000-3160-4310-1110-3160-100-								
				BatchId		Check Date		PO# P4819-00410		Register #
2018/19	04/25/19		FOOD - CAFE	231252186	05/10/19	Audit		1,677.01		1,677.01
	2019 (001889)	13-001-5310-0000-4510-0000-3700-000-				123.11				
	2019 (001890)	13-001-5310-0000-4710-0000-3700-000-				1,470.78				
	2019 (001891)	13-001-5310-0000-4790-0000-3700-000-				83.12				
2018/19	04/25/19		FOOD - CAFE	231252187	05/10/19	Audit		22.73		22.73
	2019 (001890)	13-001-5310-0000-4710-0000-3700-000-								
Total Invoice Amount								5,418.25	Check	

AP Vendor TAYLOR AUTO PARTS #2 (000004/1) 2500 BALLS FERRY RD ANDERSON, CA 96022										
2018/19	04/10/19	R4819-00427	BUS	978271	05/15/19	Audit		47.92		47.92
			PARTS/SUPPLIES							
	2019 (003198)	01-001-0000-0000-4605-0000-3600-000-								
	2019 (003199)	01-001-0000-0000-4606-0000-3600-000-								
	2019 (001245)	01-020-0000-8110-4510-0000-8110-100-				47.92				
	2019 (001889)	13-001-5310-0000-4510-0000-3700-000-								
				BatchId		Check Date		PO# P4819-00426		Register #
2018/19	04/29/19	R4819-00427	BUS	979510	05/13/19	Audit		19.66-		19.66-
			PARTS/SUPPLIES							
	2019 (003198)	01-001-0000-0000-4605-0000-3600-000-				13.98				
	2019 (003199)	01-001-0000-0000-4606-0000-3600-000-				33.64-				
	2019 (001245)	01-020-0000-8110-4510-0000-8110-100-								
	2019 (001889)	13-001-5310-0000-4510-0000-3700-000-								
				BatchId		Check Date		PO# P4819-00426		Register #

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) = 018192, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

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ReqPay05a

Payment Register

Scheduled 05/10/2019 - 05/16/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		THE DANIELSON COMPANY (000495/1)			(continued)					
2018/19	04/01/19		FOOD - CAFE	193564 (continued)	05/10/19	Audit		(continued)		
	2019	(001891)	13-001-5310-0000-4790-0000-3700-000-			58.62				
2018/19	04/08/19		FOOD - CAFE	194152	05/10/19	Audit		582.21		582.21
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-			565.64				
	2019	(001891)	13-001-5310-0000-4790-0000-3700-000-			16.57				
2018/19	04/22/19		FOOD - CAFE	195405	05/10/19	Audit		991.47		991.47
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-			871.07				
	2019	(001891)	13-001-5310-0000-4790-0000-3700-000-			120.40				
2018/19	04/29/19		FOOD - CAFE	195978	05/10/19	Audit		1,205.22		1,205.22
	2019	(001890)	13-001-5310-0000-4710-0000-3700-000-			1,158.64				
	2019	(001891)	13-001-5310-0000-4790-0000-3700-000-			46.58				
Total Invoice Amount								3,598.86	Check	

Direct Vendor		US BANK EQUIPMENT FINANCE (000558/1)								
		P.O. BOX 790448								
		ST LOUIS, MO 63179-0448								
2018/19	05/31/19		COPIERS	384483715	05/15/19	Audit		4,153.54		4,153.54
	2019	(001312)	01-020-1100-1120-5610-1110-1000-100-			2,076.77				
	2019	(001321)	01-050-1100-1120-5610-1110-1000-100-			2,076.77				
Total Invoice Amount								4,153.54	Check	

AP Vendor		VALLEY WEST ACE HARDWARE (000241/1)								
		20639 GAS POINT RD								
		COTTONWOOD, CA 96022								
2018/19	04/02/19	R4819-00077	MAINTENANCE	062940	05/13/19	Audit		19.87		19.87
			SUPPLIES BLANKET							
			PO FOR 2018/19							
	2019	(001245)	01-020-0000-8110-4510-0000-8110-100-							
							Check Date	PO# P4819-00077	Register #	
2018/19	04/03/19	R4819-00077	MAINTENANCE	062955	05/13/19	Audit		19.18		19.18
			SUPPLIES BLANKET							
			PO FOR 2018/19							
	2019	(001245)	01-020-0000-8110-4510-0000-8110-100-							
							Check Date	PO# P4819-00077	Register #	
2018/19	04/12/19	R4819-00077	MAINTENANCE	063034	05/13/19	Audit		12.90		12.90
			SUPPLIES BLANKET							
			PO FOR 2018/19							

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) = 018192, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

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ReqPay05a

Payment Register

Scheduled 05/10/2019 - 05/16/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	VALLEY WEST ACE HARDWARE (000241/1)			(continued)						(continued)
2018/19	04/12/19	R4819-00077	MAINTENANCE SUPPLIES BLANKET PO FOR 2018/19	063034 (continued)	05/13/19	Audit		(continued)		
		2019 (001245)	01-020-0000-8110-4510-0000-8110-100- BatchId			Check Date		PO# P4819-00077		Register #
2018/19	04/12/19	R4819-00077	MAINTENANCE SUPPLIES BLANKET PO FOR 2018/19	063043	05/13/19	Audit		34.93		34.93
		2019 (001245)	01-020-0000-8110-4510-0000-8110-100- BatchId			Check Date		PO# P4819-00077		Register #
2018/19	04/16/19	R4819-00077	MAINTENANCE SUPPLIES BLANKET PO FOR 2018/19	063083	05/13/19	Audit		4.28		4.28
		2019 (001245)	01-020-0000-8110-4510-0000-8110-100- BatchId			Check Date		PO# P4819-00077		Register #
2018/19	04/17/19	R4819-00077	MAINTENANCE SUPPLIES BLANKET PO FOR 2018/19	063099	05/13/19	Audit		45.47		45.47
		2019 (001245)	01-020-0000-8110-4510-0000-8110-100- BatchId			Check Date		PO# P4819-00077		Register #
2018/19	04/18/19	R4819-00077	MAINTENANCE SUPPLIES BLANKET PO FOR 2018/19	063120	05/13/19	Audit		50.01		50.01
		2019 (001245)	01-020-0000-8110-4510-0000-8110-100- BatchId			Check Date		PO# P4819-00077		Register #
2018/19	04/22/19	R4819-00078	MAINTENANCE SUPPLIES BLANKET PO 2018/19	063153	05/13/19	Audit		23.13		23.13
		2019 (001255)	01-050-0000-8110-4510-0000-8110-100- BatchId			Check Date		PO# P4819-00078		Register #
Total Invoice Amount								209.77	Check	

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
01	206,287.11	3,441,384.97	3,235,097.86
13	14,892.53	31,863.27	16,970.74

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) = 018192, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Total 221,179.64

Number of Payments	154
Number of Checks	48
Number of ACH Advice	0
Number of vCard Advice	0
Total Check/Advice Amount	\$220,643.71
Total Unpaid Sales Tax	\$535.93
Total Expense Amount	\$221,179.64
CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS	
\$0 - \$99	5
\$100 - \$499	11
\$500 - \$999	5
\$1,000 - \$4,999	14
\$5,000 - \$9,999	8
\$10,000 - \$14,999	2
\$15,000 - \$99,999	3
\$100,000 - \$199,999	
\$200,000 - \$499,999	
\$500,000 - \$999,999	
\$1,000,000 -	
***** ITEMS OF INTEREST *****	
* Number of payments to a different vendor	
! Number of Prepaid payments	
@ Number of Liability payments	
& Number of Employee Also Vendors	1
? denotes check name different than payment name	
F denotes Final Payment	

APPROVAL DATE _____

LICENSE AGREEMENT

THIS LICENSE AGREEMENT (“Agreement”) is made and entered into as of _____, 2019 by and between the COTTONWOOD UNION SCHOOL DISTRICT, a political subdivision of the State of California (“Licensor”), and Cottonwood Little League, a California nonprofit corporation (“Licensee”).

RECITALS

WHEREAS, pursuant to Education Code section 38131, Licensor, upon the terms and conditions it deems proper, may grant the use of school facilities or grounds for, among other things, supervised sports league activities for youth; and

WHEREAS, Licensor is the owner of West Cottonwood School (“School Site”), having an address of 20512 West First Street, in the City of Cottonwood, County of Shasta, State of California;

WHEREAS, Licensor is the owner of athletic fields (“Athletic Fields”) located on the School Site;

WHEREAS, Licensee provides youth league activities (“Services”) to Licensor’s students and other youth in Licensor’s community;

WHEREAS, Licensee desires use of the Athletic Fields to provide Services to the community;

WHEREAS, Licensee will need a right of entry onto the School Site to access the Athletic Fields and carry out the Services; and

WHEREAS, Licensee, and the youth who participate in Licensee’s programs, will benefit from gaining access to Licensor’s Athletic Fields; and

WHEREAS, Licensor’s students who participate in youth league activities, and the community that Licensor serves, will also benefit from having access to Licensee’s Services and the use of Licensor’s Athletic Fields; and

WHEREAS, the terms of this Agreement will help ensure that the Licensor is able to protect its school grounds while complying with the mandates of the Civic Center Act.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL BENEFITS SET FORTH ABOVE AND THE PROMISES SET FORTH BELOW, LICENSOR AND LICENSEE HEREBY MUTUALLY AGREE AS FOLLOWS:

ARTICLE I

License

1.1 Grant of License. Licensor agrees to grant Licensee a revocable license (“License”) to enter the School Site for the sole purpose of accessing the Athletic Fields and carrying out the Licensee’s Services. The rights granted to, and the obligations imposed on, Licensee herein shall extend to Licensee’s officers, agents, employees, volunteers, and independent contractors. The License shall automatically terminate and be of no further force and effect upon the expiration or earlier termination of this Agreement.

1.2 Physical Extent of Right to Enter. Subject at all times to the terms of this Agreement, Licensee shall have access to the Athletic Fields at the School Site for carrying out its Services during “Non-School Hours” only. For the purposes hereof, “Non-School Hours” are defined as the hours between 3:00 p.m. and 10:00 p.m. on weekdays, occurring during Licensor’s school year, excluding school holidays, and from 8:00 a.m. to 10:00 p.m. on weekends, school holidays, and on weekdays occurring during Licensor’s summer recess. All hours outside of “Non-School Hours” are deemed school hours. Licensee shall not have the right to enter or use the Athletic Fields during school hours. Licensor reserves the right to change the Non-School Hours to correspond with any changes in school hours or in the school year implemented by Licensor, or to address any legitimate concerns or issues regarding such hours of entry which are identified by Licensor or brought to Licensor’s attention. Prior to renewal of the License pursuant to Section 1.6(a) of this Agreement, Licensor and Licensee shall meet to review the hours of entry under the License during the prior License period. Following such a meeting (or if Licensee fails to meet with Licensor), Licensor reserves the right to alter the hours of entry under this Section 1.2 to address any issues regarding hours of entry during the prior License period that are identified by Licensor.

1.3 Permitted Use; Licensee’s Responsibilities. Licensee shall use the School Site and Athletic Field solely for the purpose of providing Licensee’s Services and shall be solely responsible for all costs relating to said Services. Licensee shall also be responsible for providing all equipment and furnishings for Licensee’s Services at its sole cost.

1.4 Ownership. Nothing in this License shall be construed to transfer legal ownership of any part of the School Site, including the Athletic Fields, to the Licensee and Licensee shall have no possessory interest in the School Site.

1.5 License Fee. Licensee shall irrevocably set aside a license fee (“Fee”) on an annual basis in the amount of one thousand two hundred dollars (\$1200.00), for each calendar year this Agreement is in effect, in exchange for use of the Athletic Fields. The Fee shall be used, in the sole discretion of the District, for the purpose of maintaining the parking lot for the Athletic Fields, as required by the District pursuant to the terms herein. Licensee shall, at the direction of the District, expend such Fee for maintenance from time to time as may be necessary and as directed by the District, and commence any work related to such maintenance within thirty (30) days of District’s request for such work. Notwithstanding the foregoing, upon written approval of the District, Licensee may expend any excess amounts set aside as the Fee for any

other purpose.

1.6 Terms, Termination and Revocation of the License.

(a) The License shall commence on the date of this Agreement above, and continue in effect until December 31, 2024 (“Term”), subject to its earlier termination as provided herein. The Term of the License shall automatically renew upon the expiration of the Term and each year thereafter for a one year period to the ensuing December 31 (“Renewal Date”), unless Licensor or Licensee provides written notice to the other party at least thirty (30) days prior to the Renewal Date of its intent not to renew the License (“Non-Renewal Notice”). In the event that either party timely provides the Non-Renewal Notice, this License shall terminate on the ensuing Renewal Date.

(b) This Agreement may be terminated by Licensee at any time for convenience. Any such termination shall become effective on the ninetieth (90th) calendar day following the date Licensee gives written notice to Licensor of the termination.

(c) This Agreement may be terminated by either party at any time for cause. “Cause” shall consist of a material breach of any provision of this Agreement and the failure of the breaching party to cure the breach within twenty (20) days of being notified in writing of the breach (unless a different cure period is specifically required by the terms of this Agreement). Such a termination shall become effective immediately upon the giving of written notice of the termination.

(d) Should Licensor in its sole discretion determine that the Athletic Fields are needed by Licensor for any type of expansion, modification or improvement of the Licensor’s facilities located at the School Site, Licensor shall provide Licensee with ninety (90) days advance written notice of its intent to cancel or terminate this Agreement for this purpose.

(e) Upon the expiration or earlier termination of this Agreement under any provision of this Agreement, Licensee and Licensee’s agents, officers, employees, volunteers and independent contractors shall immediately vacate the Property. Upon termination, Licensee shall be responsible for the cost to Licensor for repairs to the School Site caused by Licensee or by any other cause not the fault of Licensor, but Licensor shall direct and make all repairs at its sole discretion. Licensee shall make payment to Licensor within thirty (30) days of receipt of an invoice for the costs Licensor incurred.

(f) The remedies given to Licensor in this Article shall not be exclusive, but shall be cumulative and in addition to all remedies now or hereafter available at law or in equity and elsewhere provided in this Agreement.

ARTICLE II

Restrictions and Conditions

2.1 Athletic Fields.

(a) Licensor makes no representations of any kind as to the conditions of, on or under the Athletic Fields or School Site. Licensee has inspected the Athletic Fields and the School Site and accepts the license for the Athletic Fields in its "as is" condition. Licensor has no responsibility to make any modifications to the Athletic Fields or School Site that may be required to prepare the Athletic Fields or School Site for Licensee to carry out the Licensee's Services. Furthermore, Licensor makes no representations or warranties regarding the fitness or suitability of the Athletic Fields for Licensee's intended use.

(b) Licensee shall act in a professional manner while using the Athletic Fields, and shall not do or permit anything to be done on the School Site which would obstruct, injure, annoy, or interfere with the rights of anyone lawfully on the School Site. Licensor shall not permit any nuisance or waste on the School Site. Within twenty (20) days after notice of any nuisance or waste on the School Site caused by Licensee's use of the Athletic Fields, Licensee shall remove such nuisance or waste at its sole expense.

(c) Licensee shall not obstruct anyone's access to, or passage across, the School Site.

(d) Subject to compliance with applicable law (including obtaining any required individual consents), Licensee shall, at its own expense require its officers, employees, agents, volunteers, and independent contractors who are involved in providing Licensee's Services or any other matter contemplated by this Agreement, and who will come in more than incidental contact with Licensor's students, to comply with the fingerprinting requirements of California Education Code section 45125.1 before each enters the School Site under this Agreement. No officer, employee, agent, volunteer or independent contractor of Licensee with a record of conviction for a serious or violent felony, as defined in Education Code section 45122.1, may be assigned to perform services which will place them in contact with Licensor's students.

(e) Licensee, its agents, employees, invitees, volunteers and independent contractors shall observe and comply fully and faithfully with all reasonable and nondiscriminatory rules and regulations (including all policies of the Licensor's Board) adopted by Licensor (the "Rules") for the care, protection, cleanliness and operation and use of the Athletic Fields and/or School Site, including any modification or addition to such Rules adopted by Licensor, provided Licensor shall give written notice thereof to Licensee.

2.2 Improvements. Any improvements by Licensee to the Athletic Fields or any part of the School Site shall be done with Licensor's prior written approval at Licensee's sole expense. Licensor shall have no obligation to purchase or provide any improvements to the Athletic Fields or School Site. Licensee may not, without Licensor's prior written approval, demolish, remove, replace, alter, relocate, reconstruct, or add to any existing improvements in

whole or in part, or modify or change the contour or grade of the School Site or the Athletic Fields.

2.3 Permits, Licenses and Compliance With Laws. Licensee shall, at Licensee's sole cost and expense, comply with all applicable statutes, ordinances, regulations and requirements of all governmental entities, including federal, state, county and municipal agencies, whether those statutes, ordinances, regulations, and requirements are now in force or are subsequently enacted. If any license, permit, or other governmental authorization is required for the lawful use or occupancy of the Athletic Fields, or any portion of the School Site, the Licensee shall procure and maintain the authorization throughout the term of this Agreement. Licensee shall provide Licensor with copies of all approvals and permits upon request. Without limiting Licensee's other indemnification obligations herein, Licensee shall defend, indemnify, and hold Licensor and the School Site, Licensor's board members, officers, employee's, agents and volunteers free and harmless from any and all liability, loss, damages, fines, penalties, claims, and actions resulting from Licensee's failure to comply with and perform the requirements of this Section. The foregoing indemnification obligation shall survive the expiration or earlier termination of this Agreement.

2.4 Prohibited Uses. Licensee shall not use or permit the Athletic Fields, or any portion of the School Site, to be improved, used or occupied under this Agreement in any manner or for any purpose that is in any way in violation of any applicable law, ordinance or regulation of any federal, state, county, or local government agency, body or entity with jurisdiction. There shall be no tobacco product nor alcohol consumption in or on the Athletic Fields or School Site during Licensee's use of the Athletic Fields. Licensee shall not permit anything to be done in or about the Athletic Fields or School Site which would increase the existing rate of insurance upon the Athletic Fields or School Site, or cause the cancellation of any insurance policy covering the Athletic Fields or School Site, and Licensee shall be solely responsible for the cost of any increase in insurance caused thereby.

2.5 Assessments, Fees, and Charges. During the term of this Agreement, Licensee shall pay or cause to be paid any and all assessments, fees and charges incurred due to Licensee's use of the Athletic Fields. Licensee shall hold Licensor free and harmless from any and all assessments, fees, and charges. Licensee shall be responsible for the removal of all garbage and rubbish from the Athletic Fields after each use of the Athletic Fields by Licensee.

2.6 Maintenance; Repairs. Licensor shall be responsible for the regular repair and maintenance of the remainder of the School Site, including the Athletic Fields. Licensee shall be responsible for the cost of any damage caused to the School Site, including the Athletic Fields, resulting from, or in connection with, Licensee's use of the Athletic Fields (ordinary wear and tear excepted). Licensee shall make payment to Licensor within thirty (30) days of receipt of an invoice for the repair costs incurred by Licensor. Licensee shall expend the Fee as required by Section 1.5 hereof, in order to pay for maintenance costs related to the School Site and Athletic Fields, including the maintenance of the parking lot for the Athletic Fields, at the direction of the District.

2.7 Payments by Licensor. Should Licensee fail to pay any assessment, tax, fee or other charge required to be paid by Licensee in connection with its use of the Athletic Fields,

Licensor may, without notice to or demand on Licensee, pay, discharge, or adjust any assessment, tax, bill, or other charge for the benefit of Licensee. In that event, Licensee shall promptly, on written demand of Licensor, reimburse Licensor for the full amount paid by Licensor in paying, discharging, or adjusting any assessment, tax, bill or other charge, together with interest thereon at the rate of ten percent (10%) per annum from the date of payment by Licensor until the date of repayment by Licensee.

2.8 Insurance.

(a) Coverage Required. Before the execution of this Agreement, and during the Terms thereof, Licensee shall obtain and maintain, at its sole cost and expense, the following insurance policies covering the Athletic Fields provided by an insurance company acceptable to Licensor:

(1) From the date of this Agreement until January 1, 2020, commercial general liability insurance for bodily injury, personal injury and property damage, including products and completed operation, with liability limits of not less than Two Million Dollars (\$2,000,000), per occurrence. The policy shall provide coverage for broad form property damage not less than Two Million Dollars (\$2,000,000) per loss. If the policy contains a General Aggregate, then the liability limit must be not less than Four Million Dollars (\$4,000,000).

From January 1, 2020 until the termination of this Agreement, commercial general liability insurance for bodily injury, personal injury and property damage, including products and completed operation, with liability limits of not less than Two Million Dollars (\$2,000,000), per occurrence. The policy shall provide coverage for broad form property damage not less than Two Million Dollars (\$2,000,000) per loss. If the policy contains a General Aggregate, then the liability limit must be not less than Four Million Dollars (\$4,000,000).

(2) Automobile liability insurance for bodily injury, personal injury and property damage for vehicles owned, non-owned, or hired, with policy limits or not less than Two Million Dollars (\$2,000,000) combined single limit covering all officers, agents, employees and contractors of Licensee involved in providing Licensee's Services at the School Site and Athletic Fields.

(b) Insurance Provisions.

(1) The policies described in Subsection (a) above shall: (i) name Licensor as an additional insured and be provided on a per occurrence basis; (ii) state that such policy is primary, excess, and non-contributing with any other insurance carried by Licensor; (iii) state that the naming of an additional insured shall not negate any right the additional insured would have had as claimant under the policy if not so named; and (iv) state that not less than thirty (30) days written notice shall be given to Licensor before the cancellation or reduction of coverage or amount of such policy.

(2) A certificate issued by the carrier of the policies described in Subsection (a) above shall be delivered to Licensor prior to first entry onto the School Site by Licensee, or any of its employees, volunteers, agents, and independent contractors. Each such

certificate shall set forth the limits, coverage, and other provisions required under this Section. A renewal certificate for each of the policies described above shall be delivered to Licensor not less than thirty (30) days before the expiration of the term of such policy. Insurance coverage shall be subject to Licensor's approval. The insurance company shall carry a rating of A:X or better and shall be admitted and licensed in the State of California to transact insurance coverage and issue policies.

(3) The policy described in Subsection (a) above may be made part of a blanket policy of insurance, so long as such blanket policy contains all of the provisions required in this Section and does not reduce the coverage, impair Licensor's rights under this License, or negate Licensee's obligations under this Agreement.

(4) Upon Licensor's request, a copy of the insurance policies described above shall be provided to Licensor.

2.9 No Property Interest Created; Non-assignable. This License and Agreement shall not create any interest for Licensee in the Athletic Fields or School Site nor any other property owned or maintained by Licensor, and is not coupled with any property interest or other interest. The License is personal to Licensee and is not assignable. The License does not inure to the benefit of any assignees, heirs or successors of Licensee.

2.10 Safety. Licensee shall be solely and completely responsible for the safety of all persons and property related to Licensee's use of the Athletic Fields. Licensee, its agents, employees, volunteers and independent contractors shall fully comply with all state, federal and other laws, rules, regulations, and orders relating to safety. Licensee, its agents, employees, volunteers, and participants shall be required to use the appropriate protective equipment when using the Athletic Fields, including, as appropriate, batting helmets.

2.11 Indemnity By Licensee. Licensee shall fully defend, indemnify and hold Licensor, its officers, agents, employees, members of its Board of Trustees and the property of Licensor, including the School Site and improvements now or hereafter on the Athletic Fields, free and harmless from any and all liability, claims, loss, damages, or expenses resulting from Licensee's occupation and use of the Athletic Fields or any occupation or use of the Athletic Fields by its assigns, specifically including, without limitation, any liability, claim, loss, damage, or expense (collectively, "Claims") arising by reason of any of the following:

(a) The death or injury of any person, including any person who is an employee, guest, invitee, participant or agent of Licensee or Sub-licensee, or by reason of any damage to or destruction of any property, including property owned by Licensee or by any person who is an employee or agent of Licensee, from any cause whatsoever as a direct result of using the Athletic Fields while that person or property is in, on, or about the Athletic Fields or School Site, or in any way connected with the Athletic Fields or School Site, or with any of the improvements or personal property on the Athletic Fields or School Site;

(b) The death or injury of any person, including Licensee or Sub-licensee or any person who is an employee or agent of Licensee or Sub-licensee, or by reason of any damage to or destruction of any property, including property owned by Licensee or Sub-licensee or any person who is an employee or agent of Licensee or Sub-licensee, caused or allegedly caused by

any of the following: (1) the condition of the Athletic Fields and/or improvements located on or about the Athletic Fields, or (2) some act or omission occurring on or about the Athletic Fields with the permission and consent of Licensee or Sub-licensee; and

(c) Licensee's or its Sub-licensee's failure to perform any provision of this Agreement or to comply with any requirement of law or any requirement imposed on Licensee by any duly authorized agency or political subdivision.

(d) The foregoing indemnification obligations shall survive the expiration or earlier termination of this Agreement.

2.12 Entry by Licensor. Licensor may enter the Athletic Fields at any time, including to determine whether Licensor is complying with this Agreement, to post notices of non-responsibility, and to inspect, maintain or repair the Athletic Fields, in each case consistent with the terms of this Agreement. Licensee waives any claim for damages for injury, inconvenience or interference with Licensee's activities, or any loss of occupancy or quiet enjoyment, caused by such entry. Licensor shall be provided keys to unlock any locks to be located on or about the Athletic Fields, and any such use of locks by Licensee shall be upon the prior written consent, and notice to, the Licensor.

2.13 Vehicle Access. Licensee shall not access the Athletic Fields with vehicles of any sort without prior written notice to, and written consent of, the Licensor for such vehicular access. Licensee shall ensure that any vehicle allowed by Licensor to access the Athletic Fields shall be subject to the insurance terms set forth in Section 2.8 of this Agreement. In the event that Licensee's vehicles cause any damage to the Athletic Fields and/or School Site, Licensee shall promptly repair such damage and restore the Athletic Fields and/or School Site to its prior condition at Licensee's sole cost and expense, to Licensor's reasonable satisfaction.

2.14 Limitation of Liability. No board member, officer, employee, representative, agent or independent contractor of Licensor shall be personally liable in any manner or to any extent under or in connection with this Agreement, and Licensee, its successors, or assigns hereby waives any and all claims to such personal liability.

ARTICLE III

General Terms and Provisions

3.1 Entire Agreement. This Agreement constitutes the sole and entire agreement between the parties with respect to the subject matter dealt with in this Agreement and all understandings, oral or written, with respect to the subject matter of this Agreement are hereby superseded.

3.2 Future Assurances. Each party hereto shall cooperate and take such actions as may reasonably be required by the other party hereto in order to carry out the provisions of this Agreement and the transactions contemplated by this Agreement.

3.3 Amendment of Agreement. No modification of, deletion from, or addition to this

*License Agreement
Cottonwood Union School District*

Agreement shall be effective unless made in writing and executed by both Licensor and Licensee.

3.4 Waiver. The failure by either party to enforce any term or provision of this Agreement shall not constitute a waiver of that term or provision, or any other term or provision. No waiver by either party of any term or provision of this Agreement shall be deemed or shall constitute a waiver of any other provision of this Agreement, nor shall any waiver constitute a continuing waiver unless otherwise expressly provided in writing.

3.5 Severability. In the event any clause, sentence, term or provision of this Agreement shall be held by any court of competent jurisdiction to be illegal, invalid, or unenforceable for any reason, the remaining portions of this Agreement shall nonetheless remain in full force and effect.

3.6 Construction of Agreement. The terms and provisions of this Agreement shall be liberally constructed to effectuate the purpose of this Agreement. In determining the meaning of, or resolving any ambiguity with respect to, any word, phrase or provision of this Agreement, no uncertainty or ambiguity shall be construed or resolved against either party under any rule of construction, including the party primarily responsible for the drafting and preparation of this Agreement.

3.7 Gender and Number. Wherever the context of this Agreement may so require, the gender shall include the masculine, feminine and neuter, and the singular shall include the plural.

3.8 Governing Law and Venue. In the event of litigation, this Agreement shall be governed by and construed in accordance with the laws of the State of California, unless there is a conflict with a federal law or regulation which federal law or regulation shall then prevail. Venue shall be with the appropriate state or federal court located in Shasta County.

3.9 Licensee's Rights to Assignment. Licensee shall not have the right to assign this Agreement or the License or any interest in this Agreement, without Licensor's prior written consent. Any assignment or sublicense made without such prior written consent shall be void, and at the option of Licensor, shall terminate this Agreement.

3.10 Licensees Right to Sublicense or Provide Use to Third Parties. Licensee shall not have the right to sublicense or permit third parties to use all or any portion of the Athletic Fields ("Sub-Licensee").

3.11 Independent Contractor. Licensee (and any Sub-licensees) are independent contractors of Licensor, and are not officers, employees or agents of Licensor.

3.12 Notices. Any notice required or desired to be given pursuant to this Agreement shall be in writing, addressed to the parties below. By written notice in conformance herewith, either party may change the address to which notices to said party must be delivered. Any notice deposited with the United States Postal Service shall be deemed to have been duly given when so deposited certified or registered, postage prepaid, addressed as set forth below or as changed as set forth herein. Notice sent by any other manner shall be effective only upon actual receipt

thereof.

Licensor:

Cottonwood Union School District
20512 West First Street
Cottonwood, CA 96022
Attention: Superintendent
Telephone: (530) 347-3165
Fax: (530) 347-0247

Licensee:

Cottonwood Little League
P.O. Box 466
Cottonwood, CA 96022
Attention: President
Telephone: (530) 377-0034

3.13 Time is of the Essence. Time is of the essence with respect to the obligations of each party under this Agreement.

3.14 Headings and References. The headings of this Agreement are for purposes of reference only and shall not limit or define the meaning of the provisions of this Agreement. All uses of the words "Article(s)" and "Section(s)" in this Agreement are references for articles and sections of this Agreement, unless otherwise specified.

3.15 Ratification by Governing Board. The terms of this Agreement do not become effective until ratified by the Licensor's Governing Board at a publicly noticed meeting.

3.16 Warranty of Authority. Each of the persons signing this Agreement represents and warrants that such person has been duly authorized to sign this Agreement on behalf of the party indicated, and each of the parties by signing this Agreement warrants and represents that such party is legally authorized and entitled to enter into this Agreement.

3.17 Execution in Counterparts. This Agreement may be executed in counterpart such that signatures may appear on separate signature pages, which when appended together, will constitute one fully executed original.

IN WITNESS WHEREOF, the parties have executed this Agreement the date and year first above written.

LICENSOR

COTTONWOOD UNION SCHOOL DISTRICT

By: _____
Doug Geren,
Superintendent

LICENSEE

COTTONWOOD LITTLE LEAGUE

By: _____
Brandt A. Shriner,
President



Shasta Health, Academic, and Recreation
Enrichment
Making a difference...After school-every day!



SHASTA
COUNTY OFFICE OF
EDUCATION

Memorandum of Understanding
Project SHARE
(Shasta Health, Academic, and Recreation Enrichment)
a partnership between
Cottonwood Union School District
and the Shasta County Office of Education
for the 2019-2020 School Year

This memorandum of understanding establishes a formal working relationship between Cottonwood Union School District and the Shasta County Office of Education acting as partners in the Project SHARE, After School Education and Safety funded after school program. The goals and objectives of our collaboration are to expand learning opportunities for students, families, and community members with the goal of providing quality educational services, recreation, and enrichment activities to children and families in an effort to promote education, health and social well-being.

Shasta County Office of Education, as the lead fiscal agency for West Cottonwood School will provide:

- Program administration
- Staffing and associated risk management
- Training and Professional Development
- Fiscal Grant Management
- Provide interim financial projections
- Individual District support to meet the needs of students, parents, and community
- Compliance with all required forms and documentation necessary for evaluation
- A 90 day notification of program closure in the event that the site operating deficit can not be offset by program fees paid by parents.
- An option of serving students during breaks as deemed necessary by the district.

Cottonwood Union School District will:

- Be knowledgeable of district responsibilities for participation, and as such, cooperate with the designated LEA in documentation of requirements
- Agree to the following means of capturing the local match contribution amount of 33%, as required by the ASES grant:
 - Provide evidence of the in-kind match of 33% of core grant received
- The District and Project SHARE will meet to discuss the interim and adopted budgets so that any projected deficits will be known in advance.
- Provide and allow adequate use of facilities (classrooms/cafeteria/multi-purpose), custodial services and utilities.

Diana Reed, Program Director, dreed@shastacoe.org

1644 Magnolia Ave., Redding, CA 96001 | Phone (530) 245-7830 | Fax (530) 225-0331 | www.shastacoe.org



**Shasta Health, Academic, and Recreation
Enrichment**
Making a difference...After school-every day!



SHASTA
COUNTY OFFICE OF
EDUCATION

- Collaborate with the LEA and site staff to establish annual program design and goals for site program
- Include project staff in school related activities/meetings and assist them in developing knowledge regarding school policies and procedures
- Align curriculum and existing methodology with school day programs as necessary
- Assist with personnel matters involving staff and student supervision
- Assist program staff with student concerns as necessary
- Assist in recruitment of personnel through outreach communication with community
- Participate in snack reimbursement program through the State of California
- Provide required data and documentation for reporting purposes
- Assume ownership of purchases for the afterschool program and as such, insure and complete annual inventory
- Provide and maintain network access, maintain technology as reasonable and communicate any misuse or associated needs.
- Adhere to Shasta County Office of Education's Technology Agreement
- Ensure that Project SHARE staff and students have complete access to all inventory purchased with ASES funds.
- Ensure that all staff members that work within the Project SHARE program have cleared FBI and DOJ background checks and have completed Mandated Reporter training that meets state and federal guidelines for school staff, as verified by the District's Human Resources department.

Payment for such services will be reimbursed to the Shasta County Office of Education, for the amount of \$62,694.00 (West Cottonwood) and \$119,973 (North Cottonwood) from the annual ASES funding provided to West Cottonwood School. Payment will be made to the Shasta County Office of Education upon receipt of invoice for services, on a quarterly basis. Payment is due within 30 days of receipt of invoice. Such procedures will be followed until the California Department of Education approves the Shasta County Office of Education as the Lead Fiscal Agent representing West Cottonwood School.

The stated parties, Shasta County Office of Education and Cottonwood Union School District agree to defend, indemnify and hold harmless the appointed officials, employees, agents and volunteers from any losses or injuries arising from, or allegedly arising from, the negligence of the party its employees and or agents while participating in the partnership.

Doug Geren, Superintendent
Cottonwood Union School District

Judy Flores, Superintendent
Shasta County Office of Education

Diana Reed, Program Director, dreed@shastacoe.org

Surplus List

1. Bus 192- 2001 Thomas Westcoaster
2. Bus 93- 1998 Thomas Westcoaster
3. Bus 194- Scrap Metal only- 1994 Carpenter STP3908
4. Social Studies Materials-
156- World History- Medieval and Early Modern Times
McDougal Littell
5. Social Studies Materials-
142- The American Journey- To World War 1
McGraw-Hill Company

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

REDUCTION OF CLASSIFIED SCHOOL SERVICES FOR THE
2019-20 SCHOOL YEAR

RESOLUTION #2019-4

WHEREAS, Education Code sections 45101, 45114, 45117, 45298 and 45308 authorize a school district to layoff or reduce classified employees for lack of work and/or lack of funds upon sixty (60) days prior notice; and

WHEREAS due to a lack of work and/or a lack of funds, certain services now being provided by the Cottonwood Union School District ("District"), the District must be reduced for the upcoming school year;

NOW, THEREFORE, BE IT RESOLVED that effective 60 calendar days from the date notice is given to affected employees, the following positions shall be reduced:

Instructional Assistant (TK)	reduced 2 hrs/day
Instructional Assistant (TK)	reduced 2 hrs/day
Instructional Assistant (West)	reduced 2 hrs/day
Instructional Assistant (West)	reduced 2 hrs/day

The above mentioned positions will return to their original authorizations that were established at the beginning of the 2018/2019 school year. This resolution only reduces the extra hours that were allowed due to the large TK class and the unfilled vacancy.

BE IT FURTHER RESOLVED that the District Superintendent, or designee, is authorized and directed to give notice of reduction of services to the affected employee(s) pursuant to District rules and regulations and applicable provisions of the Education Code not later than sixty (60) days prior to the effective date of such reduction or discontinuance.

BE IT FURTHER RESOLVED that the District Superintendent, or designee, is authorized and directed to take any other actions necessary to carry out this resolution.

The foregoing Resolution was adopted at a regularly called meeting of the Governing Board of the Cottonwood Union School District on **May 21, 2019**, by the following vote:

AYES:
NOES:
ABSENT:

Tom Vazquez, President

I, Kim Cordova, Clerk of the Board of Trustees of the Cottonwood Union School District, do hereby certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board of Trustees during its meeting held on **May 21, 2019**.

Kim Cordova, Clerk of the Board

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

RESOLUTION TO AUTHORIZE PRESCHOOL SIGNERS

RESOLUTION #2019-5

WHEREAS, the Board of the Cottonwood Union School District, recognizes the need to name authorized signers for licensure for North Cottonwood Preschool;

THEREFORE, BE IT RESOLVED that the Board of Trustees of the Cottonwood Union School District, hereby authorizes Doug Geren, followed by Don Ray and Holly Smedley, to apply for licensure for the North Cottonwood Preschool and be the authorized signature for licensure with, California State Department of Social Services, Community Care Licensing in Chico, CA

PASSED AND ADOPTED by the Board of Trustees of the Cottonwood Union School District this 21st day of May, 2019 by the following vote:

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

Kim Cordova, Board President

Matt Iles, Clerk of the Board

POLICY GUIDE SHEET

March 2019

Page 1 of 2

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

BP/E 0420.41 - Charter School Oversight

(BP/E revised)

Policy updated to include the California School Dashboard as a means for monitoring charter school performance and identifying the need for technical assistance. Policy also deletes material related to the identification of schools for federal Program Improvement, which is no longer operational. Exhibit reorganized and subheads added for clarity. Exhibit also reflects **NEW LAW (SB 126, 2019)** and **NEW ATTORNEY GENERAL OPINION** which clarify that charter schools are subject to the Brown Act, California Public Records Act, Political Reform Act, and conflict of interest laws, and **NEW LAWS** which (1) prohibit the operation of a charter school as a for-profit corporation or organization (**AB 406**); (2) provide that a student who is receiving individual instruction at home or a hospital due to a temporary disability must be allowed to return to the charter school when well enough to do so (**AB 2109**); (3) require specified accommodations for pregnant and parenting students (**AB 2289**); (4) prohibit taking negative action against a student or former student for a debt owed to the school (**AB 1974**); (5) require development of a local control funding formula (LCFF) budget overview for parents/guardians in conjunction with the local control and accountability plan (LCAP) (**AB 1808**); (6) require charter schools applying for certain categorical funding to adopt a school plan for student achievement (**AB 716**); (7) require charter schools to adopt a comprehensive safety plan (**AB 1747**); (8) require each bus to be equipped with a child safety alert system (**AB 1840**); (9) require charter schools serving grades 7-12 to offer comprehensive sexual health and HIV prevention education (**AB 2601**); (10) require parental notification regarding human trafficking resources (**SB 1104**); (11) require charter schools to exempt certain students transferring in grades 11-12 from locally established graduation requirements (**AB 2121**); (12) allow students to wear cultural or religious adornments at graduation ceremonies (**AB 1248**); (13) require charter schools to provide eligible students with a free or reduced-price meal each day (**AB 1871**); (14) require charter schools to review their suicide prevention policy at least once every five years (**AB 2639**); (15) require that the suicide prevention hotline number be printed on student identification cards (**SB 972**); (16) require notification of how to access school or community mental health services (**AB 2022**); (17) require an automated external defibrillator to be accessible at athletic events (**AB 2009**); (18) mandate the adoption of policy on bullying and cyberbullying prevention (**AB 2291**); (19) prohibit the use of seclusion and restraint for disciplinary purposes (**AB 2657**); (20) prohibit the inclusion of a student's or parent/guardian's personal information in board minutes when so requested (**SB 1036**); and (21) require charter schools receiving state facilities funding to provide an annual report of facilities expenditures and submit an audit within one year of project completion (**AB 99, 2017; AB 1808**).

BP/AR 1312.3 - Uniform Complaint Procedures

(BP/AR revised)

Policy and regulation updated to reflect **NEW LAWS** authorizing the use of uniform complaint procedures (UCP) to resolve allegations of noncompliance with accommodations for pregnant and parenting students (**AB 2289**), the development and adoption of an LCFF budget overview for parents/guardians (**AB 1808**), the development of a school plan for student achievement (**AB 716**), and specified educational rights of migrant students and immigrant students enrolled in a newcomer program (**AB 2121**). Policy also updates section on "Non-UCP Complaints" to reflect **NEW LAW (AB 1808)** which provides that complaints alleging health and safety violations in license-exempt California State Preschool Programs are subject to Williams UCP. Regulation also updates section on "Notifications" to more closely reflect the California Department of Education's (CDE) Federal Program Monitoring instrument, deletes section on "District Responsibilities" which duplicates material in other sections, reorganizes section on "Report of Findings" for clarity, and revises section on "Corrective Actions" to delete item #9 which is not a remedy.

POLICY GUIDE SHEET

March 2019

Page 2 of 2

AR/E 1312.4 - Williams Uniform Complaint Procedures

(AR, E(1), and E(2) revised; E(3) and E(4) added)

Regulation updated to reflect **NEW LAW (AB 1808)** which authorizes the use of Williams UCP to resolve allegations of health and safety violations in license-exempt California State Preschool Programs. Regulation also adds optional paragraph authorizing the use of Williams UCP for complaints alleging that a school that serves grades 6-12 and meets a 40 percent student poverty threshold fails to comply with the requirements to stock at least 50 percent of the school's restrooms with feminine hygiene products and to not charge students for such products. Exhibit 1 revised to add the applicable complaint procedure for the types of complaints listed in the notice. Exhibit 2 expands the applicability of the complaint form to include complaints alleging the failure to provide feminine hygiene products. New Exhibits 3 and 4 provide a sample notice and complaint form for complaints regarding health and safety in license-exempt preschool programs pursuant to AB 1808.

AR 1340 - Access to District Records

(AR revised)

Regulation updated to revise section on "Public Records" to delete legal cite which was repealed pursuant to **NEW LAW (AB 716)** and to include any district or school plan, unless otherwise prohibited by law, as a public record to which members of the public have access. Regulation also updated to reflect the prohibition against disclosing an individual's citizenship or immigration status or religious beliefs, practices, or affiliation to federal government authorities.

BP/AR 3100 - Budget

(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 1808)** which requires districts to annually develop, adopt, and post an LCFF budget overview for parents/guardians and to file the budget overview with the county superintendent of schools. Section on "Long-Term Financial Obligations" revised to reflect **NEW LAW (SB 1413)** which establishes the California Employers' Pension Prefunding Trust Program to allow districts to prefund required contributions to the California Public Employees' Retirement System. Regulation updated to emphasize that any recommendations by the budget advisory committee should be consistent with the district's vision, goals, priorities, LCAP, and other comprehensive plans and to clarify that a regional budget review committee convened by the county superintendent of schools requires approval of the Superintendent of Public Instruction as well as the district board.

BP/AR 3260 - Fees and Charges

(BP/AR revised)

Policy and regulation updated to add new section on "Collection of Debt," reflecting **NEW LAW (AB 1974)** which prohibits negative action against a student or former student for a debt owed to the school and requires districts to provide parents/guardians with an itemized invoice that references applicable district policies. Regulation also revised to more directly reflect the most recent CDE fiscal advisory regarding student fees.

BP/AR 3515.4 - Recovery for Property Loss or Damage

(BP/AR revised)

Policy updated to reflect the 2019 limits for parent/guardian liability for property loss or damage caused by a child's willful misconduct and for any reward paid for information leading to the identification of persons responsible for property damage. Policy also reflects **NEW LAW (AB 1974)** which prohibits the collection of debt owed by a current or former homeless or foster youth. Regulation updated to reflect the requirement to offer an option for a student to provide work in lieu of payment when the parents/guardians are unable to pay, and AB 1974 which allows the district, at its discretion, to offer any student, regardless of ability to pay, a nonmonetary means to settle debt. Regulation also adds a paragraph allowing the district to withhold a student's grades, diplomas, or transcripts until the damages have been recovered. Section on "Payment of Reward" deleted and key concepts moved to BP.

CHARTER SCHOOL OVERSIGHT

The Governing Board recognizes its ongoing responsibility to oversee that any charter school authorized by the Board is successfully fulfilling the terms of its charter and is providing a high-quality educational program for students enrolled in the charter school.

(cf. 0420.4 - Charter School Authorization)
(cf. 0500 - Accountability)

The Superintendent or designee shall identify at least one staff member to serve as a contact person for each charter school authorized by the Board. (Education Code 47604.32)

The Superintendent or designee shall visit each charter school at least annually and may inspect or observe any part of the charter school at any time. (Education Code 47604.32, 47607)

The Superintendent or designee shall attend meetings of the charter school governing body whenever possible and shall periodically meet with a representative of the charter school.

Waivers

If the charter school wishes to request a general waiver of any state law or regulation applicable to it, it shall request that the district submit a general waiver request to the State Board of Education (SBE) on its behalf. Upon approval of the Board, the Superintendent or designee shall submit such a waiver request to the SBE on behalf of the charter school.

(cf. 1431 - Waivers)

Provision of District Services

The charter school may purchase administrative or other services from the district or any other source. (Education Code 47613)

Whenever the district agrees to provide administrative or support services, the district and charter school shall develop a memorandum of understanding which clarifies the financial and operational agreements between the district and charter school.

At the request of a charter school, the Superintendent or designee shall create and submit any reports required by the State Teachers' Retirement System or Public Employees' Retirement System on behalf of the charter school. The district may charge the charter school for the actual costs of the reporting services, but shall not require the charter school to purchase payroll processing services from the district as a condition for creating and submitting these reports. (Education Code 47611.3)

CHARTER SCHOOL OVERSIGHT (continued)

Material Revisions to Charter

Material revisions to a charter may only be made with Board approval. Material revisions shall be governed by the same standards and criteria that apply to new charter petitions as set forth in Education Code 47605 and shall include, but not be limited to, a reasonably comprehensive description of any new requirement for charter schools enacted into law after the charter was originally granted or last renewed. (Education Code 47607)

If an approved charter school proposes to establish or move operations to one or more additional sites, the charter school shall request a material revision to its charter and shall notify the Board of those additional locations. The Board shall consider approval of the additional locations at an open meeting. (Education Code 47605)

The Board shall have the authority to determine whether a proposed change in charter school operations constitutes a material revision of the approved charter.

Monitoring Charter School Performance

The Superintendent or designee shall monitor the charter school to determine whether it complies with all legal requirements applicable to charter schools, including making all reports required of charter schools in accordance with Education Code 47604.32. Any violations of law shall be reported to the Board.

The Board shall monitor the charter school to determine whether it is achieving the measurable student outcomes set forth in the charter, both schoolwide and for each numerically significant student subgroup served by the school, as defined in Education Code 52052. This determination shall be based on the measures specified in the approved charter petition and any applicable memorandum of understanding, and on the charter school's annual review and assessment of its progress toward the goals and actions identified in its local control and accountability plan (LCAP), as reported in the California School Dashboard.

The Board shall monitor the fiscal condition of the charter school based on any financial information obtained from the charter school, including, but not limited to, the charter school's preliminary budget, annual update of the charter school's LCAP, first and second interim financial reports, and final unaudited report for the full prior year. (Education Code 47604.32, 47604.33, 47606.5)

The district may charge up to one percent of a charter school's revenue for the actual costs of supervisory oversight of the school. However, if the district is able to provide substantially rent-free facilities to the charter school, the district may charge up to three percent of the charter school's revenue for actual costs of supervisory oversight or, if the facility is

CHARTER SCHOOL OVERSIGHT (continued)

provided under Education Code 47614, the pro-rata share facilities costs calculated pursuant to 5 CCR 11969.7. If the district charges the pro-rata share, it may also charge one percent of the charter school's revenue in oversight fees. (Education Code 47613)

(cf. 7160 - Charter School Facilities)

Technical Assistance/Intervention

If, in three out of four consecutive school years, a charter school fails to improve outcomes for three or more numerically significant student subgroups, or for all of the student subgroups if the school has fewer than three subgroups, in regard to one or more state or school priorities identified in the charter, the district: (Education Code 47607.3)

1. Shall provide technical assistance to the charter school based on the California School Dashboard
2. May request that the Superintendent of Public Instruction (SPI), with SBE approval, assign the California Collaborative for Educational Excellence to provide advice and assistance to the charter school pursuant to Education Code 52074

In accordance with law, the Board may deny a charter school's renewal petition or may revoke a charter based on the charter school's poor performance, especially with regard to the academic achievement of all numerically significant subgroups of students served by the charter school.

(cf. 0420.42 - Charter School Renewal)
(cf. 0420.43 - Charter School Revocation)

Complaints

Each charter school shall establish and maintain policies and procedures to enable any person to file a complaint, in accordance with the uniform complaint procedures as specified in 5 CCR 4600-4670, alleging the school's noncompliance with Education Code 47606.5 or 47607.3. (Education Code 52075)

(cf. 1312.3 - Uniform Complaint Procedures)

A complainant who is not satisfied with the decision may appeal the decision to the SPI. (Education Code 52075)

If the charter school finds merit in the complaint or the SPI finds merit in an appeal, a remedy shall be provided to all affected students and parents/guardians. (Education Code 52075)

CHARTER SCHOOL OVERSIGHT (continued)

School Closure

In the event that the Board revokes or denies renewal of a charter or the charter school ceases operation for any reason, the Superintendent or designee shall, when applicable in accordance with the charter and/or a memorandum of understanding, provide assistance to facilitate the transfer of the charter school's former students and to finalize financial reporting and close-out.

The Superintendent or designee shall provide notification to the California Department of Education, within 10 calendar days of the Board's action, if renewal of the charter is denied, the charter is revoked, or the charter school will cease operation for any reason.

Such notification shall include, but not be limited to, a description of the circumstances of the closure, the effective date of the closure, and the location of student and personnel records. (Education Code 47604.32; 5 CCR 11962.1)

Legal Reference: (see next page)

CHARTER SCHOOL OVERSIGHT (continued)*Legal Reference:*EDUCATION CODE

- 215 *Suicide prevention policy*
- 215.5 *Suicide prevention hotline contact information on student identification cards*
- 220 *Nondiscrimination*
- 221.61 *Posting of Title IX information on web site*
- 221.9 *Sex equity in competitive athletics*
- 222 *Lactation accommodations for students*
- 222.5 *Pregnant and parenting students, notification of rights*
- 234.4 *Mandated policy on bullying prevention*
- 234.7 *Student protections relating to immigration and citizenship status*
- 17070.10-17079.30 *Leroy F. Greene School Facilities Act*
- 17280-17317 *Field Act*
- 17365-17374 *Field Act, fitness for occupancy*
- 32282 *Comprehensive safety plan*
- 32283.5 *Online training on bullying prevention*
- 33479-33479.9 *The Eric Parades Sudden Cardiac Arrest Prevention Act*
- 35179.4-35179.6 *Interscholastic athletic programs, safety*
- 35183.1 *Graduation ceremonies; tribal regalia or recognized object of religious/cultural significance*
- 35330 *Field trips and excursions; student fees*
- 38080-38086 *School meals*
- 39831.3 *Transportation safety plan*
- 39843 *Disciplinary action against bus driver; report to Department of Motor Vehicles*
- 41024 *Report of expenditure of state facility funds*
- 42100 *Annual statement of receipts and expenditures*
- 44030.5 *Reporting change in employment status due to alleged misconduct*
- 44237 *Criminal record summary*
- 44691 *Information on detection of child abuse*
- 44830.1 *Certificated employees, conviction of a violent or serious felony*
- 45122.1 *Classified employees, conviction of a violent or serious felony*
- 45125.1 *Fingerprinting; employees of contracting entity*
- 46015 *Accommodations for pregnant and parenting students; parental leave*
- 47600-47616.7 *Charter Schools Act of 1992*
- 47634.2 *Nonclassroom-based instruction*
- 47640-47647 *Special education funding for charter schools*
- 47651 *Apportionment of funds, charter schools*
- 48000 *Minimum age of admission for kindergarten; transitional kindergarten*
- 48010-48011 *Minimum age of admission (first grade)*
- 48206.3-48208 *Students with temporary disabilities; individual instruction*
- 48850-48859 *Educational placement of foster youth and homeless students*
- 48907 *Students' exercise of free expression; rules and regulations*
- 48950 *Student speech and other communication*
- 49005-49006.4 *Seclusion and restraint*
- 49011 *Student fees*
- 49014 *Public School Fair Debt Collection Act*
- 49061 *Student records*
- 49073.2 *Privacy of student and parent/guardian personal information*
- 49076.7 *Student records; data privacy; Social Security numbers*

Legal Reference continued: (see next page)

CHARTER SCHOOL OVERSIGHT (continued)*Legal Reference: (continued)*EDUCATION CODE (continued)

- 49110 Authority to issue work permits
- 49381 Human trafficking prevention
- 49414 Epinephrine auto-injectors
- 49414.3 Administration of opioid antagonist
- 49428 Notification of mental health services
- 49430-49434 The Pupil Nutrition, Health, and Achievement Act of 2001, especially:
- 49431.9 Advertisement of non-nutritious foods
- 49475 Health and safety, concussions and head injuries
- 49557.5 Child Hunger Prevention and Fair Treatment Act of 2017
- 49564 Meals for needy students
- 51224.7 Mathematics placement policy
- 51225.1-51225.2 Exemption from local graduation requirements; acceptance of coursework
- 51225.6 Instruction in cardiopulmonary resuscitation
- 51513 Diploma of graduation, without passage of high school exit examination
- 51745-51749.6 Independent study
- 51930-51939 California Healthy Youth Act
- 52052 Accountability; numerically significant student subgroups
- 52060-52077 Local control and accountability plans
- 52075 Uniform complaint procedures
- 56026 Special education
- 56145-56146 Special education services in charter schools
- 60600-60649 Assessment of academic achievement
- 64000 Categorical programs included in consolidated application
- 64001 School plan for student achievement, consolidated application programs
- 65000-65001 School site councils
- 69432.9-69432.92 Cal Grant program; notification of grade point average and high school graduation

CORPORATIONS CODE

- 5110-6910 Nonprofit public benefit corporations

GOVERNMENT CODE

- 1090-1099 Prohibitions applicable to specified officers
- 3540-3549.3 Educational Employment Relations Act
- 6250-6270 California Public Records Act
- 54950-54963 Ralph M. Brown Act
- 81000-91014 Political Reform Act of 1974

HEALTH AND SAFETY CODE

- 104420 Tobacco Use Prevention Education grant program
- 104559 Tobacco-free schools

LABOR CODE

- 1198.5 Personnel records related to performance and grievance

PENAL CODE

- 667.5 Definition of violent felony
- 1192.7 Definition of serious felony

VEHICLE CODE

- 28160 Child safety alert system

CALIFORNIA CONSTITUTION

- Article 9, Section 5 Common school system
- Article 16, Section 8.5 Public finance; school accountability report card

Legal Reference continued: (see next page)

CHARTER SCHOOL OVERSIGHT (continued)

Legal Reference: (continued)

CODE OF REGULATIONS, TITLE 5

4600-4687 *Uniform complaint procedures*

11700.1-11705 *Independent study*

11960-11969 *Charter schools*

CODE OF REGULATIONS, TITLE 24

101 et seq. *California Building Standards Code*

UNITED STATES CODE, TITLE 20

1681-1688 *Title IX of the Education Amendments of 1972; discrimination based on sex*

6311 *State plan*

7221-7221j *Charter schools*

UNITED STATES CODE, TITLE 42

11431-11435 *McKimmey-Vento Homeless Assistance Act*

CODE OF FEDERAL REGULATIONS, TITLE 34

200.1-200.78 *Accountability*

COURT DECISIONS

Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986

ATTORNEY GENERAL OPINIONS

Opinion No. 11-201 (2018)

89 *Ops. Cal. Atty. Gen.* 166 (2006)

80 *Ops. Cal. Atty. Gen.* 52 (1997)

78 *Ops. Cal. Atty. Gen.* 297 (1995)

CALIFORNIA OFFICE OF ADMINISTRATIVE HEARINGS DECISIONS

Student v. Horizon Instructional Systems Charter School, (2012) OAH Case No. 2011060763

Management Resources:

CSBA PUBLICATIONS

Uncharted Waters: Recommendations for Prioritizing Student Achievement and Effective Governance in California's Charter Schools, September 2018

Charter Schools in Focus, Issue 2: Ensuring Effective Oversight, Governance Brief, October 2017

Charter Schools: A Guide for Governance Teams, rev. 2016

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Sample Copy of a Memorandum of Understanding

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

Special Education and Charter Schools: Questions and Answers, September 10, 2002

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Charter Schools Program: Title V, Part B of the ESEA, January 2014

WEB SITES

CSBA: <http://www.csba.org>

California Charter Schools Association: <http://www.calcharters.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

National Association of Charter School Authorizers: <http://www.qualitycharters.org>

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

CHARTER SCHOOL OVERSIGHT

REQUIREMENTS FOR CHARTER SCHOOLS

A charter school shall be subject to the terms of its charter; any memorandum of understanding between the school and the district Governing Board; the state and federal constitutions; applicable federal laws; state laws that apply to governmental agencies in general; and other legal requirements that are expressly applicable to charter schools, including, but not limited to, requirements that each charter school or the entity managing the charter school:

Governance

1. Comply with the Ralph M. Brown Act (Government Code 54950-54963), California Public Records Act (Government Code 6250-6270), conflict of interest laws (Government Code 1090-1099), and Political Reform Act (Government Code 81000-91014), including the adoption of a conflict of interest code pursuant to Government Code 87300 (Education Code 47604.1)
2. Except as otherwise authorized by Government Code 54954, hold the meetings of its governing body within the physical boundaries of the county in which the charter school is located or, if a nonclassroom-based charter school that does not have a facility or operates one or more resource centers, hold governing body meetings within the physical boundaries of the county in which the greatest number of students enrolled in the charter school reside. In addition, a two-way teleconference location shall be established at the school site and/or resource center, as applicable. (Education Code 47604.1)

Operations

3. Not be operated as, or be operated by, a for-profit corporation, a for-profit educational management organization, or a for-profit charter management organization (Education Code 47604)
4. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)

Admission/Enrollment

5. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)
6. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)

CHARTER SCHOOL OVERSIGHT (continued)

7. Serve students with disabilities in the same manner as such students are served in other district schools (Education Code 47646, 56145)
8. Admit all students who wish to attend the charter school, according to the following criteria and procedures:
 - a. Admission to the charter school shall not be determined according to the student's or parent/guardian's place of residence within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within that school's former attendance area. (Education Code 47605)

If a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admission preference for students who are currently enrolled in that public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)
 - b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing, with preference extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. (Education Code 47605)
 - c. Other admission preferences may be permitted by the Board of the district on an individual school basis consistent with law. (Education Code 47605)
9. Immediately enroll a homeless student, except where such enrollment would conflict with Education Code 47605(d) (Education Code 48850; 42 USC 11431-11435)
10. Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)
11. Allow a student who is enrolled in the charter school but receiving individual instruction at home or a hospital due to a temporary disability to return to the charter school when well enough to do so, provided the student returns during the school year in which the individual instruction was initiated (Education Code 48207.3)

Nondiscrimination

12. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)

CHARTER SCHOOL OVERSIGHT (continued)

13. Adopt policy that is consistent with the model policy developed by the California Attorney General addressing the charter school's response to immigration enforcement, notify parents/guardians of their children's right to a free public education regardless of immigration status or religious beliefs, prohibit the collection of information or documents regarding the immigration status of students or their family members, and fulfill other requirements of Education Code 234.7
14. Post specified information related to the prohibition against discrimination under Title IX of the Education Amendments of 1972 in a prominent and conspicuous location on the school web site or on the web site of the charter operator (Education Code 221.61)
15. If the charter school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)
16. Provide specified accommodations to pregnant and parenting students, including, but not limited to, the provision of parental leave and reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. The charter school shall notify pregnant and parenting students and parents/guardians of the rights and options available to pregnant and parenting students. (Education Code 222, 222.5, 46015)
17. If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670 (5 CCR 4600)

Tuition and Fees

18. Not charge tuition (Education Code 47605)
19. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools
20. Not bill, nor take any negative action against, a student or former student for a debt owed to the charter school. The school shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student before pursuing payment of the debt and shall provide a receipt to the parent/guardian for each payment made to the school. (Education Code 49014)

CHARTER SCHOOL OVERSIGHT (continued)**School Plans**

21. Adopt a local control and accountability plan (LCAP) and update the plan by July 1 each year, in consultation with specified stakeholders and using the template adopted by the State Board of Education (SBE). To the extent practicable, data shall be reported in a manner consistent with how information is reported on the California School Dashboard. As part of the LCAP adoption and annual update to the LCAP, the governing body of the charter school shall separately adopt a local control funding formula budget overview for parents/guardians, based on the template developed by the SBE, which includes specified information relating to the school's budget. (Education Code 47604.33, 47606.5, 52064, 52064.1)
22. If the charter school applies for federal and/or state categorical program funding through the state's consolidated application, establish a school site council to develop and annually review a school plan for student achievement, unless the school chooses to use its LCAP for this purpose (Education Code 64000-64001, 65000-65001)
23. Develop a comprehensive safety plan in accordance with Education Code 32282 and review and update the plan by March 1 each year (Education Code 47605)
24. Develop a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, youth bus, or child care motor vehicle and procedures for designating an adult chaperone, other than the driver, to accompany students on a school activity bus. In addition, ensure that each school bus, student activity bus, youth bus, or child care motor vehicle is equipped with a child safety alert system that requires the driver to either manually contact or scan the device, thereby prompting the driver to inspect the entirety of the interior of the vehicle before exiting, unless the student activity bus is exempted by law. (Education Code 39831.3; Vehicle Code 28160)

Curriculum and Instruction

25. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 47612.5)
26. If the charter school offers a kindergarten program, also offer a transitional kindergarten program to students whose fifth birthday is from September 2 through December 2 (Education Code 48000)
27. If the charter school serves students in grade 9, adopt a fair, objective, and transparent mathematics placement policy with specified components (Education Code 51224.7)

CHARTER SCHOOL OVERSIGHT (continued)

28. If the charter school serves students in any of grades 7-12, provide comprehensive sexual health education and human immunodeficiency virus (HIV) prevention education at least once in junior high or middle school and once in high school, beginning in the 2019-2020 school year (Education Code 51931, 51934)
29. If the charter school serves students in any of grades 6-12, identify and implement methods of informing parents/guardians of human trafficking prevention resources by January 1, 2020 (Education Code 49381)
30. If the charter school provides independent study, meet the requirements of Education Code 51745-51749.6, except that the school may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)
31. Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code 47605, 47612.5, 60605)

High School Graduation

32. Exempt a foster youth, homeless student, former juvenile court school student, child of a military family, or migrant student who transfers between schools after the second year of high school, or a student participating in a newcomer program for newly immigrant students in grades 11-12, from any graduation requirements established by the charter school that exceed state requirements, unless the school determines that the student is reasonably able to complete the requirements by the end of the fourth year of high school (Education Code 51225.1, 51225.2)
33. Grant a high school diploma to any student who completed grade 12 in the 2003-04 through 2014-15 school year and met all applicable graduation requirements other than the passage of the high school exit examination (Education Code 51413)
34. Allow a student to wear traditional tribal regalia or recognized objects of religious or cultural significance as an adornment at school graduation ceremonies, unless the charter school determines that an item is likely to cause a substantial disruption of, or material interference with, the ceremony (Education Code 35183.1)

Student Expression

35. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)

CHARTER SCHOOL OVERSIGHT (continued)**Staffing**

36. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) equivalent to that which a teacher in other public schools would be required to hold (Education Code 47605)
37. Not hire any person who has been convicted of a violent or serious felony except as otherwise provided by law, and, if the charter school contracts with an entity for specified services, verify that any employee of that entity who will have contact with students has had a criminal background check (Education Code 44830.1, 45122.1, 45125.1)
38. Report to the CTC any change in a certificated employee's employment status (dismissal, nonreelection, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or reemploy) as a result of an allegation of misconduct or while an allegation of misconduct is pending (Education Code 44030.5)
39. Meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)
40. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)

Parent/Guardian Involvement

41. On a regular basis, consult with parents/guardians and teachers regarding the charter school's educational programs (Education Code 47605)
42. Notify parents/guardians of applicant students and currently enrolled students that parental involvement is not a requirement for acceptance to, or continued enrollment at, the charter school (Education Code 47605)

Nutrition

43. Beginning with the 2019-2020 school year, provide each eligible student with one nutritionally adequate free or reduced-price meal during each school day, except as provided for a charter school that offers nonclassroom-based instruction (Education Code 47613.5)
44. If the charter school participates in the National School Lunch and/or Breakfast program, not promote any food or beverage during the school day that does not

CHARTER SCHOOL OVERSIGHT (continued)

- comply with state nutritional standards pursuant to Education Code 49430-49434, and not participate in a corporate incentive program that offers free or discounted non-nutritious foods or beverages as rewards for students who reach certain academic goals (Education Code 49431.9)
45. If the charter school participates in the National School Lunch and/or Breakfast program, notify parents/guardians within 10 days of their child's meal account reaching a negative balance; ensure that a student with unpaid school meal fees is not shamed, treated differently, or served a meal that differs from other students; and prohibit student discipline from resulting in the denial or delay of a nutritionally adequate meal (Education Code 49557.5)
 46. If the charter school participates in the National School Lunch and/or Breakfast program and is a very high poverty school, as defined, apply to the California Department of Education (CDE) to provide lunch and/or breakfast free of charge to all students under a federal universal service provision (Education Code 49564)

Student Health

47. If the charter school serves students in grades 7-12, adopt a policy on suicide prevention, intervention, and postvention with specified components, review the policy at least every five years, and, if the school issues student identification cards, print the telephone number of the National Suicide Prevention Lifeline on those cards (Education Code 215, 215.5)
48. Notify students and parents/guardians at least twice during the school year on how to initiate access to available student mental health services on campus or in the community (Education Code 49428)
49. Provide annual training on child abuse and neglect reporting requirements to employees and persons working on the charter school's behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code 44691)
50. If the charter school offers an athletic program, annually provide information sheets about concussions/head injuries and sudden cardiac arrest to athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition. In the event that an athlete is suspected of sustaining a concussion or head injury, passes out, or faints during or immediately after participation in an athletic activity, the student shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until the student is evaluated by a licensed health care provider and receives written clearance to do so. (Education Code 33479-33479.5, 49475)

CHARTER SCHOOL OVERSIGHT (continued)

51. If the charter school offers an interscholastic athletic program, develop and post a written emergency action plan that describes procedures to be followed in the event of sudden cardiac arrest and other medical emergencies, acquire at least one automated external defibrillator (AED) for the school, and make the AED available at on-campus athletic activities or events (Education Code 35179.4, 35179.6)
52. Provide school nurses or other voluntary, trained personnel with emergency epinephrine auto-injectors of the type required pursuant to Education Code 49414 (Education Code 49414)
53. If the charter school chooses to make an opioid antagonist available to persons suffering, or reasonably believed to be suffering, from an opioid overdose, comply with the requirements of Education Code 49414.3, including, but not limited to, providing training to personnel who volunteer to administer the opioid antagonist

Student Conduct/Discipline

54. Adopt a policy on bullying and cyberbullying prevention by December 31, 2019, and annually make CDE's online training module on bullying prevention available to school site certificated employees and other employees who have regular interaction with students (Education Code 234.4, 32283.5)
55. Prohibit seclusion and behavioral restraint of students as a means of discipline, and only use such methods to control student behavior that poses a clear and present danger of serious physical harm to a student or others that cannot be immediately prevented by a less restrictive response (Education Code 49005-49006.4)

Student and Parent/Guardian Records

56. Not collect or solicit social security numbers or the last four digits of social security numbers from students or their parents/guardians unless otherwise required to do so by state or federal law (Education Code 49076.7)
57. Upon written request, not include the directory information of a student or the personal information of a parent/guardian, as defined, in the minutes of a meeting of the governing body (Education Code 49073.2)
58. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)

CHARTER SCHOOL OVERSIGHT (continued)

59. If the charter school serves high school students, submit to the Student Aid Commission, for use in the Cal Grant program, the grade point average (GPA) of all students in grade 12 and verification of high school graduation or its equivalent for students who graduated in the prior academic year. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)

Facilities

60. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)
- a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.
 - b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.

Finance

61. Promptly respond to all reasonable inquiries from the district, the county office of education, or the Superintendent of Public Instruction (SPI), including, but not limited to, inquiries regarding the charter school's financial records (Education Code 47604.3)
62. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)
63. Identify and report to the SPI any portion of the charter school's average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)
64. Annually prepare and submit financial reports to the district Board and the County Superintendent of Schools in accordance with the following reporting cycle:
- a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)

CHARTER SCHOOL OVERSIGHT (continued)

- b. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)
 - c. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)
 - d. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)
 - e. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the State Controller and CDE. (Education Code 47605)
65. If the charter school receives state facilities funding pursuant to the Leroy F. Greene School Facilities Act (Education Code 17070.10-17079.30), annually report a detailed list of all expenditures of state funds and of the school's matching funds for completed projects, and submit an audit of completed facilities projects within one year of project completion (Education Code 41024)

Accountability

66. Annually adopt a school accountability report card (Education Code 47612; California Constitution, Article 16, Section 8.5)

UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

Complaints Subject to UCP

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal laws or regulations governing any program subject to the UCP which is offered by the district, including adult education programs; After School Education and Safety programs; agricultural career technical education; American Indian education centers and early childhood education program assessments; bilingual education; California Peer Assistance and Review programs for teachers; state career technical and technical education, career technical, and technical training programs; federal career technical education; child care and development programs; child nutrition programs; compensatory education; consolidated categorical aid programs; Economic Impact Aid; the federal Every Student Succeeds Act; migrant education; Regional Occupational Centers and Programs; school safety plans; special education programs; California State Preschool Programs; Tobacco-Use Prevention Education programs; and any other district-implemented state categorical program that is not funded through the local control funding formula pursuant to Education Code 64000

- (cf. 3553 - Free and Reduced Price Meals)*
- (cf. 3555 - Nutrition Program Compliance)*
- (cf. 5131.62 - Tobacco)*
- (cf. 5148 - Child Care and Development)*
- (cf. 5148.2 - Before/After School Programs)*
- (cf. 5148.3 - Preschool/Early Childhood Education)*
- (cf. 6159 - Individualized Education Program)*
- (cf. 6171 - Title I Programs)*
- (cf. 6174 - Education for English Learners)*
- (cf. 6175 - Migrant Education Program)*
- (cf. 6178 - Career Technical Education)*
- (cf. 6178.1 - Work-Based Learning)*
- (cf. 6178.2 - Regional Occupational Center/Program)*
- (cf. 6200 - Adult Education)*

2. Any complaint, by a student, employee, or other person participating in a district program or activity, alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) in district programs and

UNIFORM COMPLAINT PROCEDURES (continued)

activities, including in those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on the person's association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

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

4. Any complaint alleging district noncompliance with requirements to provide a pregnant or parenting student the accommodations specified in Education Code 46015, including those related to the provision of parental leave, right of return to the school of previous enrollment or to an alternative education program, if desired, and possible enrollment in school for a fifth year of instruction to enable the student to complete state and Board-imposed graduation requirements (Education Code 46015)
5. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)

(cf. 3320 - Claims and Actions Against the District)

6. Any complaint alleging district noncompliance with applicable requirements of Education Code 52060-52077 related to the implementation of the local control and accountability plan, including the development of a local control funding formula budget overview for parents/guardians (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3100 - Budget)

UNIFORM COMPLAINT PROCEDURES (continued)

7. Any complaint alleging noncompliance with requirements related to the development of a school plan for student achievement or the establishment of a school site council, as required for the consolidated application for specified federal and/or state categorical funding (Education Code 64000-64001, 65000-65001)

(cf. 0420 - School Plans/Site Councils)

8. Any complaint, by or on behalf of a student who is a foster youth as defined in Education Code 51225.2, alleging district noncompliance with any requirement applicable to the student regarding placement decisions; the responsibilities of the district's educational liaison to the student; the award of credit for coursework satisfactorily completed in another school, district, or country; school or records transfer; or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

9. Any complaint, by or on behalf of a student who transfers into the district after the second year of high school and is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student currently enrolled in the district, a child of a military family as defined in Education Code 49701, or a migrant student as defined in Education Code 54441, or by or on behalf of an immigrant student participating in a newcomer program as defined in Education Code 51225.2 in the third or fourth year of high school, alleging district noncompliance with any requirement applicable to the student regarding the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1)

(cf. 6173 - Education for Homeless Children)

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

(cf. 6173.3 - Education for Juvenile Court School Students)

10. Any complaint, by or on behalf of a student who is a homeless child or youth as defined in 42 USC 11434a, a former juvenile court school student, a child of a military family as defined in Education Code 49701, a migrant child as defined in Education Code 54441, or a newly arrived immigrant student who is participating in a newcomer program as defined in Education Code 51225.2, alleging district noncompliance with requirements for the award of credit for coursework satisfactorily completed in another school, district, or country (Education Code 51225.2)

11. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student in grades 9-12 to

UNIFORM COMPLAINT PROCEDURES (continued)

a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

12. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

13. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
14. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep the identity of the complainant, and/or the subject of the complaint if different from the complainant, confidential when appropriate and as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

UNIFORM COMPLAINT PROCEDURES (continued)

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and requirements related to UCP, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services Protective Services Division and the appropriate law enforcement agency.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging fraud shall be referred to the Legal, Audits and Compliance Branch of the California Department of Education.

Any complaint alleging employment discrimination or harassment shall be investigated and resolved by the district in accordance with the procedures specified in AR 4030 - Nondiscrimination in Employment, including the right to file the complaint with the California Department of Fair Employment and Housing.

Any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, teacher vacancies and misassignments, or health and safety violations in any license-exempt California State Preschool Program shall be investigated and resolved in accordance with the procedures in AR 1312.4 - Williams Uniform Complaint Procedures. (Education Code 8235.5, 35186)

UNIFORM COMPLAINT PROCEDURES (continued)*(cf. 1312.4 - Williams Uniform Complaint Procedures)**Legal Reference:*EDUCATION CODE

200-262.4 *Prohibition of discrimination*
 8200-8498 *Child care and development programs*
 8500-8538 *Adult basic education*
 18100-18203 *School libraries*
 32280-32289 *School safety plan, uniform complaint procedures*
 33380-33384 *California Indian Education Centers*
 35186 *Williams uniform complaint procedures*
 44500-44508 *California Peer Assistance and Review Program for Teachers*
 46015 *Parental leave for students*
 48853-48853.5 *Foster youth*
 48985 *Notices in language other than English*
 49010-49014 *Student fees*
 49060-49079 *Student records, especially:*
 49069.5 *Records of foster youth*
 49490-49590 *Child nutrition programs*
 49701 *Interstate Compact on Educational Opportunity for Military Children*
 51210 *Courses of study grades 1-6*
 51223 *Physical education, elementary schools*
 51225.1-51225.2 *Foster youth, homeless children, former juvenile court school students, military-connected students, migrant students, and newly arrived immigrant students; course credits; graduation requirements*
 51226-51226.1 *Career technical education*
 51228.1-51228.3 *Course periods without educational content*
 52060-52077 *Local control and accountability plan, especially:*
 52075 *Complaint for lack of compliance with local control and accountability plan requirements*
 52160-52178 *Bilingual education programs*
 52300-52462 *Career technical education*
 52500-52616.24 *Adult schools*
 54000-54029 *Economic Impact Aid*
 54400-54425 *Compensatory education programs*
 54440-54445 *Migrant education*
 54460-54529 *Compensatory education programs*
 56000-56865 *Special education programs*
 59000-59300 *Special schools and centers*

Legal Reference continued: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)*Legal Reference: (continued)*EDUCATION CODE (continued)

64000-64001 Consolidated application process; school plan for student achievement

65000-65001 School site councils

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state

12900-12996 Fair Employment and Housing Act

HEALTH AND SAFETY CODE

1596.792 California Child Day Care Act; general provisions and definitions

1596.7925 California Child Day Care Act; health and safety regulations

104420 Tobacco-Use Prevention Education

PENAL CODE

422.55 Hate crime; definition

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

CODE OF REGULATIONS, TITLE 5

3080 Applicability of uniform complaint procedures to complaints regarding students with disabilities

4600-4670 Uniform complaint procedures

4680-4687 Williams uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws

1232g Family Educational Rights and Privacy Act

1681-1688 Title IX of the Education Amendments of 1972

6301-6576 Title I Improving the Academic Achievement of the Disadvantaged

6801-7014 Title III language instruction for limited English proficient and immigrant students

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

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

6101-6107 Age Discrimination Act of 1975

12101-12213 Title II equal opportunity for individuals with disabilities

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Sample UCP Board Policies and Procedures

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter, September 22, 2017

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Responding to Bullying of Students with Disabilities, October 2014

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

CSBA: <http://www.csba.org>

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

Family Policy Compliance Office: <https://www2.ed.gov/policy/gen/guid/fpcO>

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

U.S. Department of Justice: <http://www.justice.gov>

UNIFORM COMPLAINT PROCEDURES

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

- (cf. 1312.1 - Complaints Concerning District Employees)*
- (cf. 1312.2 - Complaints Concerning Instructional Materials)*
- (cf. 1312.4 - Williams Uniform Complaint Procedures)*
- (cf. 4030 - Nondiscrimination in Employment)*

Compliance Officers

The district designates the individual(s), position(s), or unit(s) identified below as responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s), position(s), or unit(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment responsible for handling complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The compliance officer(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

- (cf. 5145.3 - Nondiscrimination/Harassment)*
- (cf. 5145.7 - Sexual Harassment)*

(title or position)

(unit or office)

(address)

(telephone number)

(email)

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which the compliance officer has a bias or conflict of interest that would prohibit the fair investigation or resolution of the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

UNIFORM COMPLAINT PROCEDURES (continued)

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)

(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

In addition, the Superintendent or designee shall annually provide written notification of the district's UCP to students, employees, parents/guardians of district students, district advisory committee members, school advisory committee members, appropriate private school officials or representatives, and other interested parties. (5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

The notice shall include:

1. A statement that the district is primarily responsible for compliance with federal and state laws and regulations, including those related to prohibition of unlawful discrimination, harassment, intimidation, or bullying against any protected group and all programs and activities that are subject to UCP as identified in the section "Complaints Subject to UCP" in the accompanying Board policy

UNIFORM COMPLAINT PROCEDURES (continued)

2. A statement that a complaint regarding student fees or the local control and accountability plan (LCAP) may be filed anonymously if the complainant provides evidence or information leading to evidence to support the complaint

(cf. 0460 - Local Control and Accountability Plan)

(cf. 3260 - Fees and Charges)

3. A statement that a student enrolled in a public school shall not be required to pay a fee for participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities

4. A statement that a complaint regarding student fees must be filed no later than one year from the date the alleged violation occurred

5. A statement that the district will post a standardized notice of the educational rights of foster youth, homeless students, former juvenile court school students now enrolled in the district, children of military families, migrant students, and immigrant students enrolled in a newcomer program, as specified in Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, and the complaint process

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

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

(cf. 6173.3 - Education for Juvenile Court School Students)

(cf. 6175 - Migrant Education Program)

6. Identification of the responsible staff member(s), position(s), or unit(s) designated to receive complaints

7. A statement that complaints will be investigated in accordance with the district's UCP and a written decision will be sent to the complainant within 60 days from the receipt of the complaint, unless this time period is extended by written agreement of the complainant

8. A statement that the complainant has a right to appeal the district's decision to CDE by filing a written appeal, including a copy of the original complaint and the district's decision, within 15 days of receiving the district's decision

9. A statement advising the complainant of any civil law remedies, including, but not limited to, injunctions, restraining orders, or other remedies or orders that may be available under state or federal antidiscrimination laws, if applicable

10. A statement that copies of the district's UCP are available free of charge

UNIFORM COMPLAINT PROCEDURES (continued)

The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the district web site and may be provided through district-supported social media, if available.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)
2. Any complaint alleging noncompliance with law regarding the prohibition against student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

UNIFORM COMPLAINT PROCEDURES (continued)

3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by persons who allege that they have personally suffered unlawful discrimination or who believe that an individual or any specific class of individuals has been subjected to unlawful discrimination. The complaint shall be initiated no later than six months from the date that the alleged unlawful discrimination occurred, or six months from the date that the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when not the complainant, requests confidentiality, the compliance officer shall inform the complainant or victim that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after receiving the complaint, the compliance officer may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with an investigation of the complaint.

UNIFORM COMPLAINT PROCEDURES (continued)

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or the complainant's representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. The compliance officer shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

UNIFORM COMPLAINT PROCEDURES (continued)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Timeline for Final Decision**OPTION 1:**

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant. The respondent also shall be sent the district's final written decision at the same time it is provided to the complainant.

OPTION 2:

Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, the complainant may, within five business days, file the complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

UNIFORM COMPLAINT PROCEDURES (continued)

For any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent shall be informed of any extension of the timeline agreed to by the complainant, shall be sent the district's final written decision, and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Final Written Decision

For all complaints, the district's final written decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law
3. Disposition of the complaint
4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. The manner in which the misconduct affected one or more students' education
- b. The type, frequency, and duration of the misconduct

UNIFORM COMPLAINT PROCEDURES (continued)

- c. The relationship between the alleged victim(s) and offender(s)
 - d. The number of persons engaged in the conduct and at whom the conduct was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
 - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
 - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's and respondent's right to appeal the district's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

UNIFORM COMPLAINT PROCEDURES (continued)

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved is enrolled in a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language pursuant to Education Code 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. The complainant may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

(cf. 5137 - Positive School Climate)

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling

(cf. 6164.2 - Guidance/Counseling Services)

2. Academic support

UNIFORM COMPLAINT PROCEDURES (continued)

3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team

(cf. 6164.5 - Student Success Teams)

6. Denial of participation in extracurricular or cocurricular activities or other privileges as permitted by law

(cf. 6145 - Extracurricular and Cocurricular Activities)

7. Disciplinary action, such as suspension or expulsion, as permitted by law

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

UNIFORM COMPLAINT PROCEDURES (continued)

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

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

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

However, if a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision on a complaint regarding any specified federal or state educational program subject to UCP may file an appeal in writing with CDE within 15 calendar days of receiving the district's decision. (5 CCR 4632)

The complainant shall specify the basis for the appeal of the decision and how the facts of the district's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the district's decision in that complaint. (5 CCR 4632)

UNIFORM COMPLAINT PROCEDURES (continued)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, the respondent, in the same manner as the complainant, may file an appeal with CDE.

Upon notification by CDE that the district's decision has been appealed, the Superintendent or designee shall forward the following documents to CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's UCP
7. Other relevant information requested by CDE

WILLIAMS UNIFORM COMPLAINT PROCEDURES

Types of Complaints

The district shall use the procedures described in this administrative regulation only to investigate and resolve the following:

1. Complaints regarding the insufficiency of textbooks and instructional materials, including any complaint alleging that: (Education Code 35186; 5 CCR 4681)
 - a. A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - b. A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - c. Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
 - d. A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

2. Complaints regarding teacher vacancy or misassignment, including any complaint alleging that: (Education Code 35186; 5 CCR 4682)
 - a. A semester begins and a teacher vacancy exists.
 - b. A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.

(cf. 4112.22 - Staff Teaching English Learners)

- c. A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of the semester for an entire semester. (Education Code 35186; 5 CCR 4600)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Beginning of the year or semester means the first day classes necessary to serve all the students enrolled are established with a single designated certificated employee assigned for the duration of the class, but not later than 20 working days after the first day students attend classes for that semester. (5 CCR 4600)

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold. (Education Code 35186; 5 CCR 4600)

(cf. 4112.2 - Certification)

(cf. 4113 - Assignment)

3. Complaints regarding the condition of school facilities, including any complaint alleging that: (Education Code 35186; 5 CCR 4683)

- a. A condition poses an emergency or urgent threat to the health or safety of students or staff.

Emergency or urgent threat means structures or systems that are in a condition that poses a threat to the health and safety of students or staff while at school, including, but not limited to, gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; or any other condition deemed appropriate. (Education Code 17592.72)

- b. A school restroom has not been cleaned, maintained, or kept open in accordance with Education Code 35292.5.

Clean or maintained school restroom means a school restroom has been cleaned or maintained regularly, is fully operational, or has been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers. (Education Code 35292.5)

Open restroom means the school has kept all restrooms open during school hours when students are not in classes and has kept a sufficient number of

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

restrooms open during school hours when students are in classes. This does not apply when the temporary closing of the restroom is necessary for student safety or to make repairs. (Education Code 35292.5)

In any district school serving any of grades 6-12 in which 40 percent or more of the students in the school or school attendance area are from low-income families, as defined in 20 USC 6314, a complaint may be filed alleging noncompliance with the requirement of Education Code 35292.6 to stock, at all times, at least half of the restrooms in the school with feminine hygiene products and to not charge students for the use of such products.

(cf. 3514 - Environmental Safety)

(cf. 3517 - Facilities Inspection)

4. Complaints regarding the noncompliance of a license-exempt California State Preschool Program (CSPP) with health and safety standards specified in Health and Safety Code 1596.7925 and related state regulations, including any complaint alleging that: (Education Code 8235.5; Health and Safety Code 1596.7925)
 - a. The preschool does not have outdoor shade that is safe and in good repair.
 - b. Drinking water is not accessible and/or readily available throughout the day.
 - c. The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.
 - d. Restroom facilities are not available only for preschoolers and kindergartners.
 - e. The preschool program does not provide visual supervision of children at all times.
 - f. Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.
 - g. Playground equipment is not safe, in good repair, or age appropriate.

Forms and Notices

The Superintendent or designee shall ensure a Williams complaint form is available at each school. However, complainants need not use the district's complaint form in order to file a complaint. (Education Code 35186; 5 CCR 4680)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

The Superintendent or designee shall ensure that the district's complaint form specifies the location for filing a complaint and contains a space to indicate whether the complainant desires a response to the complaint. A complainant may add as much text to explain the complaint as desired. (Education Code 8235.5, 35186; 5 CCR 4680)

The Superintendent or designee shall post in each K-12 classroom in each school a notice containing the components specified in Education Code 35186. In each license-exempt CSPP classroom, a notice containing the components specified in Education Code 8235.5 shall be posted. (Education Code 8235.5, 35186)

Filing of Complaint

A complaint alleging any condition(s) specified in the section "Types of Complaints" above shall be filed with the principal or designee, or the preschool administrator or designee as appropriate, at the school in which the complaint arises. A complaint about problems beyond the authority of the principal or preschool administrator shall be forwarded to the Superintendent or designee in a timely manner, but not to exceed 10 working days. Complaints may be filed anonymously. (Education Code 8235.5, 35186; 5 CCR 4680)

Investigation and Response

The principal/preschool administrator or a designee of the Superintendent shall make all reasonable efforts to investigate any problem within their authority. (Education Code 8235.5, 35186; 5 CCR 4685)

Investigation of a complaint regarding preschool health or safety issues shall begin within 10 calendar days of receipt of the complaint. (Education Code 8235.5)

The principal/preschool administrator or Superintendent's designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received. (Education Code 8235.5, 35186; 5 CCR 4685)

If the complainant has indicated on the complaint form a desire to receive a response to the complaint, the principal/preschool administrator or Superintendent's designee shall report the resolution of the complaint to the complainant within 45 working days of the initial filing of the complaint. If the principal/preschool administrator makes this report, the information shall be reported at the same time to the Superintendent or designee. (Education Code 8235.5, 35186; 5 CCR 4680, 4685)

When Education Code 48985 is applicable and the complainant has requested a response, the response shall be written in English and in the primary language in which the complaint was filed. (Education Code 8235.5, 35186)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

If a complainant is not satisfied with the resolution of a complaint, the complainant has the right to describe the complaint to the Governing Board at a regularly scheduled meeting. (Education Code 8235.5, 35186; 5 CCR 4686)

For any complaint concerning a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff as described in item #3a or #4 in the section "Types of Complaints" above, a complainant who is not satisfied with the resolution proffered by the principal/preschool administrator or Superintendent or designee may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. The complainant shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 8235.5, 35186; 5 CCR 4687)

All complaints and written responses shall be public records. (Education Code 8235.5, 35186; 5 CCR 4686)

(cf. 1340 - Access to District Records)

Reports

On a quarterly basis, the Superintendent or designee shall report, to the Board at a regularly scheduled public Board meeting and to the County Superintendent of Schools, summarized data on the nature and resolution of all complaints. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. (Education Code 8235.5, 35186; 5 CCR 4686)

Legal Reference: (see next page)

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference:

EDUCATION CODE

- 234.1 Prohibition of discrimination, harassment, intimidation, and bullying*
- 1240 County superintendent of schools, duties*
- 8235-8239.1 California State Preschool Programs, especially:*
- 8235.5 California State Preschool Program, complaints regarding health and safety issues*
- 17592.72 Urgent or emergency repairs, School Facility Emergency Repair Account*
- 33126 School accountability report card*
- 35186 Williams uniform complaint procedures*
- 35292.5-35292.6 Restrooms, maintenance and cleanliness*
- 48985 Notice to parents in language other than English*
- 60119 Hearing on sufficiency of instructional materials*

HEALTH AND SAFETY CODE

- 1596.792 California Child Day Care Act; general provisions and definitions*
- 1596.7925 California Child Day Care Act; health and safety regulations*

CODE OF REGULATIONS, TITLE 5

- 4600-4670 Uniform complaint procedures*
- 4680-4687 Williams uniform complaint procedures*

UNITED STATES CODE, TITLE 20

- 6314 Title I schoolwide program*

Management Resources:

WEB SITES

- CSBA: <http://www.csba.org>*
- California County Superintendents Educational Services Association: <http://www.ccsesa.org>*
- California Department of Education, Williams case: <http://www.cde.ca.gov/eo/ce/wc>*
- State Allocation Board, Office of Public School Construction: <http://www.opsc.dgs.ca.gov>*

WILLIAMS UNIFORM COMPLAINT PROCEDURES

**NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:
K-12 COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

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

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

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

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

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

WILLIAMS UNIFORM COMPLAINT PROCEDURES

**K-12 COMPLAINT FORM:
WILLIAMS UNIFORM COMPLAINT PROCEDURES**

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, or teacher vacancy or misassignment. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Course title/grade level and teacher name: _____

Room number/name of room/location of facility: _____

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

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

- 1. Textbooks and instructional materials: (Education Code 35186; 5 CCR 4681)
 - A student, including an English learner, does not have standards-aligned textbooks or instructional materials or state- or district-adopted textbooks or other required instructional materials to use in class.
 - A student does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each student.
 - Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

- A student was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.
2. Teacher vacancy or misassignment: (Education Code 35186; 5 CCR 4682)
- A semester begins and a teacher vacancy exists. A *teacher vacancy* is a position to which a single designated certificated employee has not been assigned at the beginning of the school year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.
 - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learners in the class.
 - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.
3. Facilities conditions: (Education Code 17592.72, 35186, 35292.5, 35292.6; 5 CCR 4683)
- A condition exists that poses an emergency or urgent threat to the health or safety of students or staff including gas leaks; nonfunctioning heating, ventilation, fire sprinklers, or air-conditioning systems; electrical power failure; major sewer line stoppage; major pest or vermin infestation; broken windows or exterior doors or gates that will not lock and that pose a security risk; abatement of hazardous materials previously undiscovered that pose an immediate threat to students or staff; structural damage creating a hazardous or uninhabitable condition; and any other condition deemed appropriate by the district.
 - A school restroom has not been cleaned or maintained regularly, is not fully operational, or has not been stocked at all times with toilet paper, soap, or paper towels or functional hand dryers.
 - For a school that serves students in any of grades 6-12 with 40 percent or more of its students from low-income families, as defined, the school has not stocked at least half of its restrooms with feminine products at all times and made those products available to students at no cost.
 - The school has not kept all restrooms open during school hours when students are not in classes and has not kept a sufficient number of restrooms open during school hours when students are in classes. This does not apply when temporary closing of the restroom is necessary for student safety or to make repairs.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation. For complaints regarding facilities conditions, please describe the emergency or urgent facilities condition and how that condition poses a threat to the health or safety of students or staff.

Please file this complaint at the following location:

(principal or designee)

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature)

(Date)

WILLIAMS UNIFORM COMPLAINT PROCEDURES

**NOTICE TO PARENTS/GUARDIANS, STUDENTS, AND TEACHERS:
PRESCHOOL COMPLAINT RIGHTS**

Parents/Guardians, Students, and Teachers:

Pursuant to Education Code 8235.5, you are hereby notified that any California State Preschool Program that is exempt from licensure must have:

1. Outdoor shade that is safe and in good repair
2. Drinking water that is accessible and readily available throughout the day
3. Safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children
4. Restroom facilities that are available only for preschoolers and kindergartners
5. Visual supervision of children at all times
6. Indoor and outdoor space that is properly contained or fenced and provides sufficient space for the number of children using the space at any given time
7. Playground equipment that is safe, in good repair, and age appropriate

If you choose to file a complaint alleging that any of the above conditions is not being met, your complaint will be addressed through the district's Williams uniform complaint procedures as required by law. A complaint form may be obtained at the school office or district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site: <http://www.cde.ca.gov/re/cp/uc>. However, a complaint need not be filed using either the district's complaint form or the complaint form from the California Department of Education.

WILLIAMS UNIFORM COMPLAINT PROCEDURES

**PRESCHOOL COMPLAINT FORM:
WILLIAMS UNIFORM COMPLAINT PROCEDURES**

Education Code 8235.5 requires that the complaint procedures in 5 CCR 4680-4687 be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested? Yes No

Contact information: (if response is requested)

Name: _____

Address: _____

Phone number: Day: _____ Evening: _____

E-mail address, if any: _____

Date problem was observed: _____

Location of the problem that is the subject of this complaint:

School name/address: _____

Room number/name of room/location of facility: _____

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

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

- The preschool does not have outdoor shade that is safe and in good repair.
- Drinking water is not accessible and/or readily available throughout the day.
- The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.
- Restroom facilities are not available only for preschoolers and kindergartners.
- The preschool program does not provide visual supervision of children at all times.
- Indoor or outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.

WILLIAMS UNIFORM COMPLAINT PROCEDURES (continued)

- Playground equipment is not safe, in good repair, or age appropriate.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation.

Please file this complaint at the following location:

(preschool administrator or designee)

(address)

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

(Signature)

(Date)

ACCESS TO DISTRICT RECORDS

Definitions

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics. (Government Code 6252)

(cf. 3580 - District Records)

(cf. 9012 - Board Member Electronic Communications)

Writing means any handwriting, typewriting, printing, photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 6252)

Member of the public means any person, except a member, agent, officer, or employee of the district or a federal, state, or other local agency acting within the scope of such membership, agency, office, or employment. (Government Code 6252)

Public Records

Public records to which members of the public shall have access include, but are not limited to:

1. Proposed and approved district budgets and annual audits (Education Code 41020, 42103)

(cf. 3100 - Budget)

(cf. 3460 - Financial Reports and Accountability)

2. Statistical compilations
3. Reports and memoranda
4. Notices and bulletins
5. Minutes of public meetings (Education Code 35145)

(cf. 9324 - Minutes and Recordings)

6. Meeting agendas (Government Code 54957.5)

(cf. 9322 - Agenda/Meeting Materials)

ACCESS TO DISTRICT RECORDS (continued)

7. Official communications between the district and other government agencies
8. District and school plans, and the information and data relevant to the development and evaluation of such plans, unless otherwise prohibited by law

(cf. 0400 - Comprehensive Plans)
(cf. 0420 - School Plans/Site Councils)
(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 3516 - Emergencies and Disaster Preparedness Plan)
(cf. 3543 - Transportation Safety and Emergencies)
(cf. 7110 - Facilities Master Plan)

9. Initial proposals of exclusive employee representatives and of the district (Government Code 3547)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

10. Records pertaining to claims and litigation against the district which have been adjudicated or settled (Government Code 6254, 6254.25)

(cf. 3320 - Claims and Actions Against the District)

11. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)

(cf. 9270 - Conflict of Interest)

12. Documents containing names, salaries, and pension benefits of district employees

13. Employment contracts and settlement agreements (Government Code 53262)

(cf. 2121 - Superintendent's Contract)
(cf. 4117.5/4217.5/4317.5 - Termination Agreements)
(cf. 4141/4241 - Collective Bargaining Agreement)

14. Instructional materials including, but not limited to, textbooks (Education Code 49091.10)

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

Access to public records of the district shall be granted to Governing Board members on the same basis as any other member of the public. When Board members are authorized to access

ACCESS TO DISTRICT RECORDS (continued)

public records in the administration of their duties, the Superintendent or designee shall not discriminate among any of the Board members as to which record, or portion of the record, will be made available, or when it will be made available. (Government Code 6252.5, 6252.7)

When disclosing to a member of the public any record that contains personal information, including, but not limited to, an employee's home address, home telephone number, social security number, personal cell phone number, or birth date, the Superintendent or designee shall ensure that such personal information is redacted from that record. (Government Code 6254.29, 6254.3)

Confidential Public Records

Unless otherwise authorized or required by law, information regarding an individual's citizenship or immigration status or religious beliefs, practices, or affiliation shall not be disclosed to federal government authorities. (Education Code 234.7; Government Code 8310.3)

(cf. 5145.13 - Response to Immigration Enforcement)

Records to which the members of the public shall not have access include, but are not limited to:

1. Preliminary drafts, notes, and interagency or intradistrict memoranda that are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 6254)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

2. Records specifically generated in connection with or prepared for use in litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or beyond, if the records are protected by some other provision of law (Government Code 6254, 6254.25)
3. Personnel records, medical records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 6254)

(cf. 4112.5/4212.5/4312.5) - Criminal Record Check)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)

ACCESS TO DISTRICT RECORDS (continued)

The home addresses, home telephone numbers, personal cell phone numbers, or birth date of employees may only be disclosed as follows: (Government Code 6254.3)

- a. To an agent or a family member of the employee
- b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties
- c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, except that the home address and any telephone number for an employee who performs law enforcement-related functions, or the birth date of any employee, shall not be disclosed

Upon written request of any employee, the district shall not disclose the employee's home address, home telephone number, personal cell phone number, or birth date, and the district shall remove this information from any mailing list of the district except a list used exclusively to contact the employee.

(cf. 4140/4240/4340 - Bargaining Units)

- d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents

(cf. 4154/4254/4354 - Health and Welfare Benefits)

4. Student records, except directory information and other records to the extent permitted under the law, when disclosure is authorized by law

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 5125.3 - Challenging Student Records)

5. Test questions, scoring keys, and other examination data except as provided by law (Government Code 6254)

(cf. 6162.51 - State Academic Achievement Tests)

6. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative

ACCESS TO DISTRICT RECORDS (continued)

to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code 6254)

7. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in an unfair competitive disadvantage to the person supplying the information (Government Code 6254)
8. Library circulation and patron use records of a borrower or patron including, but not limited to, name, address, telephone number, email address, borrowing information, or use of library information resources, except when disclosure is to persons acting within the scope of their duties in the administration of the library, to persons authorized in writing by the individual to whom the records pertain, or by court order (Government Code 6254, 6267)

(cf. 6163.1 - Library Media Centers)

9. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 6254)

(cf. 9124 - Attorney)

10. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code 6254)
11. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the school district (Government Code 6253.5)

(cf. 9223 - Filling Vacancies)

12. Minutes of Board meetings held in closed session (Government Code 54957.2)

(cf. 9321 - Closed Session Purposes and Agendas)

13. Computer software developed by the district (Government Code 6254.9)
14. Information security records, the disclosure of which would reveal vulnerabilities to, or otherwise increase potential for an attack on, the district's information technology system (Government Code 6254.19)

ACCESS TO DISTRICT RECORDS (continued)

15. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 6254, 6255)

(cf. 5141.6 - School Health Services)

16. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes
17. Any other records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record (Government Code 6255)

Inspection of Records and Requests for Copies

Any person may request a copy or inspection of any district record that is open to the public and not exempt from disclosure. (Government Code 6253)

Within 10 days of receiving any request to inspect or copy a district record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the district's possession. The Superintendent or designee shall promptly inform the person making the request of the determination and the reasons for the decision. (Government Code 6253)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 6253)

1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request
2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request
3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the district (e.g., two different school sites) with substantial interest in the request

ACCESS TO DISTRICT RECORDS (continued)

4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 6253)

Public records shall be open to inspection at all times during district office hours. Any reasonably segregable portion of a record shall be made available for inspection by any person requesting the record after deletion of the portions that are exempted by law. (Government Code 6253)

Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 6253)

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication. Written requests to waive the fee shall be submitted to the Superintendent or designee.

In addition to maintaining public records for public inspection during district office hours, the district may comply with public records requests by posting any public record on the district's web site and, in response to a public records request, directing the member of the public to the location on the web site where the record can be found. However, if the member of the public is unable to access or reproduce the record from the web site, the district shall promptly provide an exact copy of the public record upon payment of duplication fees, if applicable, unless it is impracticable to provide an exact copy. (Government Code 6253)

If any person requests that a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies. (Government Code 6253.9)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 6253.9)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals.

ACCESS TO DISTRICT RECORDS (continued)

2. The request would require data compilation, extraction, or programming to produce the record.

Assistance in Identifying Requested Records

If the Superintendent or designee denies a request for disclosable records, the requester shall be assisted in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 6253.1)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.

2. Describe the information technology and physical location in which the records exist
3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the Public Records Act shall not be construed so as to delay or obstruct the inspection or copying of public records. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6253)

BUDGET

The Governing Board recognizes its critical responsibility for adopting a sound budget each fiscal year which is aligned with and reflects the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans. The district budget shall guide decisions and actions throughout the year and shall serve as a tool for monitoring the fiscal health of the district.

- (cf. 0000 - Vision)*
- (cf. 0200 - Goals for the School District)*
- (cf. 0400 - Comprehensive Plans)*
- (cf. 0460 - Local Control and Accountability Plan)*
- (cf. 3300 - Expenditures and Purchases)*
- (cf. 3460 - Financial Reports and Accountability)*
- (cf. 9000 - Role of the Board)*

The district budget shall show a complete plan and itemized statement of all proposed expenditures and all estimated revenues for the following fiscal year, together with a comparison of revenues and expenditures for the current fiscal year. The budget shall also include the appropriations limit and the total annual appropriations subject to limitation as determined pursuant to Government Code 7900-7914. (Education Code 42122)

Budget Development and Adoption Process

In order to provide guidance in the development of the budget, the Board shall annually establish budget priorities based on identified district needs and goals and on realistic projections of available funds.

The Superintendent or designee shall oversee the preparation of a proposed district budget for approval by the Board and shall involve appropriate staff in the development of budget projections.

The Board shall hold a public hearing on the proposed budget in accordance with Education Code 42103 and 42127. The hearing shall occur at the same meeting as the public hearing on the district's LCAP and the local control funding formula (LCFF) budget overview for parents/guardians. (Education Code 42103, 42127, 52062, 52064.1)

- (cf. 9320 - Meetings and Notices)*
- (cf. 9322 - Agenda/Meeting Materials)*
- (cf. 9323 - Meeting Conduct)*

The Board shall adopt the district budget at a public meeting held after the date of the public hearing but on or before July 1 of each year. The Board shall adopt the budget following its adoption of the LCAP, or annual update to the LCAP, and the LCFF budget overview for parents/guardians. The budget shall include the expenditures necessary to implement the LCAP or the annual update to the LCAP. (Education Code 42127, 52062)

BUDGET (continued)

The budget that is presented at the public hearing as well as the budget formally adopted by the Board shall adhere to the state's Standardized Account Code Structure as prescribed by the Superintendent of Public Instruction (SPI). (Education Code 42126, 42127)

The Superintendent or designee may supplement this format with additional information as necessary to effectively communicate the budget to the Board, staff, and public.

No later than five days after the Board adopts the district budget or by July 1, whichever occurs first, the Board shall file the adopted district budget with the County Superintendent of Schools. The budget and supporting data shall be maintained and made available for public review. (Education Code 42127)

(cf. 1340 - Access to District Records)

If the County Superintendent disapproves or conditionally approves the district's budget, the Board shall review and respond to the County Superintendent's recommendations at a regular public meeting on or before October 8. The response shall include any revisions to the adopted budget and any other proposed actions to be taken as a result of those recommendations. (Education Code 42127)

Budget Advisory Committee

OPTION 1: The Superintendent or designee may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

OPTION 2: The Board may appoint a budget advisory committee composed of staff, Board representatives, and/or members of the community.

OPTION 3: The Board may establish a budget subcommittee composed exclusively of Board members.

The committee shall submit recommendations during the budget development process and its duties shall be assigned each year based on district needs. All recommendations of the committee shall be advisory only and shall not be binding on the Board.

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 3350 - Travel Expenses)

(cf. 9130 - Board Committees)

(cf. 9140 - Board Representatives)

BUDGET (continued)**Budget Criteria and Standards**

The district budget shall be developed in accordance with state criteria and standards specified in 5 CCR 15440-15450 as they relate to projections of average daily attendance (ADA), enrollment, ratio of ADA to enrollment, LCFF revenue, salaries and benefits, other revenues and expenditures, facilities maintenance, deficit spending, fund balance, and reserves. In addition, the Superintendent or designee shall provide the supplemental information specified in 5 CCR 15451 which addresses the methodology and budget assumptions used, contingent liabilities, use of one-time revenues for ongoing expenditures, use of ongoing revenues for one-time expenditures, contingent revenues, contributions, long-term commitments, unfunded liabilities, status of collective bargaining agreements, the LCAP, and LCAP expenditures. (Education Code 33128, 33129, 42127.01; 5 CCR 15440-15451)

The district budget shall provide for increased or improved services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number and concentration of unduplicated students in accordance with 5 CCR 15496. *Unduplicated students* are students who are eligible for free or reduced-price meals, English learners, and/or foster youth. (Education Code 42238.07; 5 CCR 15496)

(cf. 3553 - *Free and Reduced Price Meals*)
 (cf. 6173.1 - *Education for Foster Youth*)
 (cf. 6174 - *Education for English Learners*)

The Board may establish other budget assumptions or parameters which may take into consideration the stability of funding sources, legal requirements and constraints on the use of funds, anticipated increases and/or decreases in the cost of services and supplies, program requirements, and any other factors necessary to ensure that the budget is a realistic plan for district revenues and expenditures.

(cf. 2210 - *Administrative Discretion Regarding Board Policy*)
 (cf. 3110 - *Transfer of Funds*)

Fund Balance

The district shall classify fund balances in compliance with Governmental Accounting Standards Board (GASB) Statement 54, as follows:

1. *Nonspendable fund balance* includes amounts that are not expected to be converted to cash, such as resources that are not in a spendable form (e.g., inventories and prepaids) or that are legally or contractually required to be maintained intact.
2. *Restricted fund balance* includes amounts constrained to specific purposes by their providers or by law.

BUDGET (continued)

3. *Committed fund balance* includes amounts constrained to specific purposes by the Board.

For this purpose, all commitments of funds shall be approved by a majority vote of the Board. The constraints shall be imposed no later than the end of the reporting period (June 30), although the actual amounts may be determined subsequent to that date but prior to the issuance of the financial statements.

4. *Assigned fund balance* includes amounts which are intended for a specific purpose but do not meet the criteria to be classified as restricted or committed.

The Board delegates authority to assign funds to the assigned fund balance to the Superintendent and authorizes the assignment of such funds to be made any time prior to the issuance of the financial statements. The Superintendent shall have discretion to further delegate the authority to assign funds.

5. *Unassigned fund balance* includes amounts that are available for any purpose.

When multiple types of funds are available for an expenditure, the district shall first utilize funds from the restricted fund balance as appropriate, then from the committed fund balance, then from the assigned fund balance, and lastly from the unassigned fund balance.

The Board intends to maintain a minimum assigned and unassigned fund balance in an amount the Board deems sufficient to maintain fiscal solvency and stability and to protect the district against unforeseen circumstances.

If the assigned and unassigned fund balance falls below the level set by the Board due to an emergency situation, unexpected expenditures, or revenue shortfalls, the Board shall develop a plan to recover the fund balance which may include dedicating new unrestricted revenues, reducing expenditures, and/or increasing revenues or pursuing other funding sources.

Reserve Balance

The district budget shall include a minimum reserve balance for economic uncertainties that is consistent with the percentage or amount specified in 5 CCR 15450.

In any year following the fiscal year in which the district is notified by the SPI that the amount of monies in the state Public School System Stabilization Account equals or exceeds three percent of the combined total of general fund revenues appropriated for school districts and allocated local proceeds of taxes, the district budget shall not contain a combined assigned or unassigned ending general fund balance that is in excess of 10 percent of these funds, unless the requirement is waived in accordance with Education Code 42127.01. (Education Code 42127.01)

BUDGET (continued)**Long-Term Financial Obligations**

The district's current-year budget and multiyear projections shall include adequate provisions for addressing the district's long-term financial obligations, including, but not limited to, long-term obligations resulting from collective bargaining agreements, financing of facilities projects, unfunded or future liability for retiree benefits, and accrued workers' compensation claims.

(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4154/4254/4354 - Health and Welfare Benefits)
(cf. 7210 - Facilities Financing)
(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board may approve a plan for meeting the district's long-term obligations to fund contributions to the California Public Employees' Retirement System (CalPERS) which, to the extent possible, minimizes significant increases in annual general fund expenditures towards pension obligations. The plan may include prefunding required pension contributions through the California Employers' Pension Prefunding Trust Program pursuant to Government Code 21710-21716.

The Board shall approve a plan for meeting the district's long-term obligations to fund nonpension, other postemployment benefits (OPEBs). This plan shall include a specific funding strategy and the method that will be used to finance the district's annual fiscal obligations for such benefits in a manner that continually reduces the deficit to the district to the extent possible. The Board reserves the authority to review and amend the funding strategy as necessary to ensure that it continues to serve the best interests of the district and maintains flexibility to adjust for changing budgetary considerations.

The Superintendent or designee shall annually present a report to the Board on the estimated accrued but unfunded cost of OPEBs. As a separate agenda item at the same meeting, the Board shall disclose whether or not it will reserve a sufficient amount of money in its budget to fund the present value of the benefits of existing retirees and/or the future cost of employees who are eligible for benefits in the current fiscal year. (Education Code 42140)

The Superintendent or designee shall annually present a report to the Board on the estimated accrued but unfunded cost of workers' compensation claims and the actuarial reports upon which the estimated costs are based. As a separate agenda item at the same meeting, the Board shall disclose whether it will reserve in the budget sufficient amounts to fund the present value of accrued but unfunded workers' compensation claims or if it is otherwise decreasing the amount in its workers' compensation reserve fund. The Board shall annually certify to the County Superintendent the amount, if any, that it has decided to reserve in the budget for these costs. The Board shall submit to the County Superintendent any budget revisions that may be necessary to account for this budget reserve. (Education Code 42141)

BUDGET (continued)**Budget Amendments**

No later than 45 days after the Governor signs the annual Budget Act, the Superintendent or designee shall make available for public review any revisions in budgeted revenues and expenditures which occur as a result of the funding made available by that Budget Act. (Education Code 42127)

Whenever revenues and expenditures change significantly throughout the year, the Superintendent or designee shall recommend budget amendments to ensure accurate projections of the district's net ending balance. When final figures for the prior-year budget are available, this information shall be used as soon as possible to update the current-year budget's beginning balance and projected revenues and expenditures.

In addition, budget amendments shall be submitted for Board approval as necessary when collective bargaining agreements are accepted, district income declines, increased revenues or unanticipated savings are made available to the district, program proposals are significantly different from those approved during budget adoption, interfund transfers are needed to meet actual program expenditures, and/or other significant changes occur that impact budget projections.

*Legal Reference:*EDUCATION CODE*1240 Duties of county superintendent of schools**33127-33131 Standards and criteria for local budgets and expenditures**41202 Determination of minimum level of education funding**42103 Public hearing on proposed budget; requirements for content of proposed budget**42122-42129 Budget requirements**42130-42134 Financial certifications**42140-42142 Disclosure of fiscal obligations**42238-42251 Apportionments to districts, especially:**42238.01-42238.07 Local control funding formula**42602 Use of unbudgeted funds**42610 Appropriation of excess funds and limitation thereon**45253 Annual budget of personnel commission**45254 First year budget of personnel commission**52060-52077 Local control and accountability plan*GOVERNMENT CODE*7900-7914 Appropriations limit**21710-21716 California Employer's Pension Prefunding Trust Program*

Legal Reference continued: (see next page)

BUDGET (continued)

Legal Reference: (continued)

CODE OF REGULATIONS, TITLE 5

15060 Standardized account code structure

15440-15451 Criteria and standards for school district budgets

15494-15497 Local control funding formula, supplemental and concentration grant expenditures

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

New Requirements for Reporting Fund Balance in Governmental Funds, January 7, 2011

FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM PUBLICATIONS

Fiscal Oversight Guide for AB 1200, AB 2756 and Subsequent Related Legislation, December 2015

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Best Practice: Fund Balance Guidelines for the General Fund, September 2015

GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS

Statement 75, Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions, June 2015

Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions, February 2009

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Department of Education, Finance and Grants: <http://www.cde.ca.gov/fg>

California Department of Finance: <http://www.dof.ca.gov>

Fiscal Crisis and Management Assistance Team: <http://www.fcmat.org>

Government Finance Officers Association: <http://www.gfoa.org>

Governmental Accounting Standards Board: <http://www.gasb.org>

School Services of California, Inc.: <http://www.sscal.com>

BUDGET

Budget Advisory Committee

Membership of the district's budget advisory committee may include representatives of each of the following groups:

1. Governing Board members, provided that less than a majority of the Board serves on the committee

(cf. 9140 - Board Representatives)

2. District and school site administrators
3. Representatives of bargaining units
4. Certificated and/or classified staff
5. Parents/guardians
6. Representatives of the business community and/or other community members
7. Students

(cf. 1220 - Citizen Advisory Committees)
(cf. 2230 - Representative and Deliberative Groups)
(cf. 9130 - Board Committees)

The committee's duties may include, but are not necessarily limited to:

1. Making recommendations regarding budget priorities which align with the district's vision, goals, priorities, local control and accountability plan (LCAP), and other comprehensive plans
2. Recommending cost reduction strategies, such as identifying services that may be reduced, made more efficient, or discontinued
3. Reviewing the clarity and effectiveness of budget documents and communications
4. Presenting progress reports on the committee's work and a final report of recommendations to the Superintendent or designee and to the Board

The specific duties of the committee shall be clearly defined and presented to each member in writing, along with any background information necessary for the successful completion of the committee's charges, the timelines for reporting the committee's progress, and timelines for completion of each task.

BUDGET (continued)*(cf. 3350 - Travel Expenses)***Public Hearing**

The agenda for the public hearing on the district budget shall be posted at least 72 hours before the hearing and shall indicate the location where the budget may be inspected. The proposed budget shall be available for public inspection at least three working days before this hearing. (Education Code 42103, 42127, 52062)

*(cf. 0460 - Local Control and Accountability Plan)**(cf. 9320 - Meetings and Notices)**(cf. 9322 - Agenda/Meeting Materials)*

The Superintendent or designee shall notify the County Superintendent of Schools of the location and dates at which the proposed budget may be inspected, as well as the location, date, and time of the public hearing, in sufficient time for the County Superintendent to publish such information in a newspaper of general circulation at least 10 days but not more than 45 days before the hearing, as required by Education Code 42103.

Whenever the proposed district budget includes a combined assigned and unassigned ending fund balance that exceeds the minimum recommended reserve for economic uncertainties adopted by the State Board of Education, the district shall provide, for each fiscal year included in the budget, the following information for public review and discussion at the public hearing: (Education Code 42127; 5 CCR 15450)

1. The minimum recommended reserve for economic uncertainties
2. The combined assigned and unassigned ending fund balances that are in excess of the minimum recommended reserve
3. A statement of reasons substantiating the need for the combined assigned and unassigned ending balances that are in excess of the minimum recommended reserve

During the hearing, any district resident may appear and object to the proposed budget or to any item in the budget. The hearing may conclude when all residents who have requested to be heard have had the opportunity to speak. (Education Code 42103)

*(cf. 9323 - Meeting Conduct)***Budget Review Committee for Disapproved Budgets**

If the district's budget is disapproved by the County Superintendent for any reason other than disapproval of the district's LCAP or annual update to the LCAP, the budget shall be

BUDGET (continued)

reviewed by a budget review committee, unless the Board and County Superintendent agree to waive the requirement and the California Department of Education accepts the waiver. (Education Code 42127)

This committee shall consist of either: (Education Code 42127.1, 42127.2)

1. Three persons selected by the Board from a list of candidates provided by the Superintendent of Public Instruction (SPI), who shall be selected within five working days after receiving the list of candidates
2. A regional review committee selected and convened by the County Superintendent with the approval of the Board and SPI

If the budget review committee recommends disapproval of the district budget, the Board may submit a response to the SPI no later than five working days after receipt of the committee's report. The response may include any revisions to the adopted final budget and any other proposed actions to be taken as a result of the committee's recommendations. (Education Code 42127.3)

If the SPI disapproves the district budget after reviewing the committee's report and the district's response, the Board shall consult with the County Superintendent to develop and adopt, by December 31, a fiscal plan and budget that will allow the district to meet its current fiscal year and multiyear financial obligations. For the current fiscal year, the district shall operate in accordance with the budget adopted by the County Superintendent. (Education Code 42127.3)

Until the district receives approval of its budget, it shall continue to operate either on the basis of the prior year's budget or on the basis of the current year's unapproved budget as adopted and revised by the Board, whichever budget contains a lower total spending authority. (Education Code 42127.4)

FEES AND CHARGES

The Governing Board recognizes its responsibility to ensure that books, materials, equipment, supplies, and other resources necessary for student participation in the district's educational program are made available to students at no cost.

No student shall be required to pay a fee, deposit, or other charge for participation in an educational activity which constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities. (Education Code 49010, 49011; 5 CCR 350)

(cf. 3100 - Budget)

(cf. 6145 - Extracurricular and Cocurricular Activities)

As necessary, the Board may approve fees, deposits, and other charges which are specifically authorized by law. When approving such fees, deposits, or charges, establishing fee schedules, or determining whether waivers or exceptions should be granted, the Board shall consider relevant data, including the socioeconomic conditions of students' families and their ability to pay.

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

(cf. 0415 - Equity)

(cf. 3250 - Transportation Fees)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5143 - Insurance)

(cf. 9323.2 - Actions by the Board)

The prohibition against student fees shall not prevent the district from soliciting for donations, conducting fundraising activities, or providing prizes or other recognition for participants in such activities and events. The Superintendent or designee shall emphasize that participation of students, parents/guardians, district employees, volunteers, or educational or civic organizations in such activities and events is voluntary. The district shall not offer or award to a student any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the student. The district also shall not remove or threaten to remove from a student any course credit or privileges related to educational activities, or otherwise discriminate against the student, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the student.

(cf. 1321 - Solicitation of Funds from and by Students)

(cf. 3290 - Gifts, Grants and Bequests)

The Superintendent or designee may provide information or professional development opportunities to administrators, teachers, and other personnel regarding permissible fees.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

FEES AND CHARGES (continued)**Complaints**

A complaint alleging district noncompliance with the prohibition against requiring student fees, deposits, or other charges shall be filed in accordance with the district's procedures in BP/AR 1312.3 - Uniform Complaint Procedures. (Education Code 49013)

(cf. 1312.3 - Uniform Complaint Procedures)

If, upon investigation, the district finds merit in the complaint, the Superintendent or designee shall recommend and the Board shall adopt an appropriate remedy to be provided to all affected students and parents/guardians in accordance with 5 CCR 4600.

Information related to the prohibition against requiring students to pay fees for participation in an educational activity shall be included in the district's annual notification of uniform complaint procedures to be provided to all students, parents/guardians, employees, and other interested parties pursuant to 5 CCR 4622. (Education Code 49013)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

(cf. 5145.6 - Parental Notifications)

Collection of Debt

The Superintendent or designee shall, in accordance with law, recover any debt owed to the district as a result of unpaid permissible student fees approved by the Board. However, the district shall not bill a current or former student for accumulated debt, nor take negative action against a student or former student because of such debt, including, but not limited to, any of the following: (Education Code 49014)

1. Denying full credit for any class assignment
2. Denying full and equal participation in any classroom activity
3. Denying access to the library or other on-campus educational facilities
4. Denying or withholding grades or transcripts
5. Denying or withholding a diploma
6. Limiting or barring participation in an extracurricular activity, club, or sport
7. Limiting or excluding the student from participation in an educational activity, field trip, or school ceremony

Legal Reference: (see next page)

FEES AND CHARGES (continued)*Legal Reference:*EDUCATION CODE

- 8239 *Preschool and wraparound child care services*
- 8250 *Child care and development services for children with disabilities*
- 8263 *Child care eligibility*
- 8422 *21st Century High School After School Safety and Enrichment for Teens programs*
- 8482.6 *After School Education and Safety programs*
- 8760-8774 *Outdoor science, conservation, and forestry programs*
- 17453.1 *District sale or lease of Internet appliances or personal computers to parents of students*
- 17551 *Property fabricated by students*
- 19910-19911 *Offenses against libraries*
- 32033 *Eye protective devices*
- 32221 *Insurance for athletic team member*
- 32390 *Fingerprinting program*
- 35330-35332 *Excursions and field trips*
- 35335 *School camp programs*
- 38080-38086.1 *Cafeteria establishment and use*
- 38120 *Use of school band equipment on excursions to foreign countries*
- 39801.5 *Transportation for adults*
- 39807.5 *Payment of transportation costs*
- 39837 *Transportation of students to places of summer employment*
- 48050 *Residents of adjoining states*
- 48052 *Tuition for foreign residents*
- 48904 *Liability of parent or guardian*
- 49010-49013 *Student fees*
- 49014 *Public School Fair Debt Collection Act*
- 49065 *Charge for copies*
- 49066 *Grades, effect of physical education class apparel*
- 49091.14 *Prospectus of school curriculum*
- 49557.5 *Unpaid school meal fees*
- 51810-51815 *Community service classes*
- 52612 *Tuition for adult classes*
- 52613 *Nonimmigrant foreign nationals*
- 56504 *School records; students with disabilities*
- 60410 *Students in classes for adults*

GOVERNMENT CODE

- 6253 *Request for copy; fee*

CALIFORNIA CONSTITUTION

- Article 9, Section 5 *Common school system*

CODE OF REGULATIONS, TITLE 5

- 350 *Fees not permitted*
- 4600-4687 *Uniform complaint procedures*

UNITED STATES CODE, TITLE 8

- 1184 *Nonimmigrant students*

FEES AND CHARGES (continued)

Legal Reference: (continued)

COURT DECISIONS

Arcadia Unified School District v. State Department of Education (1992) 2 Cal 4th 251

Driving School Assn of CA v. San Mateo Union HSD (1992) 11 Cal. App. 4th 1513

Steffes v. California Interscholastic Federation (1986) 176 Cal. App. 3d 739

Hartzell v. Connell (1984) 35 Cal. 3d 899

CTA v. Glendale School District Board of Education (1980) 109 Cal. App. 3d 738

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

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

WEB SITES

CSBA: <http://www.csba.org>

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

FEES AND CHARGES

When approved by the Governing Board, the Superintendent or designee may impose a fee for the following: (5 CCR 350)

1. Insurance for athletic team members, with an exemption providing for the district to pay the cost of the insurance for any team member who is financially unable to pay (Education Code 32221)

(cf. 5143 - Insurance)

2. Insurance for medical or hospital service for students participating in field trips and excursions (Education Code 35331)
3. Expenses of students' participation in a field trip or excursion within the state or to another state, the District of Columbia, or a foreign country, as long as no student is prohibited from making the field trip due to lack of funds (Education Code 35330)

(cf. 6153 - School-Sponsored Trips)

4. Student fingerprinting program, as long as the fee does not exceed the actual costs associated with the program (Education Code 32390)

(cf. 5142.1 - Identification and Reporting of Missing Children)

5. School camp programs in outdoor science education, conservation education, or forestry operated pursuant to Education Code 8760-8774, provided that the fee is not mandatory and no student is denied the opportunity to participate for nonpayment of the fee (Education Code 35335)

(cf. 6142.5 - Environmental Education)

6. Reimbursement to the district for the direct cost of materials used by students to fabricate property they will take home for their own possession and use, such as wood shop, art, or sewing projects kept by students (Education Code 17551)
7. Home-to-school transportation and transportation between regular, full-time day schools and regional occupational centers, programs, or classes, as long as the fee does not exceed the statewide average nonsubsidized cost per student, the district provides a waiver based on financial need, and an exemption is made for any student with a disability whose individualized education program includes transportation as a related service necessary to receive a free appropriate public education (Education Code 39807.5)

(cf. 3250 - Transportation Fees)

(cf. 6159 - Individualized Education Program)

(cf. 6178.2 - Regional Occupational Center/Program)

FEES AND CHARGES (continued)

8. Transportation for students to and from their places of employment in connection with any summer employment program for youth (Education Code 39837)
9. Deposit for school band instruments, music, uniforms, and other regalia which school band members take on excursions to foreign countries (Education Code 38120)
10. Sale or lease of personal computers or of Internet appliances that allow a person to connect to or access the district's educational network, provided that the items are sold or leased to parents/guardians at no more than cost and the district provides network access for families who cannot afford it (Education Code 17453.1)

(cf. 0440 - District Technology Plan)
(cf. 6163.4 - Student Use of Technology)

11. An adult education or secondary school community service class in civic, vocational, literacy, health, homemaking, and technical and general education, not to exceed the cost of maintaining the class (Education Code 51810-51815)

(cf. 6142.4 - Service Learning/Community Service Classes)

12. Eye safety devices worn in courses or activities involving the use of hazardous substances likely to cause injury to the eyes, when being sold to students and/or teachers or instructors to keep and at a price not to exceed the district's actual costs (Education Code 32033)

(cf. 3514.1 - Hazardous Substances)
(cf. 5142 - Safety)

13. Actual cost of furnishing copies of any student's records, except that no charge shall be made for furnishing up to two transcripts or two verifications of a former student's records or for reproducing records of a student with a disability when the cost would effectively prevent the parent/guardian from exercising the right to receive the copies (Education Code 49065, 56504)

(cf. 5125 - Student Records)

14. Actual cost of duplication for reproduction of the prospectus of school curriculum or for copies of public records (Education Code 49091.14; Government Code 6253)

(cf. 1340 - Access to District Records)
(cf. 5020 - Parent Rights and Responsibilities)

15. Food sold at school, subject to free and reduced-price meal program eligibility and other restrictions specified in law (Education Code 38084)

FEES AND CHARGES (continued)

- (cf. 3550 - Food Service/Child Nutrition Program)*
- (cf. 3551 - Food Service Operations/Cafeteria Funds)*
- (cf. 3552 - Summer Meal Program)*
- (cf. 3553 - Free and Reduced Price Meals)*
- (cf. 3554 - Other Food Sales)*

16. In accordance with law, replacement cost or reimbursement for lost or willfully damaged district books, supplies, or property, or for district property loaned to a student that the student fails to return (Education Code 19910-19911, 48904)

(cf. 3515.4 - Recovery for Property Loss or Damage)

17. Tuition for district school attendance by an out-of-state or out-of-country resident (Education Code 48050, 48052, 52613; 8 USC 1184)

(cf. 5111.1 - District Residency)
(cf. 5111.2 - Nonresident Foreign Students)

18. Adult education books, materials, transportation, and classes, except that no fee may be charged for classes in elementary subjects, classes for which high school credit is granted when taken by a person who does not hold a high school diploma, or classes in English and citizenship (Education Code 39801.5, 52612, 60410)

(cf. 6200 - Adult Education)

19. Preschool and child care and development services, in accordance with the fee schedule established by the Superintendent of Public Instruction, unless the family qualifies for subsidized services or the program is exempted from fees by law (Education Code 8239, 8250, 8263)

(cf. 5148 - Child Care and Development)
(cf. 5148.3 - Preschool/Early Childhood Education)

20. Participation in a before-school or after-school program that is funded as an After School Education and Safety (ASES) program, 21st Century Community Learning Center (21st CCLC), or 21st Century High School After School Safety and Enrichment for Teens program, provided that fees are waived or reduced for families with students who are eligible for free or reduced-price meals and, in regard to ASES and 21st CCLC programs, fees are not charged if the district knows the student is a homeless or foster youth (Education Code 8422, 8482.6)

(cf. 5148.2 - Before/After School Programs)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)

FEES AND CHARGES (continued)

21. Advanced Placement and International Baccalaureate Diploma examinations for college credits, as long as the examination is not a course requirement and the results have no impact on student grades or credits in the course

(cf. 6141.4 - International Baccalaureate Program)

(cf. 6141.5 - Advanced Placement)

Collection of Debt

Before pursuing payment of any debt that has accumulated from unpaid permissible fees, the Superintendent or designee shall provide an itemized invoice for any amount owed by the parent/guardian on behalf of a student or former student. The invoice shall reference district policies related to debt collection and the rights established pursuant to Education Code 49014 and 49557.5. For each payment received, the district shall provide a receipt to the parent/guardian. (Education Code 49014)

The Superintendent or designee shall not sell debt owed by a parent/guardian of a student or former student. (Education Code 49014)

RECOVERY FOR PROPERTY LOSS OR DAMAGE

The Governing Board desires to create a safe and secure learning environment and to minimize acts of vandalism and damage to school property. When district property is damaged due to the willful misconduct of a student or other person, the district shall seek reimbursement of damages, within the limitations specified in law, from the parent/guardian of a minor child or from any other responsible individual.

(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515 - Campus Security)
(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)
(cf. 4158/4258/4358 - Employee Security)
(cf. 5131 - Conduct)
(cf. 5131.5 - Vandalism and Graffiti)
(cf. 5136 - Gangs)
(cf. 5144.1 - Suspension and Expulsion/Due Process)

The district may collect debt owed by a student or former student as a result of vandalism or to cover the replacement cost of district books, supplies, or property loaned to a student that the student willfully fails to return or that is willfully cut, defaced, or otherwise injured. However, this policy shall not apply to a student who is a current or former homeless or foster child or youth. (Education Code 48904, 49014)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)

Rewards

The Board may offer and pay a reward for information leading to the determination of the identity of, and the apprehension of, any person who willfully damages or destroys any district property. (Government Code 53069.5)

OPTION 1: The Board authorizes the Superintendent or designee to offer a reward in any amount deemed appropriate, not exceeding \$2,500. A reward in excess of \$2,500 shall be authorized in advance by the Board.

OPTION 2: The Board shall determine the appropriate amount for the reward.

The Superintendent or designee shall disburse the reward when the guilt of the person responsible for the act has been established by a criminal conviction or other appropriate judicial procedure. If more than one person provides information, the reward shall be divided among them as appropriate.

RECOVERY FOR PROPERTY LOSS OR DAMAGE (continued)

Legal Reference:

EDUCATION CODE

19910 Libraries, malicious cutting, tearing, defacing, breaking or injuring

19911 Libraries, willful detention of property

44810 Willful interference with classroom conduct

48904 Liability of parent/guardian for willful misconduct

49014 Public School Fair Debt Collection Act

CIVIL CODE

1714.1 Liability of parent or guardian for act of willful misconduct by a minor

GOVERNMENT CODE

53069.5 Reward for information concerning person causing death, injury, or property damage

53069.6 Actions to recover damages

54951 Local agency, definition

PENAL CODE

484 Theft defined

594 Vandalism

594.1 Aerosol paint and etching cream

640.5 Graffiti; facilities or vehicles of governmental entity

640.6 Graffiti

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

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

Judicial Council of California: <http://www.courts.ca.gov>

RECOVERY FOR PROPERTY LOSS OR DAMAGE

District employees shall report any damage to or loss of school property to the Superintendent or designee immediately after such damage or loss is discovered.

(cf. 3530 - Risk Management/Insurance)

(cf. 5131.5 - Vandalism and Graffiti)

The Superintendent or designee shall conduct a complete investigation of any instance of damage to or loss of school property and shall consult law enforcement officials when appropriate.

(cf. 3515.3 - District Police/Security Department)

When the individual causing the damage or loss has been identified and the costs of repair, replacement, or cleanup determined, the Superintendent or designee shall take all practical and reasonable steps to recover the district's costs and shall consult with the district's legal counsel and/or insurance carrier, as appropriate.

Such steps may include the filing of a civil complaint in a court of competent jurisdiction to recover damages from the responsible person and, if the responsible person is a minor, from the parent/guardian in accordance with law. Damages may include the cost of repair or replacement of the property, the payment of any reward, interest, court costs, and all other damages as provided by law.

If the responsible person is a minor student of the district and the student's parents/guardians are unable to pay for the damages or to return the property, the district shall offer a program of voluntary work for the student in lieu of the payment of monetary damages. The district may offer any other student or former student, with parent/guardian permission, the option to provide service, work, or other alternative, nonmonetary forms of compensation to settle the debt owed as a result of property loss or damage. Service or work exchanged for repayment of a debt shall comply with all provisions of the Labor Code related to youth employment. (Education Code 48904, 49014)

The Superintendent or designee may withhold the student's grades, diploma, and/or transcripts until the student's parents/guardians have paid for the damages or the voluntary work has been completed. Prior to withholding a student's grades, diploma, or transcripts, due process shall be afforded the student in accordance with law. (Education Code 48904)

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

In addition, the Superintendent or designee shall initiate appropriate disciplinary procedures against the student.

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

RECOVERY FOR PROPERTY LOSS OR DAMAGE (continued)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.7 - Sexual Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

Cottonwood Union School District

ENROLLMENT UPDATE

Current Enrollment as of October 11, 2018											
School	As of 6/6/19	As of 5/17/19	As of 4/17/19	As of 3/14/19	As of 2/06/19	As of 1/9/19	As of 12/10/18	As of 11/07/18	As of 10/11/18	As of 9/12/18	Difference 9/10 to Current +/-
North		542	542	545	534	531	530	524	528	522	+20
West		417	418	411	417	416	414	404	404	404	+13
Total District		959	960	956	951	947	944	928	932	926	+33
CCCS		232	232	232	231	228	230	230	229	230	+2

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

ATTENDANCE UPDATE

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

SHASTA COUNTY POOLED INVESTMENT
March 29, 2019

03/29/19

PURCHASE DATE	SECURITY TYPE	PAR AMOUNT	COST AMOUNT	% OF TOTAL	DISC	PREM	ACCRUED INTEREST	MATURITY	CUSIP	MOODY'S RATING	INTDISC RATE	YIELD	BROKER	DAYS TO MAT	DAYS* COST	MARKET VALUE	UNREALIZED GAIN/LOSS	AVERAGE MATURITY	UBOC VS. TREAS
	Local Agency Investment Fund (max 65,000)	30,000,000.00	30,000,000.00	6.68%				04/01/19		not rated	2.40	2.40	LAIF	3	90,000,000.00	30,186,990.70	N/A	0.01	
	Repo Agreement (10% max 20% limit)	4,000,000.00	4,000,000.00	0.75%				04/01/19			1.96	1.96	UBS		0.00	4,000,000.00	N/A	0.00	
	LIR Treasury Fund - Mutual Fund (5.00%max)	26,000,000.00	26,000,000.00	4.88%				04/01/19			2.29	2.29	UBS		0.00		N/A	0.00	
****	Total Inactive Public Deposits (7.6% limit)	0.00	0.00	0.00%												0.00			
12/07/17	US Treasury Note	5,000,000.00	4,939,843.76		(60,159.25)		0.00	4,939,843.75	05/15/19	912928R44	NA/Aaa	0.95	1.72	UBS	47	232,172,656.25	4,990,400.00	50,556.25	0.01
10/11/18	US Treasury Note	5,000,000.00	4,683,800.00		(116,200.00)			4,683,800.00	09/12/19	912796R99	NA/Aa	2.49	2.57	UBS	167	815,594,800.00	4,846,100.00	42,300.00	0.05
01/22/18	US Treasury Note	5,000,000.00	4,923,946.88		(76,953.12)		0.00	4,923,946.88	01/31/20	912828H52	NA/Aa	1.25	2.03	Union Banc	308	1,518,268,438.04	4,961,350.00	28,303.12	0.09
12/07/18	US Treasury Note	5,000,000.00	4,921,679.89		(78,320.11)		0.00	4,921,679.89	02/15/20	912828N22	AA+/Aa	1.38	2.72	UBS	323	1,569,702,599.97	4,954,500.00	32,820.11	0.09
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+/Aa	1.38	2.73	UBS	337	1,657,866,411.30	4,952,350.00	32,865.10	0.09
01/03/19	US Treasury Note	5,000,000.00	5,011,061.26		(18,300.00)		29,361.26	5,011,061.26	03/31/20	9128284C1	NA/Aa	2.25	2.55	UBS	368	1,844,070,543.68	4,991,600.00	(19,461.26)	0.10
12/18/18	US Treasury Note	5,000,000.00	4,927,787.02		(70,950.00)		6,937.02	4,927,787.02	06/15/20	912828X36	NA/Aa	1.50	2.65	UBS	413	2,035,176,039.26	4,951,000.00	23,212.98	0.11
11/29/18	US Treasury Note	5,000,000.00	4,896,250.00		(103,750.00)		0.00	4,896,250.00	07/15/20	912828J28	NA/Aa	1.50	2.81	UBS	474	2,320,822,500.00	4,944,350.00	48,100.00	0.13
03/07/19	US Treasury Note	5,000,000.00	4,831,487.40		(72,636.25)		4,143.65	4,831,487.40	08/15/20	912828Q22	NA/Aa	1.50	2.53	Wedbush	505	2,490,401,137.00	4,839,850.00	8,362.60	0.14
03/29/19	US Treasury Note	5,000,000.00	4,999,850.79		(13,478.56)		12,327.35	4,999,850.79	08/15/21	912828RC8	NA/Aaa	2.13	2.24	Wedbush	670	4,349,000,167.30	4,993,200.00	(15,650.79)	0.24
****	Total Treasury Bill (50% limit)	50,000,000.00	49,353,281.65	8.28%								2.46				49,604,700.00	251,408.31		
****	Total Negotiable Cert of Deposit (20% limit)	0.00	0.00	0.00%												0.00	0.00		
10/20/18	JP Morgan Medium Term Note - Callable	5,000,000.00	5,000,000.00			0.00	0.00	5,000,000.00	09/23/19	48215UR69	A+/Aa3	1.65	1.54	UBS	178	860,000,000.00	4,876,000.00	(24,000.00)	0.08
04/17/17	Toyota Motor Credit Medium Term Note	5,000,000.00	5,000,000.00			0.00	0.00	5,000,000.00	04/17/20	86286TDU6	AA-/Aa3	1.55	1.80	Union Banc	385	1,925,000,000.00	4,966,850.00	(33,150.00)	0.18
12/13/18	Appla Inc Medium Term Note-Callable	5,000,000.00	4,950,733.33		(57,600.00)		8,333.33	4,950,733.33	05/06/20	93793SD1	AA-/Aa1	2.00	2.85	Union Banc	404	2,000,996,265.32	4,976,050.00	25,318.67	0.19
01/04/19	JP Morgan Chase Med Term Note-Callable	5,000,000.00	4,981,351.39		(22,850.00)		4,201.39	4,981,351.39	09/23/20	46825HLW8	A-/A2	2.75	3.07	UBS	452	2,281,570,828.28	5,002,800.00	21,248.61	0.21
03/26/19	Toyota Motor Credit Medium Term Note	5,000,000.00	5,086,641.67			59,600.00	33,041.67	5,086,641.67	01/08/21	86236FO3	Aa3/Aa	3.05	2.43	UBS	651	3,311,403,727.17	5,045,200.00	(41,441.67)	0.31
06/02/19	Bank of NY Med Term Note-Callable	5,000,000.00	5,000,000.00			0.00	0.00	5,000,000.00	09/23/21	06406BY4	A/A1	3.55	3.18	UBS	909	4,545,000,000.00	5,108,750.00	108,750.00	0.42
****	Total Medium Term Notes (20% limit/ 3% ea)	30,000,000.00	30,618,726.33	6.65%								2.48				30,875,468.00	58,723.61		
09/06/18	Natixy NY CP	5,000,000.00	4,905,875.00		(94,125.00)		4,905,875.00	05/03/19	83873KS32	A-1/P-1	2.51	2.56	UBS	35	171,705,025.00	4,988,900.00	83,025.00	0.01	
08/24/18	Credit Agricole CIB NY	5,000,000.00	4,908,500.00		(91,500.00)		4,908,500.00	05/21/19	22533UM46	A-1/P-1	2.44	2.49	UBS	53	260,150,500.00	4,982,850.00	74,060.00	0.01	
10/22/18	JP Morgan CP	5,000,000.00	4,916,000.00		(84,000.00)		4,916,000.00	09/03/19	46840QT35	A-1/P-1	2.70	2.78	UBS	66	324,458,000.00	4,970,000.00	61,850.00	0.01	
03/20/19	MUFG Bank CP	5,000,000.00	4,972,679.17		(27,320.83)		4,972,679.17	09/07/19	62479MT78	A-1/P-1	2.49	2.60	UBS	70	348,087,541.90	4,976,450.00	3,770.83	0.01	
10/31/18	Natixy CP	5,000,000.00	4,908,287.50		(91,712.50)		4,908,287.50	06/11/19	83873KT93	A-1/P-1	2.61	2.66	UBS	74	363,213,275.00	4,975,050.00	66,782.50	0.01	
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	2.83	UBS	94	450,305,500.00	4,967,750.00	64,500.00	0.02	
11/07/18	ING US Funding CP	5,000,000.00	4,908,888.87		(91,333.33)		4,908,888.87	07/05/19	4497WU53	A-1/P-1	2.74	2.79	Union Banc	98	481,049,333.66	4,966,350.00	57,683.33	0.02	
10/30/18	JP Morgan CP	5,000,000.00	4,891,852.78		(108,347.22)		4,891,852.78	07/26/19	46840JUS8	A-1/P-1	2.90	2.96	UBS	119	582,106,600.82	4,958,900.00	67,247.22	0.02	
11/13/18	MUFG Bank CP	5,000,000.00	4,899,377.76		(101,622.22)		4,899,377.76	08/09/19	62479MV91	A-1/P-1	2.72	2.78	Union Banc	133	651,484,244.74	4,953,800.00	55,422.22	0.02	
11/27/18	ING US Funding CP	5,000,000.00	4,895,389.89		(104,611.11)		4,895,389.89	08/23/19	4497WVVP6	A-1/P-1	2.80	2.86	Union Banc	147	719,022,166.83	4,948,800.00	53,411.11	0.03	
01/06/19	Credit Suisse New York CP	5,000,000.00	4,913,368.87		(86,631.13)		4,913,368.87	08/23/19	2254EBVP3	A-1/P-1	2.76	3.01	UBS	147	722,264,900.49	4,948,800.00	35,433.33	0.03	
12/04/18	JP Morgan CP	5,000,000.00	4,899,784.72		(110,215.28)		4,899,784.72	09/30/19	46840QVW8	A-1/P-1	2.95	3.02	UBS	154	793,026,846.88	4,946,100.00	56,315.28	0.03	
12/07/18	Natixy CP	5,000,000.00	4,890,500.00		(109,500.00)		4,890,500.00	09/03/19	83873KW37	A-1/P-1	2.92	3.01	UBS	158	772,699,000.00	4,944,650.00	54,150.00	0.03	
12/14/18	Credit Suisse NY CP	5,000,000.00	4,894,539.89		(105,460.11)		4,894,539.89	09/06/19	2254EBW94	A-1/P-1	2.88	2.92	UBS	161	787,988,961.29	4,943,800.00	49,281.11	0.03	
03/15/19	JP Morgan CP	5,000,000.00	4,925,899.86		(74,311.11)		4,925,899.89	10/10/19	46840QJ44	A-1/P-1	2.56	2.80	UBS	195	900,509,333.55	4,931,200.00	5,511.11	0.03	
03/05/19	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	2.80	2.85	UBS	220	1,080,695,000.00	4,921,850.00	9,700.00	0.04	
****	Total Comm Paper (20% limit)	80,000,000.00	78,534,808.96	14.78%								2.75				78,332,700.00	798,093.04		
01/02/18	Federal Farm Credit Bond	5,000,000.00	4,975,250.00		(24,750.00)		0.00	4,975,250.00	11/15/18	3133EHS7	AA+/Aaa	1.85	1.92	UBS	231	1,149,282,750.00	4,976,200.00	2,950.00	0.04
03/02/18	Federal Farm Credit Bond (Callable)	5,000,000.00	5,000,000.00				0.00	5,000,000.00	03/02/20	3133EPH59	AA+/Aaa	1.38	1.39	UBS	239	1,695,000,000.00	4,854,050.00	(45,950.00)	0.06
10/26/18	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	374	1,868,130,000.00	4,842,100.00	(52,900.00)	0.06	
01/03/19	Federal Farm Credit Bank	5,000,000.00	4,942,933.33		(60,800.00)		3,733.33	4,942,933.33	06/17/20	3133EEPX2	AA+/Aaa	1.68	2.54	Union Banc	446	2,204,548,265.18	4,859,450.00	19,516.67	0.08
09/03/18	Federal Farm Credit Bank (Callable)	5,000,000.00	5,000,000.00				5,000,000.00	08/03/20	3133EGPP4	AA+/Aaa	1.36	1.36	UBS	493	2,465,000,000.00	4,834,850.00	(65,050.00)	0.08	
10/23/18	Federal Farm Credit Bank (Callable)	5,000,000.00	5,000,000.00				5,000,000.00	10/23/20	3133EJK32	AA+/Aaa	2.96	2.98	Wells Fargo	574	2,870,000,000.00	5,015,400.00	15,400.00	0.10	
11/03/19	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	584	2,920,000,000.00	4,923,600.00	(76,400.00)	0.10
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	3133EGT69	AA+/Aaa	1.87	1.87	UBS	596	2,989,103,000.00	4,962,850.00	(35,550.00)	0.10
12/14/18	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	628	3,130,000,000.00	4,957,800.00	(42,200.00)	0.11	
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	3133E5G64	AA+/Aaa	2.07	2.11	Union Banc	647				

08/11/17	Federal Home Loan Bank Bond	5,000,000.00	5,000,000.00		0.00	0.00	5,000,000.00	06/14/19	313379EE5	AA+/Aaa	1.63	1.91	Union Banc	77	385,000,000.00	4,992,100.00	(7,900.00)	0.01	(28,858.00)
10/25/16	Federal Home Loan Bank Bond	5,000,000.00	5,000,000.00		0.00	0.00	5,000,000.00	06/21/16	3130A0D86	AA+/Aaa	1.18	1.00	Wedbush	84	420,000,000.00	4,985,800.00	(14,200.00)	0.01	(16,360.00)
04/06/17	Federal Home Loan Bank	5,000,000.00	5,000,000.00				5,000,000.00	07/15/19	3130A0307	AA+/Aaa	1.40	1.40	UBS	108	540,000,000.00	4,985,550.00	(14,450.00)	0.02	
11/01/16	Federal Home Loan Bank	5,000,000.00	4,927,250.00	(72,750.00)			5,000,000.00	09/28/19	3130A8EP2	AA+/Aaa	1.00	2.64	UBS	201	691,832,250.00	4,985,250.00	39,000.00	0.03	
12/12/16	Federal Home Loan Bank	5,000,000.00	4,860,616.67	(109,383.33)			5,000,000.00	10/16/19	31339AN03	AA+/Aaa	2.35	2.61	UBS	181	983,074,250.67	4,834,000.00	48,083.33	0.03	
10/02/16	Federal Home Loan Bank	5,000,000.00	4,959,280.00	(40,740.00)			5,000,000.00	02/11/20	3130ADN32	AA+/Aaa	2.13	2.74	UBS	340	1,582,003,940.00	4,980,050.00	26,790.00	0.05	
09/03/16	Federal Home Loan Bank Bond(Callable)	5,000,000.00	5,000,000.00				5,000,000.00	03/03/20	3130A87N6	AA+/Aaa	1.47	1.47	UBS	319	1,700,000,000.00	4,954,950.00	(45,050.00)	0.06	
11/02/16	Federal Home Loan Bank	5,000,000.00	4,958,400.00	(43,600.00)			5,000,000.00	03/13/20	3130A12B3	AA+/Aaa	2.13	2.76	UBS	350	1,734,740,000.00	4,984,250.00	27,850.00	0.06	
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	388	1,940,000,000.00	4,944,700.00	(55,300.00)	0.06	
06/05/16	Federal Home Loan Bank	5,000,000.00	5,000,000.00				5,000,000.00	05/28/20	3130ACJ17	AA+/Aaa	2.63	2.55	Wedbush	426	2,130,000,000.00	5,010,800.00	10,800.00	0.07	(7,115.00)
11/02/17	Federal Home Loan Bank	5,000,000.00	5,000,000.00				5,000,000.00	05/12/20	313383HU8	AA+/Aaa	1.75	1.70	UBS	441	2,205,000,000.00	4,959,450.00	(40,550.00)	0.07	(6,300.00)
01/15/16	Federal Home Loan Bank	5,000,000.00	4,931,555.00	(68,445.00)			5,000,000.00	09/11/20	3130A86T9	AA+/Aaa	1.63	2.17	Wedbush	532	2,633,587,260.00	4,947,850.00	15,795.00	0.09	
03/05/16	Federal Home Loan Bank	5,000,000.00	4,861,870.00	(138,830.00)			5,000,000.00	09/29/20	3130ACE26	AA+/Aaa	1.38	2.57	Wedbush	549	3,584,987,737.46	4,925,250.00	63,890.00	0.09	
03/26/16	Federal Home Loan Bank	5,000,000.00	5,034,988.89		17,955.00	17,013.89	5,034,988.89	09/12/21	3130APV81	AA+/Aaa	2.50	2.31	Wedbush	714	5,045,983,191.00	5,014,100.00	(20,968.89)	0.12	17,013.89
06/22/16	Federal Home Loan Bank	5,000,000.00	5,045,963.19		45,863.19		5,045,963.19	06/11/21	313373ZY1	AA+/Aaa	3.63	2.70	Wedbush	805	4,082,000,967.95	5,184,200.00	86,236.81	0.13	(85,088.81)
01/02/16	Federal Home Loan Bank	5,000,000.00	4,834,810.00	(165,190.00)			5,000,000.00	07/14/21	3130A9CS5	AA+/Aaa	1.13	2.08	Wedbush	826	4,061,570,780.00	4,858,300.00	33,490.00	0.13	
12/06/16	Federal Home Loan Bank Bond (Callable)	5,000,000.00	5,000,000.00				5,000,000.00	12/06/21	3130AACM6	AA+/Aaa	2.05	2.05	UBS	933	4,915,000,000.00	4,859,150.00	(40,850.00)	0.16	
****	Total Federal Home Loans (20% limit)	65,000,000.00	64,442,493.75	15.89%								2.09			84,561,260.00	168,786.25			
09/30/16	Federal National Mtno Note	5,000,000.00	4,980,600.00	(19,400.00)			5,000,000.00	08/02/19	3135GN33	AA+/Aaa	0.88	1.01	Wedbush	126	627,565,600.00	4,973,550.00	(7,050.00)	0.03	
11/16/16	Federal National Mtno	5,000,000.00	4,936,485.00	(63,515.00)			5,000,000.00	08/28/19	3135G0P49	AA+/Aaa	1.00	2.63	Wells Fargo	152	750,345,720.00	4,970,150.00	33,650.00	0.03	
02/26/16	Federal National Mtno Note-Callable	5,000,000.00	5,000,000.00				5,000,000.00	11/26/19	3138G2Y49	AA+/Aaa	1.40	1.40	UBS	242	1,210,000,000.00	4,966,850.00	(33,150.00)	0.05	
12/09/16	Federal National Mtno Note-Callable	5,000,000.00	5,000,000.00				5,000,000.00	11/26/19	3136G4E4	AA+/Aaa	1.60	1.49	Union Banc	242	1,210,000,000.00	4,966,400.00	(31,600.00)	0.05	
04/14/16	Federal National Mtno Note-Callable	5,000,000.00	5,000,000.00				5,000,000.00	01/14/20	3138G3J15	AA+/Aaa	1.38	1.38	Wedbush	291	1,455,000,000.00	4,957,900.00	(42,100.00)	0.06	
11/21/16	Federal National Mtno Note	5,000,000.00	4,938,815.00	(61,385.00)			5,000,000.00	01/21/20	3135G0A76	AA+/Aaa	1.63	2.70	Wedbush	299	1,471,707,270.00	4,987,500.00	29,135.00	0.06	
04/05/17	Federal National Mtno Note	5,000,000.00	5,000,000.00				5,000,000.00	02/28/20	3135G0T28	AA+/Aaa	1.50	1.50	Union Banc	338	1,680,000,000.00	4,968,450.00	(41,550.00)	0.07	
04/19/17	Federal National Mtno	5,000,000.00	5,000,000.00		0.00	0.00	5,000,000.00	08/22/20	3135G0D75	AA+/Aaa	1.60	1.42	Wedbush	451	2,295,000,000.00	4,946,200.00	(53,800.00)	0.10	(12,340.00)
10/31/16	Federal National Mtno Note-Callable	5,000,000.00	5,000,000.00				5,000,000.00	07/28/20	3138G4GK3	AA+/Aaa	1.35	1.35	UBS	467	2,435,000,000.00	4,933,300.00	(68,700.00)	0.10	
11/05/16	Federal National Mtno Note	5,000,000.00	4,991,145.14	(11,850.00)		2,795.14	4,991,145.14	10/30/20	3135G0U84	AA+/Aaa	2.88	2.88	Union Banc	581	2,899,853,328.34	5,042,200.00	51,054.86	0.12	2,795.14
11/27/16	Federal National Mtno Note	5,000,000.00	5,011,731.94		1,350.00	10,381.94	5,011,731.94	10/30/20	3135G0U84	AA+/Aaa	2.88	2.88	UBS	581	2,911,816,237.14	5,042,200.00	30,468.06	0.13	10,381.94
12/15/16	Federal National Mtno Note	5,000,000.00	5,010,899.16		10,899.16	0.00	5,010,899.16	06/22/21	3135G0U55	AA+/Aaa	2.75	2.85	Wedbush	616	4,089,693,714.56	5,047,500.00	39,600.84	0.16	(1,145.84)
10/16/16	Federal National Mtno Note	5,000,000.00	4,815,410.56	(187,645.00)		3,055.56	4,815,410.56	10/05/22	3135G0T78	AA+/Aaa	2.00	3.01	Wedbush	1266	6,182,317,990.19	4,952,850.00	137,439.44	0.27	3,055.56
****	Total Federal National Mtno. (20% limit)	65,000,000.00	64,684,888.50	12.17%								2.03			64,727,390.00	42,413.20			
01/05/16	Federal Home Loan Mtno (Callable)	5,000,000.00	4,960,000.00	(40,000.00)			5,000,000.00	05/24/19	3134GNB09	AA+/Aaa	1.23	1.82	Mutual Securities	56	277,760,000.00	4,981,100.00	31,100.00	0.01	
04/11/17	Federal Home Loan Mtno	5,000,000.00	5,000,000.00		0.00	0.00	5,000,000.00	05/30/19	3137EAD01	AA+/Aaa	1.75	1.32	Wedbush	62	310,000,000.00	4,994,450.00	(5,550.00)	0.01	(44,600.00)
12/30/16	Federal Home Loan Mtno CP-Callable	5,000,000.00	5,000,000.00				5,000,000.00	09/28/19	3134GAE42	AA+/Aaa	1.50	1.50	UBS	91	455,000,000.00	4,988,500.00	(11,500.00)	0.01	
04/04/16	Federal Home Loan Mtno	5,000,000.00	4,915,430.00	(84,570.00)			5,000,000.00	07/19/19	3137EAE81	AA+/Aaa	0.89	2.21	Wedbush	112	550,526,160.00	4,976,150.00	60,720.00	0.02	
08/29/16	Federal Home Loan Mtno	5,000,000.00	4,934,650.00	(65,350.00)			5,000,000.00	04/15/19	3137EAE88	AA+/Aaa	0.89	2.38	UBS	112	552,680,800.00	4,976,150.00	41,500.00	0.02	
11/01/17	Federal Home Loan Mtno	5,000,000.00	4,961,055.00	(18,945.00)			5,000,000.00	09/09/19	3134GA7A6	AA+/Aaa	1.50	1.50	UBS	139	682,388,645.00	4,960,650.00	(405.00)	0.02	
04/07/17	Federal Home Loan Mtno CP-Callable	5,000,000.00	5,000,000.00				5,000,000.00	10/02/19	3137EADN8	AA+/Aaa	1.25	1.32	UBS	194	820,000,000.00	4,978,250.00	(21,750.00)	0.03	
04/17/17	Federal Home Loan Mtno	5,000,000.00	4,991,550.00	(8,450.00)			5,000,000.00	10/25/19	3134GBHT2	AA+/Aaa	1.83	1.84	Union Banc	167	933,419,850.00	4,969,650.00	(21,600.00)	0.03	
10/26/17	Federal Home Loan Mtno	5,000,000.00	4,908,375.69	(1,624.31)			5,000,000.00	01/17/20	3137FAEE5	AA+/Aaa	1.50	1.88	Wedbush	210	1,049,858,864.99	4,976,900.00	(21,575.69)	0.03	225.69
12/14/17	Federal Home Loan Mtno	5,000,000.00	4,961,160.00	(38,820.00)			5,000,000.00	05/01/20	3137EADR7	AA+/Aaa	1.38	1.53	Wedbush	284	1,458,586,920.00	4,962,450.00	1,270.00	0.05	
04/08/17	Federal Home Loan Mtno CP	5,000,000.00	4,976,830.00	(23,170.00)			5,000,000.00	07/30/20	3134G3S21	AA+/Aaa	1.55	2.80	UBS	359	1,985,755,170.00	4,943,350.00	(33,480.00)	0.07	
11/21/18	Federal Home Loan Mtno	5,000,000.00	4,978,830.00	(21,170.00)			5,000,000.00	10/07/20	3134G8Y06	AA+/Aaa	1.53	1.53	Union Banc	558	2,394,779,700.00	4,942,600.00	45,300.00	0.08	
04/07/16	Federal Home Loan Mtno CP-Callable	5,000,000.00	4,949,720.00	(50,280.00)			5,000,000.00	02/16/21	3137EAE19	AA+/Aaa	2.35	2.85	Wedbush	660	2,676,400,000.00	4,737,120.00	(62,980.00)	0.09	
12/06/16	Federal Home Loan Mtno	5,000,000.00	5,000,000.00				5,000,000.00	02/23/21	3134GSKD8	AA+/Aaa	2.50	2.50	UBS	807	3,445,308,800.00	5,004,850.00	55,130.00	0.11	
02/23/16	Federal Home Loan Mtno - Callable	5,000,000.00	4,996,750.00	(1,250.00)			5,000,000.00	02/26/21	3134GB996	AA+/Aaa	2.00	2.01	UBS	703	3,485,125,000.00	4,957,900.00	(40,850.00)	0.12	
12/13/17	Federal Home Loan Mtno (Callable)	5,000,000.00	5,000,000.00				5,000,000.00	10/20/21	3134GBJ69	AA+/Aaa	2.00	2.00	UBS	936	4,880,000,000.00	4,954,700.00	(45,300.00)	0.15	
****	Total Fed HM LN Mtno. Corp Disc Note (20%)	64,776,630.00	64,354,840.56	16.88%															

SHASTA COUNTY POOLED INVESTMENT

April 30, 2019

04/30/19

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)	30,000,000.00	30,000,000.00	5.16%				05/01/19		not rated	2.40	2.40	LAIF	1	80,000,000.00		N/A
	Repo Agreement (10% max 20% limit)	26,500,000.00	26,600,000.00	4.65%				05/01/19			2.36	2.36	UBS		0.00		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	
12/07/17	US Treasury Note	5,000,000.00	4,939,843.75		(60,156.25)		0.00	06/16/19	912828R44	NA/Aaa	0.88	1.72	UBS	15	74,097,696.26		(4,939,843.75)
10/11/18	US Treasury Note	6,000,000.00	4,893,800.00		(116,200.00)		0.00	09/12/19	912796RA9	NA/NA	2.48	2.87	UBS	135	659,313,000.00		(4,893,800.00)
01/22/18	US Treasury Note	5,000,000.00	4,923,046.88		(76,953.12)		0.00	01/03/20	912828H52	NA/NA	1.25	2.03	Union Banc	278	1,358,760,938.68		(4,923,046.88)
12/07/18	US Treasury Note	5,000,000.00	4,921,679.69		(78,320.31)		0.00	02/15/20	912828W22	AA+INA	1.38	2.72	UBS	291	1,432,208,789.79		(4,921,679.69)
12/12/18	US Treasury Note	5,000,000.00	4,919,484.90		(80,515.10)		0.00	02/29/20	912828J50	AA+INA	1.38	2.73	UBS	305	1,500,442,894.60		(4,919,484.90)
01/03/19	US Treasury Note	6,000,000.00	4,981,700.00		(18,300.00)		0.00	03/03/20	9128284C1	NA/NA	2.25	2.55	UBS	338	1,873,851,200.00		(4,981,700.00)
12/18/18	US Treasury Note	5,000,000.00	4,927,787.02		(79,050.00)		6,837.02	05/15/20	9128289X8	NA/NA	1.50	2.65	UBS	381	1,977,466,854.62		(4,927,787.02)
04/15/19	US Treasury Note	5,000,000.00	4,978,021.88		(50,000.00)		28,021.88	05/31/20	912828K55	NA/NA	1.50	2.40	UBS	397	1,976,274,726.06		(4,978,021.88)
11/28/18	US Treasury Note	5,000,000.00	4,996,250.00		(103,750.00)		0.00	07/19/20	912626248	NA/NA	1.50	2.81	UBS	442	2,154,142,500.00		(4,996,250.00)
03/07/19	US Treasury Note	5,000,000.00	4,931,487.40		(72,562.25)		4,143.65	08/15/20	912929202	NA/NA	1.50	2.53	Wedbush	473	2,332,593,540.20		(4,931,487.40)
03/29/19	US Treasury Note	5,000,000.00	4,898,850.79		(13,476.56)		12,327.35	08/15/21	912828R06	NA/Aaa	2.13	2.24	Wedbush	639	4,169,036,392.02		(4,898,850.79)
****	Total Treasury Bill (50% limit)	65,000,000.00	54,301,952.41	9.32%												0.00	(54,301,952.41)
****	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	0.00	09/23/19	48215LRG9	A+/Aa3	1.65	1.64	UBS	146	730,000,000.00		(5,000,000.00)
04/17/17	Toyota Motor Credit Medium Term Note	5,000,000.00	5,000,000.00			0.00		04/17/20	89236TDJ6	AA-/Aa3	1.95	1.80	Union Banc	353	1,765,000,000.00		(5,000,000.00)
12/13/18	Apple Inc Medium Term Note-Callable	5,000,000.00	4,990,733.33		(57,600.00)		8,333.33	05/06/20	037833D11	AA+/Aa1	2.00	2.86	Union Banc	372	1,841,672,798.76		(4,990,733.33)
01/04/19	JP Morgan Chase Med Term Note-Callable	5,000,000.00	4,981,351.39		(22,890.00)		4,201.39	06/23/20	48625HLV8	A-/A2	2.75	3.07	UBS	420	2,092,167,583.80		(4,981,351.39)
03/26/19	Toyota Motor Credit Medium Term Note	5,000,000.00	5,086,641.67			59,600.00	33,041.87	01/08/21	89236TF03	Aa3/AA-	3.05	2.43	UBS	619	3,148,631,193.73		(5,086,641.67)
04/03/19	Apple Inc Medium Term Note-Callable	5,000,000.00	4,911,076.39		(101,825.00)		12,701.39	08/04/21	037833C02	AA+/Aa1	1.85	2.45	Wedbush	627	4,081,460,174.63		(4,911,076.39)
08/02/18	Bank of NY Med Term Note-Callable	5,000,000.00	5,000,000.00			0.00	0.00	09/23/21	094058BY4	A/A1	3.55	3.18	UBS	677	4,385,000,000.00		(5,000,000.00)
****	Total Medium Term Notes (20% limit/ 3% ea)	36,000,000.00	34,929,892.78	6.50%												0.00	
08/06/18	Natixy NY CP	5,000,000.00	4,905,875.00		(94,125.00)		4,905,875.00	05/03/19	69873K532	A-1/P-1	2.61	2.66	UBS	3	14,717,625.00		(4,905,875.00)
08/24/18	Credit Agricole CIB NY	5,000,000.00	4,908,500.00		(91,500.00)		4,908,500.00	05/21/19	22533USM8	A-1/P-1	2.44	2.49	UBS	21	103,078,500.00		(4,908,500.00)
10/22/19	JP Morgan CP	5,000,000.00	4,916,000.00		(84,000.00)		4,916,000.00	08/03/19	4664CQ135	A-1/P-1	2.70	2.78	UBS	34	167,144,000.00		(4,916,000.00)
03/20/19	MUFG Bank CP	5,000,000.00	4,972,679.17		(27,320.83)		4,972,679.17	06/07/19	62479MT78	A-1/P-1	2.49	2.50	UBS	38	185,961,808.46		(4,972,679.17)
10/01/18	Natixy CP	5,000,000.00	4,908,287.50		(91,712.50)		4,908,287.50	06/11/19	69873KT83	A-1/P-1	2.61	2.66	UBS	42	206,148,075.00		(4,908,287.50)
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	62	304,001,500.00		(4,903,250.00)
11/07/19	ING US Funding CP	5,000,000.00	4,908,666.67		(91,333.33)		4,908,666.67	07/05/19	4497W1U53	A-1/P-1	2.74	2.79	Union Banc	65	323,972,000.22		(4,908,666.67)
10/30/18	JP Morgan CP	5,000,000.00	4,891,652.78		(108,347.22)		4,891,652.78	07/26/19	46640QU58	A-1/P-1	2.90	2.96	UBS	67	426,573,791.66		(4,891,652.78)
11/13/18	MUFG Bank CP	5,000,000.00	4,998,377.78		(101,622.22)		4,998,377.78	09/09/19	62479MV91	A-1/P-1	2.72	2.78	Union Banc	101	494,736,165.76		(4,998,377.78)
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	115	562,969,722.35		(4,895,388.89)
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	2254EBVP3	A-1/P-1	2.76	2.81	UBS	116	585,037,197.05		(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	4664QWV6	A-1/P-1	2.95	3.02	UBS	122	588,553,735.84		(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	69873KW37	A-1/P-1	2.92	3.01	UBS	126	616,203,000.00		(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	2.88	2.92	UBS	129	631,369,718.81		(4,894,338.89)
03/15/19	JP Morgan CP	5,000,000.00	4,926,888.89		(73,111.11)		4,926,888.89	10/10/19	4664CQX44	A-1/P-1	2.56	2.60	UBS	163	802,887,288.07		(4,926,888.89)
03/06/19	Natixy CP	5,000,000.00	4,912,260.00		(87,750.00)		4,912,260.00	11/04/19	69873KY43	A-1/P-1	2.60	2.65	UBS	189	923,603,000.00		(4,912,260.00)
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	2.60	2.67	UBS	241	1,162,657,282.47		(4,907,291.67)
04/09/19	MUFG Bank CP	5,000,000.00	4,904,728.17		(56,270.83)		4,904,728.17	01/03/20	462479LA39	A-1/P-1	2.65	2.60	UBS	248	1,216,372,834.16		(4,904,728.17)
****	Total Comm Paper (20% limit)	90,000,000.00	88,348,627.80	15.17%												0.00	(88,348,627.80)
01/02/18	Federal Farm Credit Bond	5,000,000.00	4,975,250.00		(24,750.00)		0.00	11/15/19	3133EHS87	AA+/Aaa	1.65	1.92	UBS	169	990,074,760.00		(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	3133EFH59	AA+/Aaa	1.38	1.38	UBS	207	1,535,000,000.00		(5,000,000.00)
10/26/16	Federal Farm Credit Bank (Callable)	6,000,000.00	4,895,000.00		(5,000.00)		4,895,000.00	04/06/20	3133EGXN0	AA+/Aaa	1.24	1.27	UBS	342	1,708,280,000.00		(4,895,000.00)
01/03/19	Federal Farm Credit Bank	5,000,000.00	4,942,933.33		(60,800.00)		3,733.33	06/17/20	3133EPPX2	AA+/Aaa	1.68	2.64	Union Banc	414	2,046,374,396.82		(4,942,933.33)
08/03/16	Federal Farm Credit Bank (Callable)	5,000,000.00	5,000,000.00				5,000,000.00	08/03/20	3133EGPP4	AA+/Aaa	1.36	1.36	UBS	461	2,305,000,000.00		(5,000,000.00)
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	2.98	2.96	Wells Fargo	542	2,710,000,000.00		(5,000,000.00)
11/03/16	Federal Farm Credit Bond (Callable)	5,000,000.00	5,000,000.00				0.00	11/02/20	3133EGC29	AA+/Aaa	1.35	1.35	UBS	652	2,760,000,000.00		(5,000,000.00)
02/27/17	Federal Farm Credit Bank (Callable)	5,000,000.00	4,989,500.00		(1,500.00)		0.00	11/16/20	3133EGT69	AA+/Aaa	1.67	1.97	UBS	688	2,828,161,000.00		(4,989,500.00)
12/14/16	Federal Farm Credit Bank (Callable)	6,000,000.00	5,000,000.00				5,000,000.00	12/14/20	3133EGU37	AA+/Aaa	1.83	1.83	UBS	694	2,970,000,000.00		(5,000,000.00)
01/09/18	Federal Farm Credit Bank	5,000,000.00	4,994,350.00		(6,650.00)		0.00	01/04/21	3133EH654	AA+/Aaa	2.07	2.11	Union Banc	615	3,071,525,250.00		(4,994,350.00)
04/12/19	Federal Farm Credit Bank (Callable)	5,000,000.00	5,000,000.00				5,000,000.00	01/12/21	3133EKV22	AA+/Aaa	2.51	2.51	UBS	623	3,115,000,000.00		(5,000,000.00)
03/20/19	Federal Farm Credit Bank	5,000,000.00	5,014,191.67			650.00	13,541.67	02/11/21	3133EKJ45	AA+/Aaa	2.50	2.49	Wells Fargo	653	3,274,267,160.61		(5,014,191.67)

06/11/17	Federal Home Loan Bank Bond	5,000,000.00	5,000,000.00		0.00	0.00	5,000,000.00	06/14/19	313379EE5	AA+/Aaa	1.63	1.31	Union Banc	45	225,000,000.00	(5,000,000.00)	
10/25/16	Federal Home Loan Bank Bond	5,000,000.00	5,000,000.00		0.00	0.00	5,000,000.00	06/21/19	3130AD86	AA+/Aaa	1.13	1.00	Wedbush	52	260,000,000.00	(5,000,000.00)	
04/06/17	Federal Home Loan Bank	5,000,000.00	5,000,000.00				5,000,000.00	07/15/19	3130A8307	AA+/Aaa	1.40	1.40	Mutual Securities	76	380,000,000.00	(5,000,000.00)	
11/01/16	Federal Home Loan Bank	5,000,000.00	4,927,250.00	(72,750.00)		0.00	4,927,250.00	09/28/19	3130AEP2	AA+/Aaa	1.00	2.64	UBS	149	734,160,250.00	(4,927,250.00)	
12/12/18	Federal Home Loan Bank	5,000,000.00	4,890,916.57	(109,083.33)			4,890,916.57	10/19/19	313384NA3	AA+/Aaa	2.55	2.61	UBS	169	826,564,917.23	(4,890,916.57)	
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	287	1,423,307,620.00	(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	3130A67M6	AA+/Aaa	1.47	1.47	UBS	308	1,540,000,000.00	(5,000,000.00)	
11/02/19	Federal Home Loan Bank	5,000,000.00	4,958,400.00	(43,600.00)		0.00	4,958,400.00	03/13/20	3130A12B3	AA+/Aaa	2.13	2.78	UBS	318	1,576,135,200.00	(4,958,400.00)	
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	1.39	1.39	UBS	356	1,780,000,000.00	(5,000,000.00)	
06/09/16	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	394	1,970,000,000.00	(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	313383HJ8	AA+/Aaa	1.75	1.70	UBS	409	2,045,000,000.00	(5,000,000.00)	
01/19/19	Federal Home Loan Bank	5,000,000.00	4,931,555.00	(68,445.00)		0.00	4,931,555.00	09/11/20	3130A8579	AA+/Aaa	1.63	2.17	Wedbush	500	2,465,777,500.00	(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	09/29/20	3130ACE2E	AA+/Aaa	1.38	2.57	Wedbush	517	2,519,328,290.00	(4,861,370.00)	
04/02/19	Federal Home Loan Bank (Callable)	5,000,000.00	5,007,187.50	(12,500.00)		19,887.50	5,007,187.50	01/29/21	3130ADFV9	AA+/Aaa	2.25	2.39	Union Banc	640	3,204,600,000.00	(5,007,187.50)	
03/26/19	Federal Home Loan Bank	5,000,000.00	5,034,988.88		17,955.00	17,010.88	5,034,988.88	03/12/21	3130AFV81	AA+/Aaa	2.50	2.31	Wedbush	892	3,433,948,792.98	(5,034,988.88)	
06/22/18	Federal Home Loan Bank	5,000,000.00	5,045,963.19		45,963.19	0.00	5,045,963.19	06/11/21	318373ZY1	AA+/Aaa	3.69	2.70	Wedbush	773	3,600,529,545.87	(5,045,963.19)	
01/02/16	Federal Home Loan Bank	5,000,000.00	4,834,810.00	(165,190.00)		0.00	4,834,810.00	07/14/21	3130A8Q55	AA+/Aaa	1.13	2.09	Wedbush	806	3,698,855,850.00	(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	3130AACM6	AA+/Aaa	2.05	2.05	UBS	951	4,755,000,000.00	(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	5,023,550.00	03/11/22	313378WG2	AA+/Aaa	2.60	2.42	Union Banc	1046	6,294,633,300.00	(5,023,550.00)	
****	Total Federal Home Loans (20% limit)	95,980,000.00	94,473,231.26	16.22%												0.00	(94,473,231.26)
08/30/16	Federal National Mige Note	5,000,000.00	4,990,600.00	(19,400.00)		0.00	4,990,600.00	08/02/19	3135GON33	AA+/Aaa	0.68	1.01	Wedbush	94	456,176,400.00	(4,990,600.00)	
11/19/18	Federal National Mige	5,000,000.00	4,935,485.00	(63,515.00)		0.00	4,935,485.00	08/28/19	3135G0P49	AA+/Aaa	1.00	2.53	Wells Fargo	120	592,378,200.00	(4,935,485.00)	
02/26/16	Federal National Mige Note-Callable	5,000,000.00	5,000,000.00			0.00	5,000,000.00	11/26/19	3136G2Y49	AA+/Aaa	1.40	1.40	UBS	210	1,050,000,000.00	(5,000,000.00)	
12/09/15	Federal National Mige Note-Callable	5,000,000.00	5,000,000.00			0.00	5,000,000.00	11/26/19	3136G4JE4	AA+/Aaa	1.50	1.49	Union Banc	210	1,050,000,000.00	(5,000,000.00)	
04/14/16	Federal National Mige Note-Callable	5,000,000.00	5,000,000.00			0.00	5,000,000.00	01/14/20	3136G3JL5	AA+/Aaa	1.36	1.36	Wedbush	259	1,295,000,000.00	(5,000,000.00)	
11/21/18	Federal National Mige Note	5,000,000.00	4,938,615.00	(61,385.00)		0.00	4,938,615.00	01/21/20	3135G0A78	AA+/Aaa	1.63	2.70	Wedbush	266	1,313,671,590.00	(4,938,615.00)	
04/09/17	Federal National Mige Note	5,000,000.00	5,000,000.00			0.00	5,000,000.00	02/28/20	3135G0T29	AA+/Aaa	1.50	1.50	Union Banc	304	1,520,000,000.00	(5,000,000.00)	
04/19/17	Federal National Mige	5,000,000.00	5,000,000.00		0.00	0.00	5,000,000.00	08/22/20	3135G0Q75	AA+/Aaa	1.50	1.42	Wedbush	419	2,085,000,000.00	(5,000,000.00)	
10/31/16	Federal National Mige Note-Callable	5,000,000.00	5,000,000.00			0.00	5,000,000.00	07/28/20	3136G4GK3	AA+/Aaa	1.95	1.35	UBS	455	2,275,000,000.00	(5,000,000.00)	
11/09/18	Federal National Mige Note	5,000,000.00	4,988,350.00	(11,650.00)		0.00	4,988,350.00	10/30/20	3135G0U84	AA+/Aaa	2.89	2.99	Union Banc	549	2,738,604,150.00	(4,988,350.00)	
11/27/18	Federal National Mige Note	5,000,000.00	5,000,000.00		0.00	0.00	5,000,000.00	10/30/20	3135G0U84	AA+/Aaa	2.89	2.86	UBS	549	2,745,000,000.00	(5,000,000.00)	
12/19/18	Federal National Mige Note	5,000,000.00	5,018,893.16		10,893.16	0.00	5,018,893.16	06/22/21	3135G0U35	AA+/Aaa	2.75	2.65	Wedbush	784	3,628,644,941.44	(5,018,893.16)	
04/09/19	Federal National Mige Note	5,000,000.00	4,982,761.11	(43,350.00)		26,111.11	4,982,761.11	01/05/22	3135G0S38	AA+/Aaa	2.00	2.33	Wells Fargo	951	4,888,086,646.91	(4,982,761.11)	
10/15/18	Federal National Mige Note	5,000,000.00	4,812,355.00	(187,645.00)		0.00	4,812,355.00	10/05/22	3136G0T78	AA+/Aaa	2.00	3.01	Wedbush	1254	6,034,693,170.00	(4,812,355.00)	
****	Total Federal National Mige. (20% limit)	70,800,000.00	69,650,865.27	11.96%												0.00	(69,650,865.27)
01/05/19	Federal Home Loan Mige (Callable)	5,000,000.00	4,980,000.00	(40,000.00)		0.00	4,980,000.00	05/24/19	3134G9NB9	AA+/Aaa	1.23	1.82	Mutual Securities	24	119,040,000.00	(4,980,000.00)	
04/11/17	Federal Home Loan Mige	5,000,000.00	5,000,000.00		0.00	0.00	5,000,000.00	05/30/19	3137EADG1	AA+/Aaa	1.75	1.32	Wedbush	30	150,000,000.00	(5,000,000.00)	
12/30/16	Federal Home Loan Mige CP-Callable	5,000,000.00	5,000,000.00			0.00	5,000,000.00	08/28/19	3134GAE42	AA+/Aaa	1.50	1.50	UBS	59	295,000,000.00	(5,000,000.00)	
04/04/18	Federal Home Loan Mige	5,000,000.00	4,915,430.00	(84,570.00)		0.00	4,915,430.00	07/19/19	3137EABF1	AA+/Aaa	0.88	2.21	Wedbush	80	393,234,400.00	(4,915,430.00)	
08/29/18	Federal Home Loan Mige	5,000,000.00	4,934,650.00	(65,350.00)		0.00	4,934,650.00	07/18/19	3137EABF1	AA+/Aaa	0.88	2.36	UBS	80	394,772,000.00	(4,934,650.00)	
11/01/17	Federal Home Loan Mige	5,000,000.00	4,981,055.00	(18,945.00)		0.00	4,981,055.00	08/15/19	3137EABH8	AA+/Aaa	1.38	1.69	Wedbush	107	532,972,885.00	(4,981,055.00)	
04/07/17	Federal Home Loan Mige CP-Callable	5,000,000.00	5,000,000.00			0.00	5,000,000.00	08/09/19	3134GA7A6	AA+/Aaa	1.50	1.50	UBS	132	660,000,000.00	(5,000,000.00)	
04/17/17	Federal Home Loan Mige	5,000,000.00	4,991,550.00	(6,450.00)		0.00	4,991,550.00	10/02/19	3137EADM8	AA+/Aaa	1.25	1.32	UBS	155	737,690,250.00	(4,991,550.00)	
10/28/17	Federal Home Loan Mige	5,000,000.00	4,999,375.89	(1,624.31)		0.00	4,999,375.89	10/25/19	3134GBH12	AA+/Aaa	1.63	1.64	Union Banc	176	869,710,872.82	(4,999,375.89)	
12/14/17	Federal Home Loan Mige	5,000,000.00	4,981,180.00	(18,820.00)		0.00	4,981,180.00	01/17/20	3137EAE6	AA+/Aaa	1.50	1.88	Wedbush	282	1,299,828,180.00	(4,981,180.00)	
04/08/17	Federal Home Loan Mige CP	5,000,000.00	4,976,830.00	(39,200.00)		0.00	4,976,830.00	05/01/20	3137EAD07	AA+/Aaa	1.38	1.53	Wedbush	367	1,828,496,610.00	(4,976,830.00)	
11/21/18	Federal Home Loan Mige	5,000,000.00	4,997,300.00	(102,700.00)		0.00	4,997,300.00	07/30/20	3134G3321	AA+/Aaa	1.55	2.80	UBS	457	2,238,066,100.00	(4,997,300.00)	
04/07/16	Federal Home Loan Mige CP-Callable	5,000,000.00	4,800,000.00			0.00	4,800,000.00	10/07/20	3134G9VQ6	AA+/Aaa	1.63	1.53	Union Banc	526	2,524,800,000.00	(4,800,000.00)	
12/06/18	Federal Home Loan Mige	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	2.85	Wedbush	659	3,256,915,760.00	(4,949,720.00)	
02/23/18	Federal Home Loan Mige CP-Callable	5,000,000.00	5,000,000.00			0.00	5,000,000.00	02/23/21	3134GSDK6	AA+/Aaa	2.50	2.50	UBS	695	3,000,000,000.00	(5,000,000.00)	
12/13/17	Federal Home Loan Mige - Callable	5,000,000.00	4,998,750.00	(1,250.00)		0.00	4,998,750.00	02/28/21	3134GB386	AA+/Aaa	2.00	2.01	UBS	669	3,359,165,000.00	(4,998,750.00)	
04/20/17	Federal Home Loan Mige (Callable)	5,000,000.00	5,000,000.00			0.00	5,000,000.00	10/20/21	3134GBJ99	AA+/Aaa	2.00	2.00	UBS	904	4,520,000,000.00	(5,000,000.00)	
04/10/19	Federal Home Loan Mige (Callable)	5,000,000.00	5,000,000.00			0.00	5,000,000.00	01/10/22	3134GTBE2	AA+/Aaa	2.80	2.60	UBS	986	6,000,000,000.00	(5,000,000.00)	
04/24/19	Federal Home Loan Mige (Callable)	5,000,000.00	5,000,000.00			0.00	5,000,000.00	07/24/23	3134GTW99	AA+/Aaa	2.56	2.58	UBS	1546	7,730,000,000.00	(5,000,000.00)	
04/30/19	Federal Home Loan Mige (Callable)	5,000,000.00	5,000,000.00			0.00	5,000,000.00	04/30/24	3134GTCQ4	AA+/Aaa	2.70	2.70					