

COTTONWOOD UNION SCHOOL DISTRICT

**20512 West First Street
Cottonwood, California 96022**

AGENDA FOR Tuesday, November 15, 2016, 6:30 P.M.

Regular Board Meeting, West Cottonwood Library

Rules and Procedures

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

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

1.0 Call Regular Meeting to Order

2.0 Pledge of Allegiance

3.0 Approval of Agenda

4.0 Recognition (Students, Staff, Curriculum)/Curriculum Review – Star Performers- North Cottonwood Students of the Month- West Cottonwood

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

In order to conduct district business in an orderly and efficient manner, the Board requires that public presentations to the Board comply with the following procedures:

At a time so designated on the agenda at a regular meeting, members of the public may bring before the Board matters that are not listed on the agenda. The Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. (Education Code 35145.5, Government Code 54954.2) Without taking action, Board members or district staff members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda. Additionally, on their own initiative or in response to questions posed by the public, a Board or staff member may ask a question for clarification, make a brief announcement, or make a brief report on his/her own activities. (Government Code 54954.2)

Furthermore, the Board or a Board member may provide a reference to staff or other resources for factual information, ask staff to report back to the Board at a subsequent meeting concerning any matter, or take action directing staff to place a matter of business on a future agenda.

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

6.0 Consent Agenda

6.1 Review of Consent Agenda

6.1.1 Approval of Board Meeting Minutes for:

• Regular Board Meeting held on October 18, 2016 (pg. 4-6)

6.1.2 Approval to Hire:

| **Tom Phillips- Skilled Tradesman**

6.2 Approval of Consent Agenda

7.0 Discussion/Action Items:

7.1 Consider approval of the Commercial Warrants. (pg. 7-29)

7.2 Consider Approval: Board Policies/ Administrative Regulations (Second Reading)

(policies provided in October packet)

BP/AR 1312.3- Uniform complaints procedures

BP/AR 3230- Federal Grant Funds

BP/AR 3270- Sale and Disposal of Books, Equipment and Supplies

AR 3440- Inventories

AR 3460- Financial Reports and Accountability

AR 3512- Equipment

BP/AR 5145.3- Nondiscrimination/ Harassment

BP/AR 5145.7- Sexual Harassment

7.3 Consider Approval: Board Policies/ Administrative Regulations (pg. 30-32)

BP 0410 - Nondiscrimination in District Programs and Activities (pg. 33-39)

BP 0420.41 - Charter School Oversight (pg. 40-48)

BP 4151/4251/4351 - Employee Compensation (pg. 49-52)

AR 4157.1/4257.1/4357.1 - Work-Related Injuries (pg. 53-55)

AR 5125.3 - Challenging Student Records (pg. 56-59)

AR 5148 - Child Care and Development (pg. 60-72)

AR 5148.3 - Preschool/Early Childhood Education (pg. 73-81)

BP 6142.4 - Service Learning/Community Service Classes (pg. 82-84)

AR 6143 - Courses of Study (pg. 85-87)

BP/AR/E 6173 - Education for Homeless Children (pg. 88-107)

BP/AR 3320 - Claims and Actions Against the District (pg. 108-113)

8.0 Informational Items:

8.1 CTA Report

8.2 Superintendent's Report –
LCAP/LEAP/SPSA Updates
Crowley Gulch Project Update

8.3 Principal's Reports

8.3.1 District Priority: West Cottonwood Junior High
Presented by: Doug Geren, Principal

9.0 Information/Communication Items.

9.1 Enrollment Report (pg. 114)

9.2 Shasta County Pooled Investment Report for September 2016. (pg115-116)

10.0 Governing Board Discussion and Suggested Agenda Items.

11.0 Future Meetings:

11.1 Regular Board Meeting, **Tuesday, December 13, 2016, 6:30 p.m.** in the West Cottonwood School Library, 20512 W. First Street, Cottonwood, CA 96022.

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

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

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, October 18, 2016, 6:30 P.M.

Regular Board Meeting, West Cottonwood Library

Members Present: Mr. Iles, Mr. Kohler, Mrs. Cordova, Mr. Vazquez, Mrs. Semingson
Members Absent: None
Others Present: Superintendent Dr. David Alexander
Principals: Doug Geren, Don Ray
Laura Merrick, Business Manager
Becky Bragg, Administrative Assistant
Staff: Four staff members were present along with approximately fifty community members

- 1.0 **Call Regular Meeting to Order-** Mr. Vazquez called regular meeting to order at 6:30 p.m.
- 2.0 **Pledge of Allegiance** led by Mr. Vazquez.
- 3.0 **Approval of Agenda**
ACTION: Mrs. Cordova moved, seconded by Mr. Iles, to approve the agenda as presented.
VOTE: Unanimous in favor
- 4.0 **Recognition (Students, Staff)/Curriculum Review –**
Star Performers – North Cottonwood – fifteen students recognized
Staff- “Going the Extra Distance”- Mrs. Merrick, Chief Business Official, was recognized
- 5.0 **Public Forum/Hearing of Persons Wishing to Address the Board –**
None at this time
- 6.0 **Consent Agenda**
 - 6.1 **Review of Consent Agenda**
 - 6.1.1 **Approval of Board Meeting Minutes for:**
Regular Board Meeting held on September 20, 2016
Special Board Meeting held on September 27, 2016
Special Board Meeting held on October 5, 2016
 - 6.1.2 **Accept Letter of Resignation from Kim Brogan- Instructional Aide**
 - 6.2 **Approval of Consent Agenda**
ACTION: Mr. Kohler moved, seconded by Mr. Iles, to approve the agenda as presented.
VOTE: Unanimous in favor
- 7.0 **Discussion/Action Items:**
 - 7.1 **Consider approval of the Commercial Warrants.**
ACTION: Mr. Vazquez moved, seconded by Mr. Iles, to approve the Commercial Warrants.
VOTE: Unanimous in favor

7.2 First Reading: Board Policies/ Administrative Regulations. -

BP/AR 1312.3- Uniform complaints procedure
BP/AR 3230- Federal Grant Funds
BP/AR 3270- Sale and Disposal of Books, Equipment, and Supplies
AR 3440- Inventories
AR 3460- Financial Reports and Accountability
AR 3512- Equipment
BP/AR 5145.3- Nondiscrimination/ Harassment
BP/AR 5145.7- Sexual Harassment

8.0 Informational Items:

8.1 CTA Report- None

8.2 Superintendent's Report- Dr. Alexander presented an update on LCAP process meetings and upcoming implementation of State LCAP rubric. He updated the board on the upcoming 7-11 Committee meeting on October 24th.

8.3 Principal's Reports-

Mr. Ray, Mrs. Brogoitti, and Mrs. Madison gave a presentation on goals, data, and initiatives at North Cottonwood School. They shared pictures and stories of the new Buddy Bench as well as the Win Den store.

9.0 Information/Communication Items:

- 9.1 Enrollment Report
- 9.2 Shasta County Pooled Investment Report for August, 2016.
- 9.3 Quarterly Report on Williams Uniform Complaints (July- September 2016)
- 9.4 Letter from De'An Chambless, SCOE regarding Unaudited Actuals

10.0 Governing Board Discussion and Suggested Agenda Items

Discussion about Measure L and playground shade for North Cottonwood School.

11.0 Future Meetings:

11.1 Regular Board Meeting, Tuesday, November 15, 2016, 6:30 p.m. in the West Cottonwood School Library, 20512 W. First Street, Cottonwood, CA 96022.

12.0 Closed Session: Adjournment to Closed Session at 7:21 p.m. to consider and/or take action upon the following items:

- 12.1 Pursuant to Government Code Section 54957,
Public Employee Discipline/Dismissal/Release/Evaluation
- 12.2 Pursuant to Government Code Section 54957.6
Conference with Labor Negotiator: District Negotiator: Superintendent Alexander
RE: Cottonwood Teachers' Association

Public Notice of Action Taken in Closed Session-

No Action Taken

13.0 Adjournment- the meeting adjourned at 8:24 p.m.

Judy Semingson, President

Tom Vazquez, Clerk

Matt Iles, Member

Gerald Kohler, Member

Kimberly Cordova, Member

Scheduled 11/07/2016 - 11/09/2016										Bank Account COUNTY - County
Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			AMAZON/ SYNCB (000560/2) P.O. BOX 530958 ATLANTA, GA 30353-0958							
FP	2016/17	09/22/16	R4817-00171	COOKING ELECTIVE	142581933563	11/07/16	Audit	37.59		37.59
			2017 (003882) 01-020-0100-1110-4310-1110-4100-000-							
	Check #			BatchId		Check Date		PO# P4817-00171	Register #	
	2016/17	09/22/16	R4817-00173	MAKER SPACE	142588396950	11/07/16	Audit	52.44		52.44
			2017 (003882) 01-020-0100-1110-4310-1110-4100-000-							
	Check #			BatchId		Check Date		PO# P4817-00173	Register #	
	2016/17	09/22/16	R4817-00173	MAKER SPACE	172559583475	11/07/16	Audit	18.89	1.42	20.31
			2017 (003882) 01-020-0100-1110-4310-1110-4100-000-			20.31				
	Check #			BatchId		Check Date		PO# P4817-00173	Register #	
FP	2016/17	09/22/16	R4817-00174	SPEECH MICROPHONE	219269892126	11/07/16	Audit	64.45		64.45
			2017 (001188) 01-050-1100-0000-4310-1110-1000-100-							
	Check #			BatchId		Check Date		PO# P4817-00174	Register #	
FP	2016/17	09/22/16	R4817-00175	MAINT	243387223353	11/07/16	Audit	137.83	5.29	143.12
			2017 (001245) 01-020-0000-8110-4510-0000-8110-100-			143.12				
	Check #			BatchId		Check Date		PO# P4817-00175	Register #	
	2016/17	09/23/16	R4817-00173	MAKER SPACE	172557839274	11/07/16	Audit	29.72		29.72
			2017 (003882) 01-020-0100-1110-4310-1110-4100-000-							
	Check #			BatchId		Check Date		PO# P4817-00173	Register #	
FP	2016/17	09/23/16	R4817-00173	MAKER SPACE	172557895705	11/07/16	Audit	83.72		83.72
			2017 (003882) 01-020-0100-1110-4310-1110-4100-000-							
	Check #			BatchId		Check Date		PO# P4817-00173	Register #	
	2016/17	09/23/16	R4817-00173	MAKER SPACE	172559198284	11/07/16	Audit	18.89	1.42	20.31
			2017 (003882) 01-020-0100-1110-4310-1110-4100-000-			20.31				
	Check #			BatchId		Check Date		PO# P4817-00173	Register #	
FP	2016/17	09/24/16	R4817-00171	COOKING ELECTIVE	142586338928	11/07/16	Audit	66.00	4.95	70.95
			2017 (003882) 01-020-0100-1110-4310-1110-4100-000-			70.95				
	Check #			BatchId		Check Date		PO# P4817-00171	Register #	
	2016/17	09/29/16	R4817-00183	MAINT LIGHTS	224895954470	11/07/16	Audit	469.50	35.21	504.71
			2017 (001245) 01-020-0000-8110-4510-0000-8110-100-			504.71				
	Check #			BatchId		Check Date		PO# P4817-00183	Register #	
FP	2016/17	09/29/16	R4817-00182	CHOIR ELECTIVE	259733700930	11/07/16	Audit	317.13		317.13
			2017 (003882) 01-020-0100-1110-4310-1110-4100-000-							
	Check #			BatchId		Check Date		PO# P4817-00182	Register #	

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Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

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ReqPay05a

Payment Register

Scheduled 11/07/2016 - 11/09/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		AMAZON/ SYNCE (000560/2)		(continued)						(continued)
2016/17	01/09/23	R4817-00173	MAKER SPACE	172555050213	11/07/16	Audit		18.89	1.42	20.31
		2017 (003882)	01-020-0100-1110-4310-1110-4100-000-			20.31				
Check #				BatchId		Check Date		PO# P4817-00173	Register #	
Total Invoice Amount								1,315.05		

AP Vendor	AMERICAN HEALTH & SAFETY TRAINING INC (000206/1) 1547 PALOS VERDES MALL #255 WALNUT CREEK, CA 95497									
FP	2016/17	10/05/16	R4817-00197	AED BATTERY	73581	11/07/16	Audit	446.94		446.94
			2017 (001248)	01-001-5640-0000-4510-0000-3140-100-						
Check #				BatchId		Check Date		PO# P4817-00197	Register #	
Total Invoice Amount								446.94		

Direct Vendor	AMERIGAS (000535/2) P.O. BOX 7155 PASADENA, CA 91109-7155									
	2016/17	10/12/16		PROPANE NORTH	3056847079	11/08/16	Audit	993.77		993.77
			2017 (001307)	01-001-0000-8260-5510-0000-8200-000-						
Total Invoice Amount								993.77		

AP Vendor	ANDERSON-COTTONWOOD DISP SRVCE (000005/1) PO BOX 541065 LOS ANGELES, CA 90054-1065									
	2016/17	11/01/16	R4817-00100	DISPOSAL SERVICE	1724311-0531-6	11/07/16	Audit	876.41		876.41
			2017 (002086)	01-001-0000-8240-5510-0000-8200-000-						
Check #				BatchId		Check Date		PO# P4817-00100	Register #	
	2016/17	11/01/16	R4817-00100	DISPOSAL SERVICE	1724312-0531-6	11/07/16	Audit	716.40		716.40
			2017 (002086)	01-001-0000-8240-5510-0000-8200-000-						
Check #				BatchId		Check Date		PO# P4817-00100	Register #	
Total Invoice Amount								1,592.81		

Direct Vendor	AT&T (000043/3) P.O. BOX 9011 CAROL STREAM, IL 60197-5025									
	2016/17	10/04/16		EAST ALARM LINES	8695836	11/08/16	Audit	214.65		214.65
			2017 (001384)	01-001-0000-7200-5910-0000-7200-000-						
	2016/17	10/19/16		PHONE SERVICE	8749473	11/08/16	Audit	3,945.16		3,945.16
			2017 (001384)	01-001-0000-7200-5910-0000-7200-000-						

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ESCAPE ONLINE

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Scheduled 11/07/2016 - 11/09/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		AT&T (000043/3)	(continued)							(continued)

Total Invoice Amount 4,159.81

AP Vendor BOUND TO STAY BOUND BOOKS INC (000076/2)

DEPT #610

PO BOX 790044

ST. LOUIS, MO 63179-0044

2016/17	10/11/16	R4817-00199	LIBRARY BOOKS	941074	11/07/16	Audit		1,925.56		1,925.56
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2017 (001140) 01-050-1100-0180-4210-0000-2420-000-

Check #				BatchId		Check Date		PO# P4817-00199		Register #
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2016/17	10/17/16	R4817-00149	LIBRARY BOOKS	941463	11/07/16	Audit		341.08		341.08
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2017 (001146) 01-020-1100-0180-4210-0000-2420-000-

Check #				BatchId		Check Date		PO# P4817-00149		Register #
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2016/17	10/21/16	R4817-00149	LIBRARY BOOKS	941821	11/07/16	Audit		100.25		100.25
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2017 (001146) 01-020-1100-0180-4210-0000-2420-000-

Check #				BatchId		Check Date		PO# P4817-00149		Register #
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Total Invoice Amount 2,366.89

Direct Vendor BROWN PLUMBING (000680/1)

3990 RAILROAD AVE.

REDDING, CA 96001

2016/17	10/27/16		PLUMBING LINE	36470	11/08/16	Audit		295.50		295.50
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REPAIR

2017 (001337) 01-020-0000-8200-5630-0000-8200-100-

Total Invoice Amount 295.50

AP Vendor CALIFORNIA SAFETY CO (000021/1)

PO BOX 990956

REDDING, CA 96099-0956

2016/17	10/05/16	R4817-00101	ALARM JUL 16- DEC	338838	11/07/16	Audit		50.00		50.00
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16

2017 (003205) 01-001-0000-0000-5630-0000-3600-000-

2017 (001335) 01-020-0000-2700-5630-0000-2700-100-

2017 (001341) 01-030-0000-2700-5630-0000-2700-100-

2017 (001324) 01-050-0000-2700-5630-0000-2700-100-

Check #				BatchId		Check Date		PO# P4817-00101		Register #
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2016/17	10/05/16	R4817-00101	ALARM JUL 16- DEC	338841	11/07/16	Audit		150.00		150.00
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16

2017 (003205) 01-001-0000-0000-5630-0000-3600-000-

2017 (001335) 01-020-0000-2700-5630-0000-2700-100-

150.00

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012301, Page

Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

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Scheduled 11/07/2016 - 11/09/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		CALIFORNIA SAFETY CO (000021/1)		(continued)						(continued)
2016/17	10/05/16	R4817-00101	ALARM JUL 16- DEC 16	338841 (continued)	11/07/16	Audit		(continued)		
		2017 (001341)	01-030-0000-2700-5630-0000-2700-100-							
		2017 (001324)	01-050-0000-2700-5630-0000-2700-100-							
Check #				Batchld		Check Date		PO# P4817-00101	Register #	
2016/17	10/05/16	R4817-00101	ALARM JUL 16- DEC 16	339351	11/07/16	Audit		25.00		25.00
		2017 (003205)	01-001-0000-0000-5630-0000-3600-000-							
		2017 (001335)	01-020-0000-2700-5630-0000-2700-100-							
		2017 (001341)	01-030-0000-2700-5630-0000-2700-100-			25.00				
		2017 (001324)	01-050-0000-2700-5630-0000-2700-100-							
Check #				Batchld		Check Date		PO# P4817-00101	Register #	
2016/17	10/05/16	R4817-00101	ALARM JUL 16- DEC 16	339445	11/07/16	Audit		71.00		71.00
		2017 (003205)	01-001-0000-0000-5630-0000-3600-000-							
		2017 (001335)	01-020-0000-2700-5630-0000-2700-100-			71.00				
		2017 (001341)	01-030-0000-2700-5630-0000-2700-100-							
		2017 (001324)	01-050-0000-2700-5630-0000-2700-100-							
Check #				Batchld		Check Date		PO# P4817-00101	Register #	
2016/17	11/02/16	R4817-00101	ALARM JUL 16- DEC 16	341218	11/09/16	Audit		50.00		50.00
		2017 (003205)	01-001-0000-0000-5630-0000-3600-000-							
		2017 (001335)	01-020-0000-2700-5630-0000-2700-100-							
		2017 (001341)	01-030-0000-2700-5630-0000-2700-100-							
		2017 (001324)	01-050-0000-2700-5630-0000-2700-100-			50.00				
Check #				Batchld		Check Date		PO# P4817-00101	Register #	
2016/17	11/02/16	R4817-00101	ALARM JUL 16- DEC 16	341221	11/09/16	Audit		150.00		150.00
		2017 (003205)	01-001-0000-0000-5630-0000-3600-000-							
		2017 (001335)	01-020-0000-2700-5630-0000-2700-100-			150.00				
		2017 (001341)	01-030-0000-2700-5630-0000-2700-100-							
		2017 (001324)	01-050-0000-2700-5630-0000-2700-100-							
Check #				Batchld		Check Date		PO# P4817-00101	Register #	
2016/17	11/02/16	R4817-00101	ALARM JUL 16- DEC 16	341753	11/09/16	Audit		25.00		25.00
		2017 (003205)	01-001-0000-0000-5630-0000-3600-000-							
		2017 (001335)	01-020-0000-2700-5630-0000-2700-100-							
		2017 (001341)	01-030-0000-2700-5630-0000-2700-100-			25.00				

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012301, Page Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

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ReqPay05a

Payment Register

Scheduled 11/07/2016 - 11/09/2016							Bank Account COUNTY - County			
Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		CALIFORNIA SAFETY CO (000021/1)		(continued)		(continued)				
2016/17	11/02/16	R4817-00101	ALARM JUL 16- DEC 16	341753 (continued)	11/09/16	Audit		(continued)		
2017 (001324) 01-050-0000-2700-5630-0000-2700-100-										
Check #					BatchId	Check Date	PO# P4817-00101	Register #		
2016/17	11/02/16	R4817-00101	ALARM JUL 16- DEC 16	341847	11/09/16	Audit		71.00		71.00
2017 (003205) 01-001-0000-0000-5630-0000-3600-000-										
2017 (001335) 01-020-0000-2700-5630-0000-2700-100-										
2017 (001341) 01-030-0000-2700-5630-0000-2700-100-										
2017 (001324) 01-050-0000-2700-5630-0000-2700-100-										
Check #					BatchId	Check Date	PO# P4817-00101	Register #		
Total Invoice Amount								592.00		
AP Vendor		CDW-G (000159/1) 75 REMITTANCE DR STE 1515 CHICAGO, IL 60675-1515								
FP	2016/17	10/26/16	R4817-00152	PROJECTOR	FTJ0091	11/08/16	Audit	597.23		597.23
2017 (001189) 01-050-1100-2420-4310-1110-1000-100-										
Check #					BatchId	Check Date	PO# P4817-00152	Register #		
Total Invoice Amount								597.23		
Direct Vendor		COASTAL BUSINESS SYSTEMS LEASING COMPANY (000270/1) 336 FIRST ST EUREKA, CA 95501								
2016/17	10/20/16		DOC STAR	854703	11/08/16	Audit		233.28		233.28
2017 (001311) 01-001-0000-7200-5610-0000-7200-000-										
Total Invoice Amount								233.28		
Direct Vendor		COTTONWOOD CHAMBER OF COMMERCE (000052/1) PO BOX 584 COTTONWOOD, CA 96022								
2016/17	10/01/16		ANNUAL MEMBERSHIP	102016	11/08/16	Audit		50.00		50.00
2017 (001300) 01-001-0000-7200-5310-0000-7200-000-										
Total Invoice Amount								50.00		

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012301, Page Break by Check? = N, Zero? = Y)

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		COTTONWOOD CUSTOM MIRROR&GLASS (000032/1) 3660 MAIN ST STE A COTTONWOOD, CA 96022								
2016/17	10/12/16		REPLACE BROKEN WINDOW	8143	11/08/16	Audit		171.00		171.00
2017 (001336) 01-020-0000-8110-5630-0000-8110-100-										
Total Invoice Amount								171.00		
Direct Vendor		COTTONWOOD WATER DISTRICT (000002/1) PO BOX 2130 COTTONWOOD, CA 96022								
2016/17	10/24/16		WATER	11926530	11/08/16	Audit		2,091.96		2,091.96
2017 (001309) 01-001-0000-8230-5510-0000-8200-000-										
2016/17	10/24/16		CCCS PLAY FIELD WATER	423385	11/08/16	Audit		84.20		84.20
2017 (001309) 01-001-0000-8230-5510-0000-8200-000-										
2016/17	10/24/16		WATER SCA	59996919	11/08/16	Audit		1.88		1.88
2017 (001309) 01-001-0000-8230-5510-0000-8200-000-										
2016/17	10/24/16		WATER CCCS	59996919 CCCS	11/08/16	Audit		51.66		51.66
2017 (001309) 01-001-0000-8230-5510-0000-8200-000-										
Total Invoice Amount								2,229.70		
AP Vendor		CROSS PETROLEUM (000083/1) PO BOX 492200 REDDING, CA 96049-2200								
2016/17	10/15/16	R4817-00103	FUEL FOR VEHICLES	CL42073	11/07/16	Audit		1,550.99		1,550.99
						1,550.99				
2017 (003195) 01-001-0000-0000-4601-0000-3600-000-										
2017 (001250) 01-001-0000-8120-4510-0000-8110-100-										
2017 (001889) 13-001-5310-0000-4510-0000-3700-000-										
Check #		BatchId			Check Date		PO# P4817-00103		Register #	
2016/17	10/31/16	R4817-00103	FUEL FOR VEHICLES	CL42335	11/07/16	Audit		2,620.89		2,620.89
						2,486.83				
						134.06				
2017 (003195) 01-001-0000-0000-4601-0000-3600-000-										
2017 (001250) 01-001-0000-8120-4510-0000-8110-100-										
2017 (001889) 13-001-5310-0000-4510-0000-3700-000-										
Check #		BatchId			Check Date		PO# P4817-00103		Register #	
Total Invoice Amount								4,171.88		

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012301, Page Break by Check? = N, Zero? = Y)

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			DISCOVERY EDUCATION (000662/1) P.O. BOX 791363 BALTIMORE, MD 21279							
FP	2016/17	10/19/16	R4817-00085	LICENSE	90130347	11/08/16	Audit	2,310.00		2,310.00
			2017 (001182)	01-020-6300-0000-4310-1110-1000-100-		1,008.00				
			2017 (001235)	01-050-6300-0000-4310-1110-1000-100-		1,302.00				
Check #				BatchId		Check Date		PO# P4817-00085	Register #	
Total Invoice Amount								2,310.00		

AP Vendor			ED TECH TEAM, INC (000737/1) 5405 ALTON PARKWAY SUITE 5A-305 IRVINE, CA 92604							
FP	2016/17	09/22/16	R4817-00181	PD GOOGLE BOOTCAMP	0002628B	11/07/16	Audit	1,791.00		1,791.00
			2017 (003755)	01-020-3010-0000-5210-1110-1000-100-		1,393.00				
			2017 (001287)	01-050-3010-0000-5210-1110-1000-100-		398.00				
Check #				BatchId		Check Date		PO# P4817-00181	Register #	
Total Invoice Amount								1,791.00		

Direct Vendor			EVIE LECHLEITER (000748/1) 35725 CORINTHIANS WAY SHINGLETOWN, CA 96088							
	2016/17	10/27/16		BUS DRIVER TRAINING	1027	11/08/16	Audit	1,987.50		1,987.50
			2017 (003200)	01-001-0000-0000-5210-0000-3600-000-						
Total Invoice Amount								1,987.50		

AP Vendor			FLINN SCIENTIFIC, INC. (000592/1) P.O. BOX 71721 CHICAGO, IL 60694-1721							
FP	2016/17	10/31/16	R4817-00214	INSTRUCTIONAL MATERIALS	2033166	11/07/16	Audit	99.69		99.69
			2017 (001162)	01-020-1100-0000-4310-1110-1000-100-						
Check #				BatchId		Check Date		PO# P4817-00214	Register #	
Total Invoice Amount								99.69		

Direct Vendor			FRANZ FAMILY BAKERIES (000537/1) P.O. BOX 742654 LOS ANGELES, CA 90074-2654							
	2016/17	10/03/16		BAKERY - CAFE	046300527720	11/07/16	Audit	185.00		185.00
			2017 (001890)	13-001-5310-0000-4710-0000-3700-000-						

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012301, Page Break by Check? = N, Zero? = Y)

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Direct Vendor		FRANZ FAMILY BAKERIES (000537/1)		(continued)						
2016/17	10/03/16		BAKERY - CAFE	046300527720	11/07/16	Audit		(continued)		
				(continued)						
2016/17	10/03/16		BAKERY - CAFE	046300528415	11/07/16	Audit		38.75		38.75
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2016/17	10/17/16		BAKERY - CAFE	046300529108	11/07/16	Audit		111.50		111.50
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2016/17	10/24/16		BAKERY - CAFE	046300529820	11/07/16	Audit		136.00		136.00
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2016/17	10/31/16		BAKERY - CAFE	046300530519	11/07/16	Audit		72.30		72.30
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							

Total Invoice Amount 543.55

AP Vendor
FRED WYCKOFF (000539/1)
3405 DENICE WAY
COTTONWOOD, CA 96022

FP	2016/17	10/26/16	R4817-00210	CPR AND FIRST AID	102616	11/07/16	Audit	180.00		180.00
			2017 (003858)	01-001-0000-0000-5210-0000-3140-000-						
	Check #			BatchId		Check Date		PO# P4817-00210	Register #	
Total Invoice Amount								180.00		

Direct Vendor
GOLD STAR FOODS, INC. (000630/1)
3781 E AIRPORT DR.
ONTARIO, CA 91761

	2016/17	10/04/16		FOOD - CAFE	1798802	11/07/16	Audit	600.84		600.84
			2017 (001890)	13-001-5310-0000-4710-0000-3700-000-						
	2016/17	10/11/16		FOOD - CAFE	1811022	11/07/16	Audit	1,249.31		1,249.31
			2017 (001890)	13-001-5310-0000-4710-0000-3700-000-						
	2016/17	10/25/16		FOOD - CAFE	1828647	11/07/16	Audit	934.00		934.00
			2017 (001890)	13-001-5310-0000-4710-0000-3700-000-						
Total Invoice Amount								2,784.15		

AP Vendor
HOUGHTON MIFFLIN COMPANY (000025/2)
14046 COLLECTIONS CENTER DR
CHICAGO, IL 60693

FP	2016/17	10/12/16	R4817-00205	PROTOCOLS	952769971	11/07/16	Audit	401.58	30.12	431.70
			2017 (001153)	01-001-0000-1110-4310-1110-1000-100-			431.70			
	Check #			BatchId		Check Date		PO# P4817-00205	Register #	

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Bank Account COUNTY - County

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						Total Invoice	Amount	401.58		
Direct Vendor		INDEPENDENT ED PROGRAMS (000547/1) 1756 SOUTH ST. ANDERSON, CA 96007								
2016/17	09/30/16		IEP SCHOOL	CUSD093016	11/08/16	Audit		4,020.00		4,020.00
		2017 (001371) 01-001-6500-0203-5805-5750-1180-100-								
						Total Invoice	Amount	4,020.00		
Direct Vendor		J.W. WOOD CO INC (000022/1) PO BOX 991600 REDDING, CA 96099								
2016/17	10/14/16		PLUMBING PART	R488966	11/08/16	Audit		27.62		27.62
		2017 (001253) 01-050-0000-8200-4510-0000-8200-100-								
						Total Invoice	Amount	27.62		
AP Vendor		JW PEPPER (000692/1) 6735 SIERRA COURT STE. E DUBLIN, CA 94568-2618								
FP 2016/17	09/23/16	R4817-00170	CHOIR ELECTIVE	13651995	11/07/16	Audit		109.44		109.44
		2017 (003882) 01-020-0100-1110-4310-1110-4100-000-								
Check #		BatchId			Check Date		PO# P4817-00170		Register #	
						Total Invoice	Amount	109.44		
Direct Vendor		K-COE ISOM (000634/2) P.O. BOX 874710 KANSAS CITY, MO 64187-4710								
2016/17	10/31/16		15-16 AUDIT	3066080	11/08/16	Audit		8,000.00		8,000.00
		2017 (003529) 01-001-0000-7100-5812-0000-7190-000-								
						Total Invoice	Amount	8,000.00		
AP Vendor		LAUNDRY WORLD (000141/1) PO BOX 98 ANDERSON, CA 96007								
2016/17	10/12/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	136242	11/07/16	Audit		23.65		23.65
		2017 (001306) 01-001-0000-8250-5510-0000-8200-000-								
Check #		BatchId			Check Date		PO# P4817-00102		Register #	
2016/17	10/12/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	136243	11/07/16	Audit		49.75		49.75

Selection

Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012301, Page Break by Check? = N, Zero? = Y)

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AP Vendor		LAUNDRY WORLD (000141/1)	(continued)							(continued)
2016/17	10/12/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	136243 (continued)	11/07/16	Audit		(continued)		
2017 (001306) 01-001-0000-8250-5510-0000-8200-000-										
Check #				Batchld		Check Date		PO# P4817-00102	Register #	
2016/17	10/12/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	136244	11/07/16	Audit		60.00		60.00
2017 (001306) 01-001-0000-8250-5510-0000-8200-000-										
Check #				Batchld		Check Date		PO# P4817-00102	Register #	
2016/17	10/19/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	136587	11/07/16	Audit		23.65		23.65
2017 (001306) 01-001-0000-8250-5510-0000-8200-000-										
Check #				Batchld		Check Date		PO# P4817-00102	Register #	
2016/17	10/19/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	136588	11/07/16	Audit		49.75		49.75
2017 (001306) 01-001-0000-8250-5510-0000-8200-000-										
Check #				Batchld		Check Date		PO# P4817-00102	Register #	
2016/17	10/19/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	136589	11/07/16	Audit		60.00		60.00
2017 (001306) 01-001-0000-8250-5510-0000-8200-000-										
Check #				Batchld		Check Date		PO# P4817-00102	Register #	
2016/17	10/26/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	136931	11/07/16	Audit		23.65		23.65
2017 (001306) 01-001-0000-8250-5510-0000-8200-000-										
Check #				Batchld		Check Date		PO# P4817-00102	Register #	
2016/17	10/26/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	136932	11/07/16	Audit		49.75		49.75
2017 (001306) 01-001-0000-8250-5510-0000-8200-000-										
Check #				Batchld		Check Date		PO# P4817-00102	Register #	
2016/17	10/26/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	136933	11/07/16	Audit		60.00		60.00
2017 (001306) 01-001-0000-8250-5510-0000-8200-000-										
Check #				Batchld		Check Date		PO# P4817-00102	Register #	
2016/17	11/02/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	137267	11/07/16	Audit		23.65		23.65
2017 (001306) 01-001-0000-8250-5510-0000-8200-000-										
Check #				Batchld		Check Date		PO# P4817-00102	Register #	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012301, Page Break by Check? = N, Zero? = Y)

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Payment Register

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	LAUNDRY WORLD (000141/1)		(continued)						(continued)	
2016/17	11/02/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	137268	11/07/16	Audit		49.75		49.75
Check #	2017 (001306)		01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date	PO# P4817-00102		Register #	
2016/17	11/02/16	R4817-00102	LAUNDRY SERVICE JUL-DEC	137269	11/07/16	Audit		60.00		60.00
Check #	2017 (001306)		01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date	PO# P4817-00102		Register #	
Total Invoice Amount								533.60		
Direct Vendor	MT. SHASTA SPRING WATER (000036/1) 1878 TWIN VIEW BLVD REDDING, CA 96003-1501									
2016/17	10/13/16		WATER TRANS	123202	11/08/16	Audit		19.30		19.30
Check #	2017 (003223)		01-001-0000-0000-4510-0000-3600-100-	BatchId		Check Date	PO# P4817-00102		Register #	
2016/17	10/13/16		WATER DO	123205	11/08/16	Audit		7.50		7.50
Check #	2017 (001247)		01-001-0000-2700-4510-0000-2700-100-	BatchId		Check Date	PO# P4817-00102		Register #	
2016/17	11/03/16		WATER TRANS	130137	11/08/16	Audit		19.30		19.30
Check #	2017 (003223)		01-001-0000-0000-4510-0000-3600-100-	BatchId		Check Date	PO# P4817-00102		Register #	
2016/17	11/03/16		WATER/COFFEE DO	130140	11/08/16	Audit		28.14		28.14
Check #	2017 (001247)		01-001-0000-2700-4510-0000-2700-100-	BatchId		Check Date	PO# P4817-00102		Register #	
Total Invoice Amount								74.24		
AP Vendor	NFHS (000120/1) PO BOX 361246 INDIANAPOLIS, IN 46236-5324									
2016/17	10/14/16	R4817-00020	SPORTS RULE BOOK	213208	11/08/16	Audit		10.19	.76	10.95
Check #	2017 (001162)		01-020-1100-0000-4310-1110-1000-100-	BatchId		10.95 Check Date	PO# P4817-00020		Register #	
2016/17	10/20/16	R4817-00020	SPORTS RULE BOOK	213643	11/08/16	Audit		10.19	.76	10.95
Check #	2017 (001162)		01-020-1100-0000-4310-1110-1000-100-	BatchId		10.95 Check Date	PO# P4817-00020		Register #	
FP	2016/17	10/27/16	R4817-00020	SPORTS RULE BOOK	213902	11/08/16	Audit	20.38	1.53	21.91
Check #	2017 (001162)		01-020-1100-0000-4310-1110-1000-100-	BatchId		21.91 Check Date	PO# P4817-00020		Register #	
Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012301, Page Break by Check? = N, Zero? = Y)										
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Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor		NFHS (000120/1)	(continued)							(continued)
Total Invoice Amount								40.76		
Direct Vendor	NORTH VALLEY SCHOOLS INC (000126/1) ACCOUNTS RECEIVABLE 1360 E LASSEN AVENUE CHICO, CA 95973									
2016/17	10/07/16		NPS	2016-10-07-COTT-2-25	11/08/16	Audit		7,974.61		7,974.61
2017 (001371) 01-001-6500-0203-5805-5750-1180-100-								Total Invoice Amount	7,974.61	
Direct Vendor	NORTHSTATE MECHANICAL SERVICES (000054/1) PO BOX 494996 REDDING, CA 96049									
2016/17	10/05/16		KITCHEN AC	324303	11/08/16	Audit		542.93		542.93
2017 (001337) 01-020-0000-8200-5630-0000-8200-100-								Total Invoice Amount	742.93	
2016/17	10/21/16		SERVICE BOILER	324326	11/08/16	Audit		200.00		200.00
2017 (001337) 01-020-0000-8200-5630-0000-8200-100-								Total Invoice Amount	742.93	
AP Vendor	OFFICE DEPOT BUSINESS SERV DIV (000091/2) PO BOX 70025 LOS ANGELES, CA 90074-0025									
FP	2016/17	09/30/16	R4817-00186	OFFICE SUPPLIES	868589114001	11/07/16	Audit	65.94		65.94
2017 (001889) 13-001-5310-0000-4510-0000-3700-000-								Check #	BatchId	Check Date
								PO# P4817-00186		Register #
FP	2016/17	10/06/16	R4817-00201	OFFICE SUPPLIES	870108829001	11/07/16	Audit	59.34		59.34
2017 (001247) 01-001-0000-2700-4510-0000-2700-100-								Check #	BatchId	Check Date
								PO# P4817-00201		Register #
2016/17	10/07/16		R4817-00202	TEACHER SUPPLIES	8702236632001	11/07/16	Audit	1,630.22		1,630.22
2017 (001257) 01-050-0000-2700-4510-0000-2700-100-								24.57		
2017 (001189) 01-050-1100-2420-4310-1110-1000-100-								1,605.65		
								Check #	BatchId	Check Date
								PO# P4817-00202		Register #
FP	2016/17	10/07/16	R4817-00202	TEACHER SUPPLIES	870224514001	11/07/16	Audit	92.44		92.44
2017 (001257) 01-050-0000-2700-4510-0000-2700-100-								1.39		
2017 (001189) 01-050-1100-2420-4310-1110-1000-100-								91.05		
								Check #	BatchId	Check Date
								PO# P4817-00202		Register #

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AP Vendor			OFFICE DEPOT BUSINESS SERV DIV (000091/2)				(continued)			
FP	2016/17	10/07/16	R4817-00185	CLASSROOM SUPPLIES	870304123001	11/07/16	Audit	158.80		158.80
			2017 (001159) 01-020-1100-2420-4310-0000-2420-100-							
		Check #			BatchId		Check Date	PO# P4817-00185	Register #	
FP	2016/17	10/28/16	R4817-00212	OFFICE AND CLASSROOM SUPPLIES	875212667001	11/07/16	Audit	495.53		495.53
			2017 (001242) 01-020-0000-2700-4510-0000-2700-100-				349.70			
			2017 (001162) 01-020-1100-0000-4310-1110-1000-100-				145.83			
		Check #			BatchId		Check Date	PO# P4817-00212	Register #	
	2016/17	10/28/16	R4817-00212	OFFICE AND CLASSROOM SUPPLIES	8752129710001	11/07/16	Audit	19.97		19.97
			2017 (001242) 01-020-0000-2700-4510-0000-2700-100-				14.09			
			2017 (001162) 01-020-1100-0000-4310-1110-1000-100-				5.88			
		Check #			BatchId		Check Date	PO# P4817-00212	Register #	
FP	2016/17	11/01/16	R4817-00219	OFFICE SUPPLIES	875954664001	11/07/16	Audit	46.04		46.04
			2017 (001247) 01-001-0000-2700-4510-0000-2700-100-							
		Check #			BatchId		Check Date	PO# P4817-00219	Register #	
FP	2016/17	11/01/16	R4817-00220	OFFICE/ TEACHER SUPPLIES	876002087001	11/07/16	Audit	1,359.38		1,359.38
			2017 (001162) 01-020-1100-0000-4310-1110-1000-100-				1,229.35			
			2017 (001159) 01-020-1100-2420-4310-0000-2420-100-				130.03			
		Check #			BatchId		Check Date	PO# P4817-00220	Register #	
FP	2016/17	11/01/16	R4817-00224	TEACHER SUPPLIES	876240289001	11/07/16	Audit	367.54		367.54
			2017 (001188) 01-050-1100-0000-4310-1110-1000-100-							
		Check #			BatchId		Check Date	PO# P4817-00224	Register #	
Total Invoice Amount								4,295.20		
AP Vendor			ORIENTAL TRADING CO (000603/1) P.O. BOX 2308 OMAHA, NE 68103-2308							
FP	2016/17	10/24/16	R4817-00206	LIBRARY SUPPLIES	680220054-01	11/07/16	Audit	178.35	13.38	191.73
			2017 (001204) 01-050-1100-0180-4310-0000-2420-100-				191.73			
		Check #			BatchId		Check Date	PO# P4817-00206	Register #	
Total Invoice Amount								178.35		

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012301, Page Break by Check? = N, Zero? = Y)

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		PACIFIC GAS AND ELECTRIC CO (000007/1) BOX 997300 SACRAMENTO, CA 95899-7300								
2016/17	11/02/16		ELEC- OCT	110216	11/08/16	Audit		19,510.40		19,510.40
		2017 (001307)	01- 001- 0000- 8260- 5510- 0000- 8200- 000-							
2016/17	11/02/16		ELEC-OCT SCA	110216 - SCA	11/08/16	Audit		85.96		85.96
		2017 (001307)	01- 001- 0000- 8260- 5510- 0000- 8200- 000-							
2016/17	11/02/16		ELEC - OCT CCCS	110216 CCCS	11/08/16	Audit		2,361.90		2,361.90
		2017 (001307)	01- 001- 0000- 8260- 5510- 0000- 8200- 000-							
2016/17	11/08/16		CAFE- OCT	1108	11/08/16	Audit		1,830.03		1,830.03
		2017 (001307)	01- 001- 0000- 8260- 5510- 0000- 8200- 000-							
Total Invoice Amount								23,788.29		

Direct Vendor		PAINT MARTS (000012/1) 3101 EAST ST ANDERSON, CA 96007								
2016/17	08/31/16		TOUCH UP PAINT	20124818	11/08/16	Audit		25.64		25.64
		2017 (001255)	01- 050- 0000- 8110- 4510- 0000- 8110- 100-							
Total Invoice Amount								25.64		

AP Vendor		PAR (000746/1) 16204 N FLORIDA AVE LUTZ, FL 33549								
FP	2016/17	10/28/16	R4817-00223	FORMS	794984-1	11/07/16	Audit	1,144.80	85.86	1,230.66
			2017 (001155)	01- 001- 6500- 3120- 4310- 5001- 3120- 100-			1,230.66			
	Check #			BatchId		Check Date		PO# P4817-00223	Register #	
Total Invoice Amount								1,144.80		

AP Vendor		PC PARTS PLUS (000740/1) PO BOX 721 LAKELAND, MN 55043								
FP	2016/17	10/19/16	R4817-00209	TECH PARTS	3689	11/08/16	Audit	1,709.73	128.23	1,837.96
			2017 (003887)	01- 001- 0000- 2420- 4310- 0000- 2420- 100-			1,837.96			
	Check #			BatchId		Check Date		PO# P4817-00209	Register #	
Total Invoice Amount								1,709.73		

AP Vendor		PEARSON ASSESSMENTS (000184/2) 13036 COLLECTION CENTER DR CHICAGO, IL 60693								
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Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012301, Page Break by Check? = N, Zero? = Y)

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Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			PEARSON ASSESSMENTS (000184/2)		(continued)					
FP	2016/17	09/10/16	R4817-00136	TESTING MATERIALS	10856542	11/07/16	Audit	871.66		871.66
2017 - (001155) - 01- 001- 6500- 3120- 4310- 5001- 3120- 100-										
Check #		BatchId			Check Date		PO# P4817-00136		Register #	
Total Invoice Amount								871.66		

Direct Vendor		PERFECT POOL & SPA (000439/1) PO BOX 491975 REDDING, CA 96049								
	2016/17	09/01/16		POOL CHEMICALS	27864	11/08/16	Audit	1,177.20		1,177.20
2017 (001254) 01-001-0000-8210-4510-0000-8200-100-										
FP	2016/17	10/01/16	R4817-00153	POOL SUPPLIES	28382	11/07/16	Audit	940.63		940.63
2017 (004055) 01-001-0000-8210-4410-0000-8200-100-										
Check #		BatchId		Check Date		PO# P4817-00153		Register #		
	2016/17	10/01/16		POOL CHEMICALS	28382-1	11/08/16	Audit	1,401.00		1,401.00
2017 (001254) 01-001-0000-8210-4510-0000-8200-100-										
Total Invoice Amount								3,518.83		

AP Vendor		PIONEER DRAMA SERVICE (000731/1) PO BOX 4267 ENGLEWOOD, CO 80155-4267								
FP	2016/17	09/12/16	R4817-00160	DRAMA ELECTIVE	536664	11/07/16	Audit	484.00	36.30	520.30
2017 (003882) 01-020-0100-1110-4310-1110-4100-000-							520.30			
Check #		BatchId				Check Date		PO# P4817-00160	Register #	
Total Invoice Amount								484.00		

AP Vendor		PLATT ELECTRIC SUPPLY (000030/3) P.O. BOX 418759 BOSTON, MA 02241-8759									
FP	2016/17	10/05/16	R4817-00191	MAINT	K467597	11/07/16	Audit	587.06	587.06		
2017 (001245) 01-020-0000-8110-4510-0000-8110-100-											
Check #		BatchId				Check Date		PO# P4817-00191		Register #	
Total Invoice Amount								587.06			

Direct Vendor		PRESENCE LEARNING (000669/2) DEPT LA 24306 PASADENA, CA 91185-4306								
	2016/17	06/30/16		CREDIT MEMO	CM9017	11/08/16	Audit	312.00-		312.00-
2017 (002527) 01-001-6500-0204-5101-5770-1190-100-										

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012301, Page Break by Check? = N, Zero? = Y)

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		PRESENCE LEARNING (000669/2)		(continued)						
2016/17	09/30/16		SPEECH SEPT	INV9684	11/08/16	Audit		9,898.60		9,898.60
		2017 (002527)	01-001-6500-0204-5101-5770-1190-100-							
2016/17	09/30/16		SPEECH SERVICES	INV9943	11/08/16	Audit		4,160.00		4,160.00
		2017 (002527)	01-001-6500-0204-5101-5770-1190-100-							
Total Invoice Amount								13,746.60		
Direct Vendor		PRODUCERS DAIRY (000203/1) PO BOX 1231 FRESNO, CA 93715-1231								
2016/17	10/08/16		DAIRY - CAFE	20829721	11/07/16	Audit		838.77		838.77
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2016/17	10/15/16		DAIRY - CAFE	20832499	11/07/16	Audit		884.34		884.34
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2016/17	10/22/16		DAIRY - CAFE	20835261	11/07/16	Audit		880.55		880.55
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2016/17	10/29/16		DAIRY - CAFE	20838028	11/07/16	Audit		758.30		758.30
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
Total Invoice Amount								3,361.96		
Direct Vendor		PROFESSIONAL EXTERMINATORS (000403/1) PO BOX 991507 REDDING, CA 96099								
2016/17	10/27/16		PEST CONTROL	0093467	11/08/16	Audit		40.00		40.00
		2017 (001336)	01-020-0000-8110-5630-0000-8110-100-							
Total Invoice Amount								40.00		
Direct Vendor		PROGRESSUS THERAPY, LLC (000416/3) P.O. BOX 639045 CINCINNATI, OH 45263-9045								
2016/17	10/20/16		OT SERVICE- SEPT	047866	11/08/16	Audit		3,641.42		3,641.42
		2017 (002528)	01-001-6500-0204-5805-5770-1180-100-							
Total Invoice Amount								3,641.42		
Direct Vendor		PROPACIFIC FRESH (000491/1) P.O. BOX 1069 DURHAM, CA 95938								
2016/17	09/30/16		FOOD - CAFE	6357153	11/07/16	Audit		742.38		742.38
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
Selection		Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012301, Page Break by Check? = N, Zero? = Y)							ESCAPE	ONLINE

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor			PROPACIFIC FRESH (000491/1)		(continued)					
2016/17	10/07/16		FOOD - CAFE	6360370	11/07/16	Audit		497.90		497.90
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2016/17	10/14/16		FOOD - CAFE	6363636	11/07/16	Audit		931.89		931.89
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2016/17	10/14/16		CREDIT	R1064077	11/07/16	Audit		31.75-		31.75-
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2016/17	10/21/16		FOOD - CAFE	6266309	11/07/16	Audit		649.30		649.30
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2016/17	10/28/16		FOOD - CAFE	6369866	11/07/16	Audit		274.98		274.98
		2017 (001890)	13-001-5310-0000-4710-0000-3700-000-							
Total Invoice Amount								3,064.70		
Direct Vendor			RAY MORGAN COMPANY (000561/1) 3131 ESPLANADE CHICO, CA 95973							
2016/17	10/19/16		COPIES	1389997	11/08/16	Audit		2,152.71		2,152.71
		2017 (001312)	01-020-1100-1120-5610-1110-1000-100-			1,076.36				
		2017 (001321)	01-050-1100-1120-5610-1110-1000-100-			1,076.35				
Total Invoice Amount								2,152.71		
Direct Vendor			REDDING TELEPHONE ANSWERING SERV (000189/1) PO BOX 990956 REDDING, CA 96099-0956							
2016/17	11/01/16		SUB CALLING	161000330101	11/09/16	Audit		89.00		89.00
		2017 (001335)	01-020-0000-2700-5630-0000-2700-100-			44.50				
		2017 (001324)	01-050-0000-2700-5630-0000-2700-100-			44.50				
Total Invoice Amount								89.00		
Direct Vendor			RYAN DOUGLAS STOCKTON (000526/3) 22119 RED BUD LANE PALO CEDRO, CA 96073							
2016/17	10/22/16		LAWN SERVICE	1199	11/08/16	Audit		750.00		750.00
		2017 (003520)	01-020-8150-8110-5630-0000-8110-100-			375.00				
		2017 (001325)	01-050-8150-0000-5630-0000-8110-100-			375.00				
2016/17	11/07/16		WEST LAWN SERVICE	1202	11/08/16	Audit		375.00		375.00
		2017 (003520)	01-020-8150-8110-5630-0000-8110-100-							

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Total Invoice Amount								1,125.00		

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

2016/17	09/30/16		FISCAL SERVICES	0108203	11/08/16	Audit		2,940.00		2,940.00
2017 (001358) 01-001-0000-7200-5801-0000-7200-000-										

Total Invoice Amount 2,940.00

AP Vendor SCHOOL TECH SUPPLY
CO GATEWAY BUSINESS BANK (000386/1)
PO BOX 2999
PHOENIX, AZ 85062-2999

FP	2016/17	10/26/16	R4817-00167	CHROMEBOOK CASES	29069	11/08/16	Audit	6,020.22		6,020.22
2017 (003887) 01-001-0000-2420-4310-0000-2420-100-										

Check #	BatchId	Check Date	PO# P4817-00167	Register #
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Total Invoice Amount 6,020.22

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

2016/17	10/10/16		FINGERPRINTING	INV17-00492	11/09/16	Audit		72.00		72.00
2017 (001360) 01-001-0000-7207-5801-0000-7200-000-										

2016/17	10/18/16		TIER II - WRIGHT	INV17-00538	11/08/16	Audit		2,350.00		2,350.00
2017 (001278) 01-020-0000-2700-5210-0000-2700-100-										

2016/17	10/25/16		PROJECT SHARE JUL-AUG	INV17-00571	11/08/16	Audit		2,528.07		2,528.07
2017 (001375) 01-020-6010-0000-5805-1110-4100-100-										

2016/17	10/25/16		PROJECT SHARE - SEPT	INV17-00572	11/08/16	Audit		3,729.05		3,729.05
2017 (001375) 01-020-6010-0000-5805-1110-4100-100-										

2016/17	11/01/16		TRANS OVERSIGHT	INV17-00584	11/08/16	Audit		367.88		367.88
2017 (003205) 01-001-0000-0000-5630-0000-3600-000-										

Total Invoice Amount 9,047.00

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

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012301, Page Break by Check? = N, Zero? = Y)

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Bank Account COUNTY - County

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Direct Vendor			SHASTA FAMILY YMCA (000333/1)		(continued)					
2016/17	10/28/16		AFTERSCHOOL - OCT	102816	11/08/16	Audit		12,334.00		12,334.00
--2017-(001377)-01-050-6010-0000-5805-1110-4100-100-										
Total Invoice Amount								12,334.00		
AP Vendor			SI&A DEPOSITS (000165/1) PO BOX 101127 PASADENA, CA 91189-1127							
FP	2016/17	11/01/16	R4817-00215	SSC MATERIALS	0135773-IN	11/09/16	Audit	334.13		334.13
2017 (001359) 01-001-0000-2700-5801-0000-2700-000-										
Check #			BatchId			Check Date		PO# P4817-00215	Register #	
Total Invoice Amount								334.13		
AP Vendor			SIERRA PRINTING (000058/1) PO BOX 619 COTTONWOOD, CA 96022-0619							
FP	2016/17	11/07/16	R4817-00227	OFFICE FORMS	14702	11/07/16	Audit	91.38		91.38
2017 (001242) 01-020-0000-2700-4510-0000-2700-100-										
Check #			BatchId			Check Date		PO# P4817-00227	Register #	
FP	2016/17	11/07/16	R4817-00211	OFFICE FORMS	14703	11/07/16	Audit	91.38		91.38
2017 (001242) 01-020-0000-2700-4510-0000-2700-100-										
Check #			BatchId			Check Date		PO# P4817-00211	Register #	
Total Invoice Amount								182.76		
AP Vendor			SST (000338/1) PO BOX 990327 REDDING, CA 96099-327							
FP	2016/17	10/10/16	R4817-00158	DEF FLUID	2797	11/07/16	Audit	123.57		123.57
2017 (003196) 01-001-0000-0000-4602-0000-3600-000-										
Check #			BatchId			Check Date		PO# P4817-00158	Register #	
Total Invoice Amount								123.57		
Direct Vendor			STATE OF CALIFORNIA DEPARTMENT OF JUSTICE (000111/1) ACCOUNTING OFFICE PO BOX 944255 SACRAMENTO, CA 94244-2550							
2016/17	11/02/16		FINGERPRINTING	197092	11/09/16	Audit		98.00		98.00
2017 (001360) 01-001-0000-7207-5801-0000-7200-000-										

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
							Total Invoice Amount	98.00		
AP Vendor		STEVE'S A-Z APPLIANCE (000375/1) 20837 FRONT ST PO BOX 2268 COTTONWOOD, CA 96022								
FP	2016/17	11/01/16	R4817-00228	FRIDGE	110116	11/07/16	Audit	600.00		600.00
		2017 (002328) 01-001-0000-0813-4410-1110-1000-100-								
Check #		BatchId			Check Date		PO# P4817-00228		Register #	
							Total Invoice Amount	600.00		
Direct Vendor		SYSCO FOOD SVCS OF SACRAMENTO (000169/1) PO BOX 138007 SACRAMENTO, CA 95813-8007								
2016/17	10/05/16	FOOD - CAFE			610050462	11/07/16	Audit	1,590.78		1,590.78
		2017 (001889) 13-001-5310-0000-4510-0000-3700-000-					187.36			
		2017 (001890) 13-001-5310-0000-4710-0000-3700-000-					1,264.40			
		2017 (001891) 13-001-5310-0000-4790-0000-3700-000-					139.02			
2016/17	10/12/16	FOOD - CAFE			610120799	11/07/16	Audit	1,035.62		1,035.62
		2017 (001890) 13-001-5310-0000-4710-0000-3700-000-					914.13			
		2017 (001891) 13-001-5310-0000-4790-0000-3700-000-					121.49			
2016/17	10/19/16	FOOD - CAFE			610190465	11/07/16	Audit	1,182.39		1,182.39
		2017 (001890) 13-001-5310-0000-4710-0000-3700-000-								
2016/17	10/26/16	FOOD - CAFE			61026657	11/07/16	Audit	1,080.23		1,080.23
		2017 (001889) 13-001-5310-0000-4510-0000-3700-000-					117.52			
		2017 (001890) 13-001-5310-0000-4710-0000-3700-000-					962.71			
							Total Invoice Amount	4,889.02		
Direct Vendor		TEHAMA CO DEPT OF EDUCATION (000033/1) 1135 LINCOLN PO BOX 689 RED BLUFF, CA 96080-3198								
2016/17	10/25/16	INDUCT ENROLL PLAN			INV17-00200	11/08/16	Audit	28,800.00		28,800.00
		2017 (003837) 01-001-6264-0000-5210-1110-1000-000-								
							Total Invoice Amount	28,800.00		

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		TEHAMA CO LOCK AND SECURITY ANDERSON LOCK & SAFE (000229/1) 1015 Walnut St. RED BLUFF, CA 96080								
2016/17	09/09/16		KEYS	30634	11/08/16	Audit		13.41		13.41
		2017 (001253) 01-050-0000-8200-4510-0000-8200-100-								
2016/17	09/22/16		KEYS	30723	11/08/16	Audit		30.74		30.74
		2017 (001244) 01-020-0000-8200-4510-0000-8200-100-								
Total Invoice Amount								44.15		
Direct Vendor		THE DANIELSON COMPANY (000495/1) 435 SOUTHGATE COURT CHICO, CA 95928								
2016/17	10/10/16		FOOD - CAFE	115031	11/07/16	Audit		865.54		865.54
		2017 (001890) 13-001-5310-0000-4710-0000-3700-000-				821.29				
		2017 (001891) 13-001-5310-0000-4790-0000-3700-000-				44.25				
2016/17	10/17/16		FOOD - CAFE	115693	11/07/16	Audit		499.49		499.49
		2017 (001890) 13-001-5310-0000-4710-0000-3700-000-								
2016/17	10/24/16		FOOD- CAFE	115931	11/07/16	Audit		628.84		628.84
		2017 (001890) 13-001-5310-0000-4710-0000-3700-000-				593.69				
		2017 (001891) 13-001-5310-0000-4790-0000-3700-000-				35.15				
2016/17	10/31/16		FOOD - CAFE	116423	11/07/16	Audit		739.44		739.44
		2017 (001890) 13-001-5310-0000-4710-0000-3700-000-				708.72				
		2017 (001891) 13-001-5310-0000-4790-0000-3700-000-				30.72				
Total Invoice Amount								2,733.31		
AP Vendor		THE MASTER TEACHER (000744/1) PO BOX 1207 MANHATTAN, KS 66505-1207								
FP	2016/17	11/02/16	R4817-00221	AWARDS	116746260	11/09/16	Audit	79.60	5.97	85.57
		2017 (001359) 01-001-0000-2700-5801-0000-2700-000-				85.57				
Check #		BatchId			Check Date		PO# P4817-00221		Register #	
Total Invoice Amount								79.60		
Direct Vendor		US BANK EQUIPMENT FINANCE (000558/1) P.O. BOX 790448 ST LOUIS, MO 63179-0448								
2016/17	11/01/16		COPIER LEASE	316811041	11/08/16	Audit		1,089.62		1,089.62
		2017 (001312) 01-020-1100-1120-5610-1110-1000-100-				544.81				
Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012301, Page Break by Check? = N, Zero? = Y)										
								ESCAPE	ONLINE	
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Scheduled 11/07/2016 - 11/09/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor		US BANK EQUIPMENT FINANCE (000558/1)		(continued)						
2016/17	11/01/16		COPIER LEASE	316811041 (continued)	11/08/16	Audit		(continued)		
	2017	(001321)	01-050-1100-1120-5610-1110-1000-100-			544.81				
								Total Invoice Amount	1,089.62	
Direct Vendor		VALLEY WEST ACE HARDWARE (000241/1) 20639 GAS POINT RD COTTONWOOD, CA 96022								
2016/17	10/06/16		MAINT SUPPLIES	054064	11/08/16	Audit		29.00		29.00
	2017	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	10/11/16		MAINT SUPPLIES	054089	11/08/16	Audit		22.19		22.19
	2017	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	10/13/16		MAINT SUPPLIES	054115	11/08/16	Audit		48.35		48.35
	2017	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	10/17/16		MAINT SUPPLIES	054146	11/08/16	Audit		15.23		15.23
	2017	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	10/18/16		MAINT SUPPLIES	054171	11/08/16	Audit		7.51		7.51
	2017	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	10/21/16		MAINT SUPPLIES	054210	11/08/16	Audit		10.73		10.73
	2017	(001259)	01-030-0000-8110-4510-0000-8110-100-							
2016/17	10/21/16		MAINT SUPPLIES	054211	11/08/16	Audit		7.12		7.12
	2017	(001259)	01-030-0000-8110-4510-0000-8110-100-							
2016/17	10/24/16		MAINT SUPPLIES	054226	11/08/16	Audit		34.20		34.20
	2017	(001259)	01-030-0000-8110-4510-0000-8110-100-							
2016/17	10/25/16		MAINT SUPPLIES	054234	11/08/16	Audit		5.36		5.36
	2017	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	10/25/16		MAINT SUPPLIES	054236	11/08/16	Audit		26.86		26.86
	2017	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	10/25/16		MAINT SUPPLIES	054335	11/08/16	Audit		21.48		21.48
	2017	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	10/27/16		MAINT SUPPLIES	054259	11/08/16	Audit		22.65		22.65
	2017	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	10/27/16		MAINT SUPPLIES	054260	11/08/16	Audit		17.19		17.19
	2017	(001245)	01-020-0000-8110-4510-0000-8110-100-							
2016/17	10/28/16		MAINT SUPPLIES	054268	11/08/16	Audit		31.55		31.55
	2017	(001245)	01-020-0000-8110-4510-0000-8110-100-							

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012301, Page
Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

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Scheduled 11/07/2016 - 11/09/2016

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Total Invoice Amount								299.42		

EXPENSES BY FUND - Bank Account COUNTY

Fund	Expense	Cash Balance	Difference
01	167,186.27	2,677,513.28	2,510,327.01
13	17,442.63	19,471.48	2,028.85
Total	184,628.90		

APROVAL NOVEMBER 15, 2016

Number of Payments 164
 Number of Checks 65
 Total Check Amount \$184,276.28
 Total Unpaid Sales Tax \$352.62
 Total Expense Amount \$184,628.90

CHECK AMOUNT DISTRIBUTION COUNTS

\$0 - \$99 11
 \$100 - \$499 13
 \$500 - \$999 9
 \$1,000 - \$4,999 24
 \$5,000 - \$9,999 4
 \$10,000 - \$14,999 2
 \$15,000 - \$99,999 2
 \$100,000 - \$199,999
 \$200,000 - \$499,999
 \$500,000 - \$999,999
 \$1,000,000 -

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

* Number of payments to a different vendor
 ! Number of Prepaid payments
 @ Number of Liability payments
 ? denotes check name different than payment name
 FP denotes Final Payment

Report Totals - Number of Payments 164 Number of Checks 65 Total Check Amount 184,276.28

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Type = , Payment Status = 7, On Hold? = Y, Approval Batch Id(s) = 012301, Page Break by Check? = N, Zero? = Y)

ESCAPE ONLINE

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POLICY GUIDE SHEET

October 2016

Page 1 of 3

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

BP 0410 - Nondiscrimination in District Programs and Activities

(BP revised)

Policy updated to reflect **NEW LAW** (AB 30, 2015) which, effective January 1, 2017, prohibits the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname. Policy also adds language regarding the use of uniform complaint procedures to investigate and resolve any allegation of unlawful discrimination, expands the means by which notice of the district's nondiscrimination policy will be distributed, reflects **NEW LAW** (SB 1375, 2016) which requires districts to post specified information regarding Title IX on their web site by July 1, 2017, and adds the district's responsibility to make its web site accessible to individuals with disabilities.

BP 0420.41 - Charter School Oversight

(BP revised)

Policy updated to reflect a recommendation in the 2016 edition of CSBA's Charter Schools: A Guide for Governance Teams that the district not appoint a representative to serve on the board of directors of a nonprofit public benefit corporation that operates a charter school, but rather implement other means of fulfilling its oversight responsibilities. Section on "Monitoring Charter School Performance" updated to delete references to the Academic Performance Index and federal measure of Adequate Yearly Progress, and to reflect **NEW LAW** (SB 828, 2016) which requires charter schools to submit an annual update of their local control and accountability plan. Policy also revised to reflect the Every Student Succeeds Act (P.L. 114-95) which provides for a new system of school support and improvement for Title I schools, including charter schools, beginning in the 2017-18 school year.

BP 4151/4251/4351 - Employee Compensation

(BP revised)

Policy updated to add new section on "Overtime Compensation" and to reflect **NEW FEDERAL REGULATIONS** (81 Fed. Reg. 32391) which adjust the salary level at which employees become eligible to receive overtime pay. Policy also revised to reflect the requirement to classify nonadministrative, nonsupervisory certificated employees on the salary schedule based on years of training and experience, the prohibition against paying certificated employees different salaries solely on the basis of the grade levels they teach, the board's authority to determine the frequency and schedule of salary payments for employees who work less than 12 months per year, and the requirement to post a notice of federal minimum wage provisions.

AR 4157.1/4257.1/4357.1 - Work-Related Injuries

(BP deleted; AR added)

Policy moved to administrative regulation and updated to clarify notification requirements, including requirements related to (1) the method and timeline for notifications; (2) availability of notifications in both English and Spanish; (3) notice to an employee who is a victim of crime at the workplace that he/she may be potentially eligible for workers' compensation benefits; (4) the filing of a report of work-related injury or illness with the district's insurer or, if the district is self-insured, with the Department of Industrial Relations (DIR); (5) notice to the DIR's Division of Occupational Safety and Health of any work-related death or serious injury/illness; and (6) the posting of workers' compensation information in a conspicuous location frequented by employees.

POLICY GUIDE SHEET

October 2016

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AR 5125.3 - Challenging Student Records

(AR revised)

Regulation reorganized and updated to reflect the requirement to notify a parent/guardian when the superintendent corrects or removes a student record following an appeal in which the board grants the parent/guardian's request. Regulation also adds material on the composition and conduct of the hearing panel that may be established to assist in making determinations regarding challenges to student records.

AR 5148 - Child Care and Development

(AR revised)

Regulation updated to reflect **NEW LAW** (SB 792, 2015) which requires employees and volunteers at a child care center to be immunized against influenza, pertussis, and measles, with specified exemptions. Regulation revised to reflect **NEW LAW** (SB 277, 2015) which eliminates the personal beliefs exemption for immunization of enrolled children unless a letter or affidavit was submitted by January 1, 2016, in which case the exemption will only be effective until the child reaches the next grade span. Regulation also reflects **NEW LAW** (AB 982, 2015) which authorizes the district liaison for homeless students, a Head Start program, or a transitional shelter to identify a child in need of subsidized child care services.

AR 5148.3 - Preschool/Early Childhood Education

(AR revised)

Regulation updated to reflect **NEW LAW** (SB 792, 2015) which requires employees and volunteers at a preschool to be immunized against influenza, pertussis, and measles, with specified exemptions. Regulation also reflects **NEW LAW** (AB 982, 2015) which expands the list of entities that can identify a child in need of subsidized preschool to include the district liaison for homeless children and youth, a Head Start program, or a transitional shelter.

BP 6142.4 - Service Learning/Community Service Classes

(BP revised)

Policy updated to emphasize the academic benefits of service learning or community service classes, reflect the inclusion of service learning in the History-Social Science Framework for California Public Schools adopted by the State Board of Education in July 2016, reflect the elimination of state and federal sources of funding for service learning, and delete material on the development of a plan for service learning.

AR 6143 - Courses of Study

(AR revised)

Regulation updated to add comprehensive sexual health education as a required course of study for grades 7-12 and to add optional topics of instruction authorized by law, including instruction on violence awareness and prevention, the Bracero program, and genocide. Regulation also reflects **NEW LAW** (AB 2016, 2016) which encourages a course in ethnic studies based on a model curriculum to be adopted by the State Board of Education by March 31, 2020 and **NEW LAW** (AB 1719, 2016) which requires instruction in cardiopulmonary resuscitation beginning in 2018-19 school year for any district that has established health education as a high school graduation requirement.

POLICY GUIDE SHEET

October 2016

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BP/AR/E 6173 - Education for Homeless Children

(BP/AR/E revised)

Policy, regulation, and exhibits updated to reflect the federal McKinney-Vento Homeless Assistance Act as amended by the Every Student Succeeds Act (P.L. 114-95), as well as updated U.S. Department of Education non-regulatory guidance. Policy includes new material on the designation of a district liaison for homeless children and youth, identification of homeless students, confidentiality of student records containing information about a homeless student's living situation, and coordination of services with other entities. Policy also reflects new mandate to adopt policy to ensure participation by district liaisons and other appropriate staff in professional development and other technical assistance activities, and **NEW LAW** (SB 1068, 2016) which requires the California Department of Education (CDE) to provide specified informational and training materials to district liaisons. Regulation revises the definitions of "homeless student" and "school of origin," revises the duties of the district liaison, reflects requirement to provide the district liaison's contact information to the CDE and other specified persons, provides that a homeless student will be immediately enrolled even if he/she misses application or enrollment deadlines, and revises the content of the written explanation of the district's decision related to eligibility, school selection, or enrollment. Exhibits updated to revise the content of the district's explanation of its decision(s) related to eligibility, school selection, or enrollment and to revise the dispute form for use by parents/guardians who choose to appeal the district's decision.

BP/AR 3320- Claims and Actions Against the District

Under the existing Civil Code 340.1, minors have until age 26 to file a lawsuit and are not required to file a tort claim as excepted under Government Code 905. NCSIG members can pass an Administrative Regulation and Board Policy requiring a tort claim to be filed for abuse claims within normal claim filing requirements. Adoption of this resolution provides the NCSIG member the ability to challenge the validity and timeliness of a lawsuit.

CSBA Sample

Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0410(a)

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES

Note: Government Code 11138 **mandates** districts to adopt rules and regulations to ensure that district programs and activities are free from unlawful discrimination. In accordance with various provisions of state and federal law, discrimination in education programs and activities is unlawful when it is based on certain actual or perceived characteristics of an individual. Education Code 220 prohibits discrimination based on race or ethnicity, nationality, sex, sexual orientation, gender, gender identity, gender expression, religion, or any other characteristic contained in the definition of hate crimes in Penal Code 422.55. Government Code 11135 prohibits discrimination based on all the foregoing characteristics and on age, disability, and an individual's genetic information. Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000d-7) prohibits discrimination on the basis of race, color, and national origin. Title IX (20 USC 1681-1688) prohibits discrimination on the basis of sex. The Americans with Disabilities Act (ADA) (42 USC 12101-12213) and Section 504 of the Rehabilitation Act of 1973 (29 USC 794) prohibit discrimination on the basis of disability. For policy language protecting students against discrimination and harassment, see BP/AR 5145.3 - Nondiscrimination/Harassment and BP/AR 5145.7 - Sexual Harassment.

Education Code 260 and 5 CCR 4900-4965 require the Governing Board to monitor district compliance with these state and federal laws. The federal laws are enforced by the Office for Civil Rights of the U.S. Department of Education, and the California Department of Education may investigate complaints regarding discrimination pursuant to 5 CCR 4600-4687.

Similarly, Government Code 12940 provides protections for employees, job applicants, unpaid interns, and volunteers against unlawful discrimination and harassment. For policy language addressing these protections as they relate to volunteers, see BP 1240 - Volunteer Assistance, and in relation to employees, unpaid interns, and job applicants, see BP 4030 - Nondiscrimination in Employment.

The Governing Board is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

(cf. 1240 - Volunteer Assistance)
(cf. 4030 - Nondiscrimination in Employment)
(cf. 4032 - Reasonable Accommodation)
(cf. 4033 - Lactation Accommodation)
(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)
(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)
(cf. 5131.2 - Bullying)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

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

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

(cf. 6178 - Career Technical Education)

(cf. 6200 - Adult Education)

Note: Education Code 221.2-221.3 (the California Racial Mascot Act), as added by AB 30 (Ch. 767, Statutes of 2015), declare the use of racially derogatory or discriminatory school or athletic team names, mascots, or nicknames in public schools to be contrary to an equal education and specifically prohibit public schools from using the term "Redskins" as a school or athletic team name, mascot, or nickname beginning January 1, 2017. The following paragraph expands this prohibition to include any racially derogatory or discriminatory athletic team name, mascot, or nickname and may be revised to reflect district practice.

District programs and activities shall also be free of any racially derogatory or discriminatory school or athletic team names, mascots, or nicknames.

Note: Pursuant to Education Code 221.5, a district is required to permit a student to participate in sex-segregated school programs and activities, including athletic teams and competitions, and to use facilities consistent with the student's gender identity, regardless of his/her gender as listed on his/her educational records. See BP/AR 5145.3 - Nondiscrimination/Harassment. For further information, see CSBA's policy brief Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students and its Updated Legal Guidance: Protecting Transgender and Gender-Nonconforming Students Against Sex Discrimination.

Annually, the Superintendent or designee shall review district programs and activities to ensure the removal of any derogatory or discriminatory name, image, practice, or other barrier that may unlawfully prevent an individual or group in any of the protected categories stated above from accessing district programs and activities. He/she shall take prompt, reasonable actions to remove any identified barrier. The Superintendent or designee shall report his/her findings and recommendations to the Board after each review.

(cf. 1330 - Use of Facilities)

All allegations of unlawful discrimination in district programs and activities shall be investigated and resolved in accordance with the procedures specified in AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Note: Many nondiscrimination laws and regulations contain a notification requirement. For example, pursuant to 34 CFR 104.8 and 106.9, a district that receives federal aid is required to take "continuing steps" to notify students, parents/guardians, employees, employee organizations, and applicants for admission and employment that it does not discriminate on the bases of disability and sex in its educational programs or activities. In addition, Education Code 221.61, as added by SB 1375 (Ch. 655, Statutes of 2016), requires that, on or before July 1, 2017, districts must post specified information relating to Title IX on their web sites. To ensure consistent implementation of the laws, the same notification requirement should be adopted for all the protected categories as provided in the following paragraph.

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

Pursuant to 34 CFR 104.8 and 34 CFR 106.9, the Superintendent or designee shall notify students, parents/guardians, employees, employee organizations, applicants for admission and employment, and sources of referral for applicants about the district's policy on nondiscrimination and related complaint procedures. Such notification shall be included in each announcement, bulletin, catalog, handbook, application form, or other materials distributed to these groups and, as applicable, to the public. As appropriate, such notification shall be posted in district schools and offices, including staff lounges, student government meeting rooms, and other prominent locations and shall be posted on the district's web site and, when available, district-supported social media.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

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

(cf. 5145.6 - Parental Notifications)

Note: Pursuant to Education Code 48985, when 15 percent or more of students enrolled in a school speak a single primary language other than English, all notices and reports sent to the parents/guardians of these students must also be written in the primary language and may be answered by the parent/guardian in English or the primary language. In addition, 20 USC 6311 and 6312 require that districts receiving Title I funds provide parent/guardian notices in an understandable and uniform format and, to the extent practicable, in a language that parents/guardians understand.

The district's nondiscrimination policy and related informational materials shall be published in a format that parents/guardians can understand. In addition, when 15 percent or more of a school's students speak a single primary language other than English, those materials shall be translated into that other language.

Access for Individuals with Disabilities

Note: Pursuant to the ADA and its implementing regulations, 28 CFR 35.150 and 35.151, district facilities must be accessible to and usable by individuals with disabilities. Compliance methods may include equipment redesign, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternate accessible sites, and alteration of existing facilities and construction of new facilities. In achieving compliance, a district need not make structural changes to existing facilities if other methods are effective and the district can demonstrate that the structural change would result in a fundamental alteration in the nature of the activity or an undue financial or administrative burden. However, pursuant to 28 CFR 35.151, all newly constructed facilities must comply with the 2010 ADA Standards for Accessible Designs issued by the U.S. Department of Justice.

In addition, pursuant to 28 CFR 35.136, a district must permit an individual with a disability to be accompanied by a service animal on district premises when, without the animal's assistance, the individual with a disability will not be able to access or participate in a district program or activity. For language addressing this mandate, see AR 6163.2 - Animals at School. Districts with questions about compliance with the ADA should consult with legal counsel as appropriate.

District programs and facilities, viewed in their entirety, shall be in compliance with the

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

Americans with Disabilities Act (ADA) and any implementing standards and/or regulations. When structural changes to existing district facilities are needed to provide individuals with disabilities access to programs, services, activities, or facilities, the Superintendent or designee shall develop a transition plan that sets forth the steps for completing the changes.

(cf. 6163.2 - Animals at School)

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

Note: Pursuant to 28 CFR 35.130 and 35.160, the ADA requires districts to provide services and aids to ensure that a disabled individual is not excluded from participation or denied a benefit, service, or program on the basis of a disability. However, if the district can show that providing such aids and services would fundamentally alter the nature of the function, program, or meeting or would be an undue burden, then the district need not provide them.

In addition, Government Code 54953.2 requires that all Board meetings meet the protections of the ADA and implementing regulations (28 CFR 35.160 and 36.303). In effect, the district must ensure that such meetings are accessible to persons with disabilities and that, upon the request of any person with a disability, disability-related accommodations, such as auxiliary aids and services, are made available.

A U.S. Department of Justice technical assistance publication, Accessibility of State and Local Government Websites to People with Disabilities, affirms that the ADA applies to district-sponsored web sites. Examples of technical standards for web site accessibility are available from the World Wide Web Consortium, California Department of Education's standards for state web sites, and other sources; see BP 1113 - District and School Web Sites.

The Superintendent or designee shall ensure that the district provides appropriate auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. These aids and services may include, but are not limited to, qualified interpreters or readers, assistive listening devices, assistive technologies or other modifications to increase accessibility to district and school web sites, notetakers, written materials, taped text, and Braille or large print materials. Individuals with disabilities shall notify the Superintendent or principal if they have a disability that requires special assistance or services. Reasonable notification should be given prior to a school-sponsored function, program, or meeting.

(cf. 6020 - Parent Involvement)

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

Note: Pursuant to 28 CFR 35.107, a district that has 50 or more employees is required to designate at least one employee to coordinate the district's efforts to comply with the ADA. The designated employee could be the same individual or position responsible for the district's compliance with state and federal laws and regulations governing educational programs as identified in the district's uniform complaint procedures. The following paragraph, which identifies the person or position identified in the AR 1312.3 - Uniform Complaint Procedures as the responsible employee, may be modified if the district chooses to designate another person or position.

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

The individual identified in AR 1312.3 - Uniform Complaint Procedures as the employee responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws is hereby designated as the district's ADA coordinator. He/she shall receive and address requests for accommodation submitted by individuals with disabilities, and shall investigate and resolve complaints regarding their access to district programs, services, activities, or facilities.

Superintendent
20512 West First Street
Cottonwood, CA 96022
530 347-3165

Superintendent@cwusd.com

Legal Reference: (see next page)

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

48985 Notices to parents in language other than English

51007 Legislative intent: state policy

GOVERNMENT CODE

11000 Definitions

11135 Nondiscrimination in programs or activities funded by state

11138 Rules and regulations

12900-12996 Fair Employment and Housing Act

54953.2 Brown Act compliance with Americans with Disabilities Act

PENAL CODE

422.55 Definition of hate crime

422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities in Education Act

1681-1688 Discrimination based on sex or blindness, Title IX

2301-2415 Carl D. Perkins Vocational and Applied Technology Act

6311 State plans

6312 Local education agency plans

UNITED STATES CODE, TITLE 29

794 Section 504 of the Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

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

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

2000h-2000h-6 Title IX

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

36.303 Auxiliary aids and services

CODE OF FEDERAL REGULATIONS, TITLE 34

100.1-100.13 Nondiscrimination in federal programs, effectuating Title VI

104.1-104.39 Section 504 of the Rehabilitation Act of 1973

106.1-106.61 Discrimination on the basis of sex, effectuating Title IX, especially:

106.9 Dissemination of policy

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Sex Discrimination, July 2016

Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students, Policy Brief, February 2014

Safe Schools: Strategies for Governing Boards to Ensure Student Success, 2011

CALIFORNIA DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING PUBLICATIONS

California Law Prohibits Workplace Discrimination and Harassment

Management Resources continued: (see next page)

BP 0410(g)

NONDISCRIMINATION IN DISTRICT PROGRAMS AND ACTIVITIES (continued)

Management Resources: (continued)

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

Dear Colleague Letter: Transgender Students, May 2016

Examples of Policies and Emerging Practices for Supporting Transgender Students, May 2016

Dear Colleague Letter: Title IX Coordinators, April 2015

Dear Colleague Letter: Harassment and Bullying, October 2010

Dear Colleague Letter: Electronic Book Readers, June 29, 2010

Notice of Non-Discrimination, January 1999

Protecting Students from Harassment and Hate Crime, January 1999

Nondiscrimination in Employment Practices in Education, August 1991

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

2010 ADA Standards for Accessible Design, September 2010

Accessibility of State and Local Government Websites to People with Disabilities, June 2003

WORLD WIDE WEB CONSORTIUM PUBLICATIONS

Web Content Accessibility Guidelines, December 2008

WEB SITES

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

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

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

Safe Schools Coalition: <http://www.casafeschools.org>

Pacific ADA Center: <http://www.adapacific.org>

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

U.S. Department of Justice, Civil Rights Division, Americans with Disabilities Act: <http://www.ada.gov>

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

World Wide Web Consortium, Web Accessibility Initiative: <http://www.w3.org/wai>

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Policy Reference UPDATE Service

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CSBA Sample

Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0420.41(a)

CHARTER SCHOOL OVERSIGHT

Note: The following **optional** policy may be revised to reflect district practice. The Governing Board is obligated to monitor the performance of any charter school it authorizes in order to ensure the school's compliance with legal requirements and progress toward meeting measurable outcomes specified in the charter. Information about the school's performance is necessary when determining whether to grant a renewal of the charter or whether a revocation of the charter is warranted; see BP 0420.42 - Charter School Renewal and BP 0420.43 - Charter School Revocation. In addition, pursuant to Education Code 47604, if the district complies with all oversight responsibilities required by law, it will not be liable for the debts or obligations of any charter school that operates as or is operated by a nonprofit public benefit corporation pursuant to Corporations Code 5110-6910.

Pursuant to Education Code 47605, if the State Board of Education (SBE) approves a petition upon appeal after the Board and County Board of Education have denied the petition, the SBE may, by mutual agreement, designate its supervisory and oversight responsibilities to the Board or to any local educational agency in the county in which the charter school is located.

The Governing Board recognizes its ongoing responsibility to oversee that any charter school the Board has authorized 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)

Note: Education Code 47604.32 requires the district to visit each charter school at least once every year. CSBA's publication Charter Schools: A Guide for Governance Teams recommends more frequent visits, perhaps two or three times during the school year, in order to monitor school operations more closely and develop relationships with the staff at the charter school.

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

Note: The following **optional** paragraph may be revised to reflect district practice. Pursuant to Education Code 47604, if a charter school operates as or is operated by a nonprofit public benefit corporation, the Board is entitled to a single representative on the board of directors of the nonprofit public benefit corporation. CSBA's publication Charter Schools: A Guide for Governance Teams recommends that the district consult with legal counsel and consider any potential conflict of interest that may arise from having an individual Board member vote as a member of the charter board of directors on issues on which the Board will need to provide oversight. CSBA's guide suggests that an alternative approach may be for the district to designate its charter school contact, appointed pursuant to Education Code 47604.32, to attend meetings of the charter school board.

CHARTER SCHOOL OVERSIGHT (continued)

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

Waivers

Note: A charter school is not authorized to submit general waiver requests to the SBE on its own behalf. Rather, the district must submit the waiver request for the charter school. A general waiver request form is available on the California Department of Education's (CDE) web site. Exceptions for which the charter school may directly apply for a waiver include a federal waiver of the Carl Perkins Career and Technical Education Act and a specific waiver of instructional time penalties.

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

Note: The following **optional** section may be revised to reflect district practice. A charter school may elect to receive its funding directly from the County Superintendent of Schools pursuant to Education Code 47651 and be directly responsible for the provision of payroll, human resources, maintenance and operations, legal services, and other administrative operations. Alternatively, a charter school may receive its funding through the district that granted its charter, as is the case with most "dependent" charter schools. CSBA's publication Charter Schools: A Guide for Governance Teams recommends one or more memoranda of understanding to clarify the financial and operational agreements between the district and the charter school, including any services that will be provided by the district; see BP 0420.4 - Charter School Authorization.

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

Note: The district has a responsibility to oversee that the charter school complies with all applicable legal requirements. Violation of any law may subject the charter school to revocation pursuant to Education Code 47607. See the accompanying Exhibit for a list of legal requirements pertaining to the operation of charter schools.

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.

Note: Education Code 47605 requires that measurable student outcomes for "all groups of students served by the charter school" be included in the school's charter petition and that these outcomes be aligned with the state priorities for the local control and accountability plan (LCAP) as stated in Education Code 52060; see AR 0420.4 - Charter School Authorization. Pursuant to Education Code 47607, "all groups of students served by the charter school" means all numerically significant subgroups of students served by the charter school, as defined in Education Code 52052. Education Code 52052 defines a numerically significant subgroup as a subgroup with at least 30 students (or at least 15 foster youth or homeless students) in the school, including ethnic subgroups, socioeconomically disadvantaged students, English learners, students with disabilities, foster youth, and homeless students. For schools with 11-99 students, numerically significant student subgroups are defined by the Superintendent of Public Instruction (SPI) with approval by the SBE.

Education Code 47605 requires that the charter petition include methods for measuring the charter school's progress toward achieving student outcomes. Although the measures of the school's progress may vary, Education Code 47605 requires that charter schools conduct any statewide assessments applicable to other public schools. In addition, Education Code 47604.32 and 47604.33, as amended by SB 828 (Ch. 29, Statutes of 2016), require the district to ensure that the charter school submits an annual update of its LCAP as required by Education Code 47606.5. Education Code 47606.5 requires that the charter school's LCAP

CHARTER SCHOOL OVERSIGHT (continued)

include a review of progress toward its goals, an assessment of the effectiveness of the specific actions described in the charter toward achieving the goals, and a description of changes in the specific actions that the charter school will make as a result of the review and assessment.

The Board shall monitor each charter school to determine whether it is achieving, both schoolwide and for all groups of students served by the school, the measurable student outcomes set forth in the charter. This determination shall be based on the measures specified in the approved charter 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).

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 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)

Note: Education Code 47613 authorizes the district to charge the charter school, within specified limits, for the costs of supervisory oversight of the school. Education Code 47613 provides that the costs of supervisory oversight include, but are not limited to, costs incurred for technical assistance or intervention pursuant to Education Code 47607.3; see the section "Technical Assistance/Intervention" below. CSBA's publication Charter Schools: A Guide for Governance Teams suggests that supervisory oversight activities also might include site visits, reviews of performance data and financial reports, and legal auditing. The actual provision of administrative or support services would not be considered supervisory oversight for purposes of charging supervisory oversight costs to the charter school. Those services may be purchased separately by the charter school.

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 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 student subgroups identified in Education Code 52052, or for all of the student subgroups if the school has fewer than three, 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 using an evaluation rubric adopted by the SBE pursuant to Education Code 52064.5

CHARTER SCHOOL OVERSIGHT (continued)

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

Note: As amended by the Every Student Succeeds Act (P.L. 114-95), 20 USC 6311 provides for a new system of school support and improvement for Title I schools beginning in the 2017-18 school year. Until then, charter schools that have been identified for program improvement (PI) for failure to make "adequate yearly progress" for two or more consecutive years must continue to implement their improvement plans. However, because of the repeal of 20 USC 6316 by P.L. 114-95, schools in the second year of PI or beyond are no longer required to arrange for supplemental educational services from an approved service provider. Instead, the CDE has elected to require the provision of alternative supports, defined and administered by the school, to eligible students beginning with the 2016-17 school year; see the CDE's Every Student Succeeds Act 2016-17 School Year Transition Plan (April 2016).

If a charter school receiving federal Title I funding has been identified for program improvement, it shall implement improvement strategies in accordance with its existing school improvement plan.

(cf. 0520.2 - Title I Program Improvement Schools)

Note: Education Code 47607 requires the Board to consider specified criteria of academic performance when determining whether to deny a petition for charter renewal or to revoke a charter, with achievement of all student subgroups served by the charter school being the most important factor; see BP 0420.42 - Charter School Renewal and BP 0420.43 - Charter School Revocation. In addition, Education Code 47607.3 requires the Board to consider revocation of a charter whenever it finds that the charter school has failed, or is unable, to implement the recommendations of the California Collaborative for Educational Excellence or continues to demonstrate persistent or acute inadequate performance.

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

Note: Pursuant to Education Code 52075, charter schools are required to establish policies and procedures addressing complaints of noncompliance with Education Code 47606.5 (annual update of school goals, actions, and related expenditures) or 47607.3 (technical assistance or intervention based on the school's failure to improve student outcomes). See AR 1312.3 - Uniform Complaint Procedures for applicable procedures.

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

CHARTER SCHOOL OVERSIGHT (continued)

CCR 4600-4687, 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) ,

School Closure

Note: The following **optional** section may be revised to reflect district practice. Pursuant to Education Code 47605, procedures to be followed in the event a charter school ceases operation for any reason must be specified in the charter; see AR 0420.4 - Charter School Authorization. 5 CCR 11962 lists components that must be included in these procedures, including (1) designation of a responsible entity to conduct closure-related activities; (2) notifications to specified persons and entities; (3) provision of information about students' grade level, course completion, and district of residence; (4) transfer and maintenance of student and personnel records; (5) completion of an independent final audit; and (6) disposal of any net assets remaining after all liabilities of the charter school have been paid or otherwise addressed.

Depending on the terms of the charter, these duties may be performed by the charter school, the district, or another specified entity. However, Education Code 47604.32 specifies that it is the responsibility of the district to notify the CDE when a charter school ceases operation for any reason. The CDE's web site also recommends that, in addition to the notifications required by 5 CCR 11962, either the district or the charter school should announce the closure to any school districts that may be responsible for providing education services to the former students of the charter school.

The CDE's web site recommends that charter school closures occur at the end of a school year if it is feasible to maintain a legally compliant program until then.

In the event that the Board revokes or denies renewal of a charter or the 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*
- 220 *Nondiscrimination*
- 221.9 *Sex equity in competitive athletics*
- 222 *Lactation accommodations for students*
- 17280-17317 *Field Act*
- 17365-17374 *Field Act, fitness for occupancy*
- 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*
- 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*
- 47600-47616.7 *Charter Schools Act of 1992*
- 47634.2 *Nonclassroom-based instruction*
- 47640-47647 *Special education funding for charter schools*
- 48000 *Minimum age of admission for kindergarten; transitional kindergarten*
- 48010-48011 *Minimum age of admission (first grade)*
- 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*
- 49011 *Student fees*
- 49061 *Student records*
- 49110 *Authority of issue work permits*
- 49414 *Epinephrine auto-injectors*
- 49475 *Health and safety, concussions and head injuries*
- 51224.7 *Mathematics placement policy*
- 51225.6 *Instruction in cardiopulmonary resuscitation*
- 51745-51749.3 *Independent study*
- 52051.5-52052 *Academic performance index, applicability to charter schools*
- 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*
- 60850-60859 *High school exit examination*
- 69432.9 *Cal Grant program; notification of grade point average*
- CORPORATIONS CODE
- 5110-6910 *Nonprofit public benefit corporations*
- GOVERNMENT CODE
- 1090-1099 *Prohibitions applicable to specified officers*
- 3540-3549.3 *Educational Employment Relations Act*
- 81000-91014 *Political Reform Act of 1974*

Legal Reference continued: (see next page)

CHARTER SCHOOL OVERSIGHT (continued)

Legal Reference: (continued)

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

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

Article 16, Section 8.5 Public finance; school accountability report card

CODE OF REGULATIONS, TITLE 5

4600-4687 Uniform complaint procedures

11700.1-11705 Independent study

11960-11969 Charter schools

15497.5 Local control and accountability plan template

CODE OF REGULATIONS, TITLE 24

101 et seq. California Building Standards Code

UNITED STATES CODE, TITLE 20

6311 State plan

7221-7221j Charter schools

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-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

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

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

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Every Student Succeeds Act 2016-17 School Year Transition Plan, April 2016

California School Accounting Manual

Sample Copy of a Memorandum of Understanding

Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

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, April 2011

CHARTER SCHOOL OVERSIGHT (continued)

Management Resources: (continued)

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>

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CSBA Sample

Board Policy

All Personnel

BP 4151(a)

4251

EMPLOYEE COMPENSATION

4351

Note: Districts that include provisions related to employee compensation in their collective bargaining agreements should modify or delete the following **optional** policy accordingly.

In order to recruit and retain employees committed to the district's goals for student learning, the Governing Board recognizes the importance of offering a competitive compensation package which includes salaries and health and welfare benefits.

(cf. 3100 - Budget)

(cf. 3400 - Management of Districts Assets/Accounts)

(cf. 4000 - Concepts and Roles)

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

Note: Education Code 45023 and 45162 require the Governing Board to adopt salary schedules for certificated and classified employees, respectively. For districts operating under a merit system, Education Code 45268 specifies that the personnel commission will recommend a salary schedule for classified employees to the Board for approval and that the Board may not amend the schedule without first giving the commission an opportunity to respond to the amendments.

The Board shall adopt separate salary schedules for certificated, classified, and supervisory and administrative personnel. These schedules shall comply with law and collective bargaining agreements and shall be printed and made available for review at the district office. (Education Code 45022, 45023, 45160, 45162)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 4141/4241 - Collective Bargaining Agreement)

(cf. 4143/4243 - Negotiations/Consultation)

Each certificated employee, except an employee in an administrative or supervisory position, shall be classified on the salary schedule on the basis of uniform allowance for years of training and years of experience, unless the Board and employee organization negotiate and mutually agree to a salary schedule based on different criteria. Certificated employees shall not be placed in different classifications on the schedule, nor paid different salaries, solely on the basis of the grade levels at which they teach. (Education Code 45028)

(cf. 4030 - Nondiscrimination in Employment)

Salary schedules for staff who are not a part of a bargaining unit shall be determined by the Board at the recommendation of the Superintendent or designee.

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

(cf. 4312.1 - Contracts)

EMPLOYEE COMPENSATION (continued)

Note: Pursuant to Education Code 45038, certificated employees may be paid once every two weeks, twice a month, or once every four weeks. The Board may also choose to pay certificated employees, or one or more individual employees, in 10, 11, or 12 equal payments instead of by the school month. Education Code 45039 provides that, if the Board arranges to pay certificated employees in 12 equal payments for the year, it may pay each monthly installment at the end of each calendar month, whether or not the employees are engaged in teaching during the month. Education Code 45165 addresses salary payments for classified employees who are employed 9-11 months per year.

Pursuant to 26 CFR 1.409A-1, the practice of paying employees who work 10 months per year is a form of "deferred compensation." If the district allows employees to "elect" whether to receive their paychecks in such a manner, then according to the IRS, such employees must submit written election forms to the district in order to avoid any additional tax on the deferred compensation. If the district requires employees to receive their paychecks in such a manner without offering them an option, then the employees do not need to complete election forms, but the district must develop a written document describing how the employees will be paid, including the dates, schedule, and amounts of payment.

Education Code 45048 and 45165 provide specific timelines for issuing salary payments depending on the frequency of payments. If payments are not made in a timely manner, the district is required to pay the employee interest on the unpaid amount.

The following paragraph may be revised to reflect the payroll schedule determined by the Board.

The Board shall determine the frequency and schedule of salary payments, including whether payments for employees who work less than 12 months per year will be made over the course of the school year or in equal installments over the calendar year. (Education Code 45038, 45039, 45048, 45165)

Note: Pursuant to 29 CFR 516.4, districts are required to post a notice of the minimum wage provisions of the Fair Labor Standards Act (29 USC 201-219) in a conspicuous place at all work sites. The poster that must be used by state and local governments is available on the web site of the U.S. Department of Labor's Wage and Hour Division.

The Superintendent or designee shall post a notice explaining the Fair Labor Standards Act's wage and hour provisions in a conspicuous place at each work site. (29 CFR 516.4)

Overtime Compensation

Note: Pursuant to the federal Fair Labor Standards Act (FLSA) (29 CFR 553.20), employees who are not specifically exempted by law must receive overtime pay at a rate not less than one and one-half times their regular rate of pay for hours worked in excess of 40 hours per work week. Furthermore, state law (Labor Code 510) entitles employees to an overtime pay rate after working eight hours in one day, unless an alternative schedule allowed by law is approved.

Pursuant to 29 CFR 541.0-541.710, employees are exempt from the FLSA overtime rules if they are executive, administrative, or professional staff, as defined, and their salary is at or above the salary level

EMPLOYEE COMPENSATION (continued)

established in 29 CFR 541.600, as amended by 81 Fed. Reg. 32391. This salary level will automatically be updated every three years beginning January 1, 2020 according to the method specified in 29 CFR 541.607. Because the federal salary limit qualifying for exemption is higher than the California salary test, the federal limit prevails.

When calculating the overtime rate of pay, 29 USC 207 requires that all remuneration for employment paid to or on behalf of the employee, with specified exclusions, be considered as part of the employee's regular rate of pay. In Flores v. City of San Gabriel, the appeals court ruled that cash payments made in lieu of benefits must be included in the calculation.

Overtime pay requirements are not applicable to school administrators or teachers in elementary or secondary schools under specific exemptions in 29 USC 213 and 29 CFR 541.303. Pursuant to 29 CFR 541.303 and 541.600, teachers do not need to meet the salary level requirement to be exempt from overtime rules. 29 CFR 541.204 provides that administrators must either meet the salary level requirement or be compensated on a salary basis that is at least equal to the entrance salary for teachers in the administrator's school to be exempt from overtime rules.

A district employee shall be paid an overtime rate of not less than one and one-half times his/her regular rate of pay for any hours worked in excess of eight hours in one day or 40 hours in one work week. However, employees shall be exempt from overtime rules if they are employed as teachers or school administrators or if they qualify as being employed in an executive, administrative, or professional capacity and are paid a fixed salary at or above the salary level established by federal regulations. (Labor Code 510; 29 USC 213; 29 CFR 541.0-541.710, 553.27, 553.32)

Note: The following **optional** paragraph is for use by districts that allow employees to take compensatory time off in lieu of overtime compensation as authorized by 29 USC 207 and 29 CFR 553.20-553.25. Time off in lieu of overtime compensation is allowed only if provided for in a collective bargaining agreement or other agreement and must be provided at the rate of at least one and one-half hours for each hour of overtime work.

Pursuant to 29 CFR 553.21, an employee must be allowed to use earned compensatory time within a "reasonable period" after making the request. 29 CFR 553.25 provides that a "reasonable period" is determined on a case-by-case basis by considering customary work practices such as the normal work schedule, anticipated peak workloads based on past experience, emergency requirements for staff and services, and the availability of qualified substitute staff.

When authorized in a collective bargaining agreement or other agreement between the district and employees, an employee may take compensatory time off in lieu of overtime compensation, provided he/she has not accrued compensatory time in excess of the limits specified in 29 USC 207. An employee who has requested the use of compensatory time shall be allowed to use such time within a reasonable period after making the request if the use of the compensatory time does not unduly disrupt district operations. (29 USC 207; 29 CFR 553.20-553.25)

For each nonexempt employee, the Superintendent or designee shall maintain records on the employee's wages, hours, and other information specified in 29 CFR 516.5-516.6.

EMPLOYEE COMPENSATION (continued)

(cf. 3580 - District Records)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Legal Reference:

EDUCATION CODE

45022-45061.5 Salaries, especially:
45023 Availability of salary schedule
45028 Salary schedule for certificated employees
45160-45169 Salaries for classified employees
45268 Salary schedule for classified service in merit system districts

GOVERNMENT CODE

3540-3549 Meeting and negotiating, especially:
3543.2 Scope of representation
3543.7 Duty to meet and negotiate in good faith

LABOR CODE

226 Employee access to payroll records
232 Disclosure of wages
510 Overtime compensation; length of work day and week; alternative schedules

UNITED STATES CODE, TITLE 26

409A Deferred compensation plans

UNITED STATES CODE, TITLE 29

201-219 Fair Labor Standards Act, especially:
203 Definitions
207 Overtime
213 Exemptions from minimum wage and overtime requirements

CODE OF FEDERAL REGULATIONS, TITLE 26

1.409A-1 Definitions and covered plans

CODE OF FEDERAL REGULATIONS, TITLE 29

516.4 Notice of minimum wage and overtime provisions
516.5-516.6 Records
541.0-541.710 Exemptions for executive, administrative, and professional employees
553.1-553.51 Fair Labor Standards Act; applicability to public agencies

COURT DECISIONS

Flores v. City of San Gabriel, 9th Cir., June 2, 2016, No. 14-56421

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>
Internal Revenue Service: <http://www.irs.gov>
School Services of California, Inc.: <http://www.sscal.com>
U.S. Department of Labor, Wage and Hour Division: <https://www.dol.gov/whd>

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Policy Reference UPDATE Service

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CSBA Sample

Administrative Regulation

All Personnel

AR 4157.1(a)

4257.1

WORK-RELATED INJURIES

4357.1

In order to provide medical benefits, temporary or permanent disability benefits, wage replacement, retraining or skill enhancement, and/or death benefits in the event that an employee becomes injured or ill in the course of employment, the district shall provide all employees with insurance and workers' compensation benefits in accordance with law. The Superintendent or designee shall develop an efficient claims handling process that reduces costs and facilitates employee recovery.

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

(cf. 4032 - Reasonable Accommodation)

(cf. 4113.4/4213.4/4313.4 - Temporary Modified/Light-Duty Assignment)

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

(cf. 4157/4257/4357 - Employee Safety)

(cf. 4157.2/4257.2/4357.2 - Ergonomics)

(cf. 4161.11/4261.11/4361.11 - Industrial Accident/Illness Leave)

The Superintendent or designee shall notify every new employee, at the time of hire or by the end of the first pay period, of his/her right to receive workers' compensation benefits if injured at work. (Labor Code 3551; 8 CCR 15596)

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

In addition, a notice regarding workers' compensation benefits shall be posted in a conspicuous location frequented by employees, where the notice may be easily read during the workday. (Labor Code 3550)

In the event that an employee is injured or becomes ill in the course of employment, he/she shall report the work-related injury or illness to the Superintendent or designee as soon as practicable.

Within one working day of receiving notice or knowledge of any injury to an employee in the course of employment, the Superintendent or designee shall provide a claim form and notice of potential eligibility for workers' compensation benefits to the employee or, in the case of the employee's death, to his/her dependents. The claim form and notice shall be provided personally or by first class mail. (Labor Code 5401)

The Superintendent or designee shall additionally ensure that any employee who is a victim of a crime that occurred at the place of employment is given written notice personally or by first class mail within one working day of the crime, or when the district reasonably should have known of the crime, that the employee is eligible for workers' compensation benefits for injuries, including psychiatric injuries, that may have resulted from the crime. (Labor Code 3553)

AR 4157.1(b)
4257.1
4357.1

WORK-RELATED INJURIES (continued)

Note: Pursuant to Labor Code 3550, 3551, and 5401, all employee notices described above (i.e., the notice provided to all employees at the time of hire, the notice that must be posted in a conspicuous place, and the notice and claim form provided when an employee is injured) must be in a form prescribed by the California Department of Industrial Relations (DIR) Division of Workers' Compensation (DWC). These notices are available on the DWC's web site or through the district's insurer. For districts that employ Spanish-speaking employees, the information must be made available in English and Spanish.

The Superintendent or designee shall ensure that all employee notices described above are in the form prescribed by the Department of Industrial Relations (DIR), Division of Workers Compensation.

Note: Pursuant to Labor Code 6409.1, the district must file a report concerning any injury or illness which has, or is alleged to have, arisen out of and in the course of employment. The report is required to be filed with the DIR or, if the district is insured through a third party insurer, with the insurer. The district should select the option below that corresponds to the manner in which it insures for workers' compensation.

Districts insured for workers' compensation through self-insurance

Upon learning of a work-related injury or illness, or injury or illness alleged to have arisen out of and in the course of employment, the Superintendent or designee shall report the incident to the DIR within five days after obtaining knowledge of the injury or illness. If a subsequent death arises as a result of the reported injury or illness, an amended report indicating the death must be filed with the DIR within five days after being notified of or learning about the death. (Labor Code 6409.1)

Note: The following paragraph is for use by districts that selected either Option 1 or 2 above.

In addition, in every case involving death or serious injury or illness, the Superintendent or designee shall immediately make a report by telephone or email to the Division of Occupational Safety and Health. (Labor Code 6409.1)

Legal Reference: (see next page)

AR 4157.1(c)
4257.1
4357.1

WORK-RELATED INJURIES (continued)

Legal Reference:

EDUCATION CODE

44984 Industrial accident and illness leaves, certificated employees

45192 Industrial accident and illness leaves, classified employees

LABOR CODE

3200-4855 Workers' compensation, especially:

3550-3553 Employee notice

3600-3605 Conditions of liability

3760 Report of injury to insurer

4600 Provision of medical and hospital treatment by employer

4906 Disclosures and statements

5400-5413 Notice of injury or death

6409.1 Reports

CODE OF REGULATIONS, TITLE 8

15596 Notice of employee rights

Management Resources:

DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

A Guidebook for Injured Workers, 2016

Notice to Employees -- Injuries Caused by Work

Time of Hire Pamphlet

Workers' Compensation Claim Form (DWC 1) & Notice of Potential Eligibility

WEB SITES

California Department of Industrial Relations, Division of Occupational Safety and Health:

<http://www.dir.ca.gov/dosh>

California Department of Industrial Relations, Division of Workers Compensation:

<http://www.dir.ca.gov/dwc>

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Policy Reference UPDATE Service

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CSBA Sample

Administrative Regulation

Students

AR 5125.3(a)

CHALLENGING STUDENT RECORDS

Note: The following administrative regulation provides a process by which, pursuant to Education Code 49070, parents/guardians and students who are 18 years old or attending a postsecondary institution may request an amendment to any incorrect, inaccurate, or misleading information in student records maintained by the district. For details of student records that the district may maintain, see BP/AR 5125 - Student Records.

At the beginning of each school year or, for a student enrolled after the beginning of the school year, at the time of enrollment, parents/guardians shall be notified of the availability of the following procedures for challenging the contents of student records. Any student who is 18 years of age or attends a postsecondary institution shall have the sole right to challenge the contents of his/her records in accordance with the following procedures. (Education Code 49061, 49063)

(cf. 5125 - Student Records)

(cf. 5145.6 - Parental Notifications)

Procedures for Challenging Records

The custodial parent/guardian of any student may submit to the Superintendent or designee a written request to correct or remove from his/her child's records any information concerning the child which he/she alleges to be any of the following: (Education Code 49070; 34 CFR 99.20)

1. Inaccurate
2. An unsubstantiated personal conclusion or inference
3. A conclusion or inference outside of the observer's area of competence
4. Not based on the personal observation of a named person with the time and place of the observation noted
5. Misleading
6. In violation of the privacy or other rights of the student

Within 30 days of receiving a request to correct or remove any information from a record, the Superintendent or designee shall meet with the parent/guardian and the district employee who recorded that information, if he/she is presently employed by the district. (Education Code 49070)

CHALLENGING STUDENT RECORDS (continued)

If the challenge involves a student's grade, the teacher who gave the grade shall be given an opportunity to state, orally and/or in writing, the reasons for which the grade was given. Insofar as practicable, the teacher shall be included in all discussions related to any grade change. In the absence of clerical or mechanical error, fraud, bad faith, or incompetency, a student's grade as determined by the teacher shall be final. (Education Code 49066)

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

Resolution of Challenge/Appeals

After considering all relevant information, the Superintendent or designee shall sustain or deny the parent/guardian's allegations. (Education Code 49070)

If the parent/guardian's allegations are sustained, the Superintendent or designee shall order the correction or removal and destruction of the information. (Education Code 49070)

If the Superintendent or designee denies the allegations, the parent/guardian may, within 30 days, appeal the decision in writing to the Governing Board. Within 30 days of receiving the written appeal, the Board shall meet in closed session with the parent/guardian and the district employee who recorded the information, if he/she is presently employed by the district. The Board shall then decide whether to sustain or deny the allegations. The decision of the Board shall be final. (Education Code 49070)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

If the Board sustains any or all of the allegations, the Superintendent or designee shall immediately order the correction or removal and destruction of the pertinent information from the student's records and shall inform the parent/guardian in writing that the information has been corrected or destroyed. (Education Code 49070)

If the parent/guardian does not file an appeal, or if the appeal is denied by the Board, the parent/guardian shall be informed of his/her right to submit a written objection to the information. Any statement submitted by the parent/guardian shall be maintained with the contested part of the record for as long as the record is maintained and shall be disclosed whenever the related part of the record is disclosed. (Education Code 49070; 34 CFR 99.21)

Hearing Panel

Note: The following **optional** section is for use by districts that choose to use a hearing panel to assist in making determinations regarding challenges to student records, as authorized by Education Code 49071.

The Superintendent or designee and/or the Board may appoint a hearing panel to assist in

CHALLENGING STUDENT RECORDS (continued)

making determinations regarding a challenge to student records or an appeal, as applicable, provided that the parent/guardian gives written consent to releasing relevant student record information to the panel members. Such a hearing panel shall consist of the following persons: (Education Code 49071)

1. A chairperson who is a principal of a public school other than the school at which the record is on file

Note: Pursuant to Education Code 49071, the hearing panel must include a certificated employee appointed by the chair of the district's certificated employee council or, if no such council exists, a certificated employee appointed by the parent/guardian. Item #2 below may be revised to reflect district practice.

2. A certificated employee appointed by the district's certificated employee council or, if no such council exists, by a parent/guardian
3. A parent/guardian appointed by the Superintendent or designee or the Board, whoever convenes the panel

If possible, the members of the hearing panel shall not be acquainted with the student, his/her parent/guardian, or the employee who recorded the information, except when the parent/guardian appoints the certificated employee pursuant to item #2 above. (Education Code 49071)

The panel shall be provided with verbatim copies of the information that is the subject of the controversy. The panel shall, in closed session, hear the parent/guardian's objections to the student record and, if the employee is presently employed by the district, the employee's testimony. The proceedings of the hearing shall not be disclosed or discussed by panel members except in their official capacities. The panel shall submit, to the Superintendent or designee or the Board as applicable, its written findings setting forth the facts and decisions of the panel. (Education Code 49071)

Legal Reference: (see next page)

CHALLENGING STUDENT RECORDS (continued)

Legal Reference:

EDUCATION CODE

49061 Definitions

49063 Notification of parents of their rights

49066 Grades; change of grade; physical education grade

49070 Challenging content of records

49071 Hearing panel

UNITED STATES CODE, TITLE 20

1232g Family Educational and Privacy Rights Act

1681-1688 Title IX of the Education Amendments of 1972

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy, especially:

99.20-99.22 Procedures for amending educational records

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CSBA Sample

Administrative Regulation

Students

AR 5148(a)

CHILD CARE AND DEVELOPMENT

Note: The following administrative regulation is for use by districts that operate child care and development services through a contract with the California Department of Education (CDE) and reflects provisions generally applicable to programs under the Child Care and Development Services Act (Education Code 8200-8499.7). The district may revise this regulation to reflect specific requirements for the program(s) it offers. See BP/AR 5148.2 - Before/After School Programs for requirements pertaining to the After-School Education and Safety program (Education Code 8482-8484.65) and 21st Century Community Learning Centers (Education Code 8484.7-8484.8), and BP/AR 5148.3 - Preschool/Early Childhood Education for requirements pertaining to the California State Preschool Program (Education Code 8235-8239).

The following administrative regulation does not reflect all policy language mandated for each specific program. The district should be careful to include the mandates, if any, applicable to the program(s) it offers. For example, for the Alternative Payment Program (Education Code 8220-8227.3; 5 CCR 18220-18231), 5 CCR 18221 mandates a written policy statement that includes specified components, including, but not limited to, program purpose, enrollment priorities, reimbursement of providers, and family fee collection. For the Resource and Referral program (Education Code 8210-8216; 5 CCR 18240-18248), 5 CCR 18244 mandates written referral policies and written complaint procedures.

In addition to the program requirements described below, child care and development programs may be subject to other policies in the district's policy manual (e.g., AR 3514.2 - Integrated Pest Management, BP/AR 1240 - Volunteer Assistance, food safety standards and nutrition requirements in BP/AR 3550 - Food Service/Child Nutrition Program). Districts should consult legal counsel if they have questions regarding the applicability of other laws to the district's child care and development program.

Licensing

Note: Pursuant to 22 CCR 101156, all child care centers must be licensed by the California Department of Social Services unless exempted by law. Health and Safety Code 1596.792 and 22 CCR 101158 list exemptions from the licensure requirements including, but not limited to, any program that (1) is a "public recreation program" that meets the criteria specified in Health and Safety Code 1596.792, (2) is operated before and/or after school by qualified teachers employed by the district, (3) is a school parenting program or adult education child care program, (4) operates only one day per week for no more than four hours on that day, (5) offers temporary child care services to parents/guardians who are on the same premises as the child care site, or (6) provides activities that are of an instructional nature in a classroom-like setting when K-12 students are normally not in session and the sessions do not exceed a total of 30 days when only school-age children are enrolled or 15 days when younger children are enrolled. If the district offers only programs that are exempted from licensure, it should modify the following regulation accordingly.

All district child care and development services shall be licensed by the California Department of Social Services, unless exempted pursuant to Health and Safety Code 1596.792 or 22 CCR 101158.

The license shall be posted in a prominent, publicly accessible location in the facility. (Health and Safety Code 1596.8555)

CHILD CARE AND DEVELOPMENT (continued)

Licensed child care centers shall be subject to the requirements of Health and Safety Code 1596.70-1597.21, 22 CCR 101151-101239.2, and, when applicable, 22 CCR 101451-101539.

Program Components

Note: Items #1-8 below list components of child care and development programs required for all providers pursuant to 5 CCR 18272-18281. The Governing Board is required, pursuant to 5 CCR 18271, to approve goals and objectives addressing each of these program components; see the accompanying Board policy. The district may add components of other programs offered by the district.

The district's child care and development program shall include the following components:

1. The use of a developmental profile reflecting each child's physical, cognitive, social, and emotional development to plan and conduct developmentally and age appropriate activities (Education Code 8203.5; 5 CCR 18272)

Program staff shall complete the "Desired Results Developmental Profile," available from the California Department of Education (CDE), for each child who is enrolled in the program for at least 10 hours per week and for any child with disabilities regardless of the number of hours enrolled. The profile shall be completed within 60 days of enrollment and at least once every six months thereafter for children of all ages. (Education Code 8203.5; 5 CCR 18270.5, 18272)

2. An educational program that complies with 5 CCR 18273, including the provision of services that are developmentally, linguistically, and culturally appropriate and inclusive of children with special needs

(cf. 5148.2 - Before/After School Programs)
(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6159 - Individualized Education Program)
(cf. 6164.4 - Identification of Individuals for Special Education)
(cf. 6164.6 - Identification and Education Under Section 504)
(cf. 6174 - Education for English Language Learners)

3. A staff development program which complies with 5 CCR 18274

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

4. Parent/guardian involvement and education that complies with 5 CCR 18275 and involves parents/guardians through an orientation, at least two individual conferences per year, meetings with program staff, an advisory committee, participation in daily activities, and information regarding their child's progress

CHILD CARE AND DEVELOPMENT (continued)

(cf. 6020 - *Parent Involvement*)

5. A health and social services component that complies with 5 CCR 18276 and includes referrals to appropriate community agencies as needed

(cf. 1020 - *Youth Services*)

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

(cf. 5141 - *Health Care and Emergencies*)

(cf. 5141.23 - *Asthma Management*)

(cf. 5141.6 - *School Health Services*)

6. A community involvement component that complies with 5 CCR 18277

Note: Health and Safety Code 1596.808 establishes beverage standards for licensed child care centers. These standards require that children age 2 or older, with specified exceptions, be served only low-fat or nonfat milk, no more than one serving per day of 100 percent juice, and no beverage with added sweetener and that clean and safe drinking water be readily available and accessible throughout the day. In addition, centers that receive funding through the Child and Adult Care Food Program (42 USC 1766) must meet federal guidelines for meals, snacks, fluid milk or nutritionally equivalent milk substitutes, and drinking water.

7. A nutrition component that ensures children in the program are provided nutritious meals, beverages, and snacks that meet state and federal standards and have access to drinking water throughout the day, including meal times (Health and Safety Code 1596.808; 5 CCR 18278; 42 USC 1766)

(cf. 3550 - *Food Service/Child Nutrition Program*)

(cf. 5030 - *Student Wellness*)

(cf. 5141.27 - *Food Allergies/Special Dietary Needs*)

Note: 5 CCR 18279-18281 require an annual evaluation using the standardized "Desired Results for Children and Families" system developed by the CDE. The system requires a program self-evaluation that includes, but is not limited to, a staff assessment, a parent survey, and an environment rating scale using forms selected by the CDE. Each contractor is required to submit a summary of the self-evaluation findings to the CDE by June 1 of each year. In addition, every three years, the CDE conducts a Federal Program Monitoring/Contract Monitoring Review (FPM/CMR) process with each contract agency to review compliance with program requirements. The FPM/CMR instrument is available on the CDE's web site.

8. An annual plan for program evaluation which conforms with the state's "Desired Results for Children and Families" system and includes, but is not limited to, a self-evaluation, parent survey, and environment rating scale using forms provided by the CDE (5 CCR 18270.5, 18279, 18280)

(cf. 0500 - *Accountability*)

Note: Item #9 below is **optional** and may be revised to reflect district practice. 42 USC 1766 encourages child

CHILD CARE AND DEVELOPMENT (continued)

care centers to provide opportunities for physical activity and to limit the amount of time spent in sedentary activities, such as time spent using electronic media.

9. Programs that promote age-appropriate structured and unstructured opportunities for physical activity and that limit the amount of time spent in sedentary activities to an appropriate level

Staffing

The district's child care and development program shall maintain at least the minimum adult-child and teacher-child ratios specified in 5 CCR 18290-18292 based on the ages of the children served.

Note: Health and Safety Code 1596.7995, as added by SB 792 (Ch. 807, Statutes of 2015), requires employees and volunteers at a day care center to be immunized against influenza, pertussis, and measles, with specified exceptions. Health and Safety Code 1597.055, as amended by SB 792, incorporates the immunization requirements into the qualifications of day care teachers and adds a requirement for such teachers to obtain a tuberculosis clearance. Pursuant to Health and Safety Code 1596.76, a day care center includes any child care facility other than a family day care home, including infant centers, preschools, extended day care facilities, and school-age child care centers.

Any person employed at a district child care center and any volunteer who provides care and supervision to children at such a center shall be immunized against influenza, pertussis, and measles. If a person meets all other requirements for employment or volunteering, as applicable, but needs additional time to obtain and provide his/her immunization records, the person may be employed or volunteer conditionally for a maximum of 30 days upon signing and submitting a written statement attesting that he/she has been immunized as required. In addition, each employee and volunteer shall receive an influenza vaccination between August 1 and December 1 of each year. A person shall be exempt from these requirements only under any of the following circumstances: (Health and Safety Code 1596.7995)

1. The person submits a written statement from a licensed physician declaring either that immunization is not safe because of the person's physical condition or medical circumstances or that the person has evidence of current immunity to influenza, pertussis, and measles.
2. In the case of the influenza vaccine, the person submits a written declaration that he/she has declined the vaccination.
3. In the case of the influenza vaccine required during the first year of employment or volunteering, the vaccine is not timely because the person was hired after December 1 of the previous year and before August 1 of the current year.

CHILD CARE AND DEVELOPMENT (continued)

(cf. 1240 - Volunteer Assistance)
(cf. 4112.4 - Health Examinations)

Documentation of the required immunizations or exemptions from immunization shall be maintained in the employee's personnel file. (Health and Safety Code 1596.7995)

(cf. 4112.6 - Personnel Files)

In addition to the above immunization requirements, teachers employed in a child care center shall present evidence of a current tuberculosis clearance and meet other requirements specified in Health and Safety Code 1597.055. (Health and Safety Code 1597.055)

Eligibility and Enrollment

Note: CDE contracts provide funding only for services to families who meet the criteria for subsidized services as specified in Education Code 8263. The district may also provide services to nonsubsidized families provided the district uses other funding sources or the families pay the full cost of services; see section on "Fees and Charges" below.

Pursuant to 5 CCR 18105, districts contracting with the CDE to offer child care services are **mandated** to develop written admissions policies and procedures that conform to requirements of 22 CCR 101218, including criteria designating those children whose needs can be met by the child care center's program and services and the ages of children who will be accepted.

The following section should be revised to reflect the district's contract(s) with the CDE.

The district's subsidized child care and development services may be available to infants and children through 12 years of age and to individuals with disabilities through 21 years of age in accordance with their individualized education program and Education Code 8208. (Education Code 8208, 8263.4; 5 CCR 18089, 18407, 18422)

Note: Pursuant to 5 CCR 18082-18083, the parent/guardian must submit an application for services which contains specified information and documentation. The application form is available on the CDE's web site. The family's or child's eligibility must be certified by a person designated by the district.

Eligible families shall be those who document both an eligibility basis and a need for care, as follows: (Education Code 8263)

1. The family is eligible for subsidized services on the basis of being a current aid recipient, income eligible, or homeless and/or the family's children are recipients of protective services or have been identified as being or at risk of being abused, neglected, or exploited.
2. The family has a need for child care based on either of the following:

CHILD CARE AND DEVELOPMENT (continued)

- a. The unavailability of the parents/guardians to care for and supervise their children for some portion of the day because they are participating in vocational training leading directly to a recognized trade, paraprofession, or profession; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated

Note: AB 982 (Ch. 567, Statutes of 2015) amended Education Code 8263 to expand the list of entities that can identify a child in need of subsidized child care to include a local educational agency liaison for homeless children and youth, a Head Start program, or a transitional shelter and to expand the list of children to be identified to include a homeless child.

- b. The child is identified by a legal, medical, or social services agency, the district liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services, as being or at risk of being neglected, abused, or exploited, or as being homeless

Note: The following paragraph may be revised to reflect district practice. Unless state funding is allocated to support the "centralized eligibility list" established in each county pursuant to Education Code 8499.5, such lists will be maintained only if locally funded. In situations where there is no locally funded centralized eligibility list or the district elects not to participate in the local list, the district must establish its own waiting list in accordance with admission priorities pursuant to Education Code 8263 and 5 CCR 18106.

The Superintendent or designee shall consult the county's centralized eligibility list, when available, or shall maintain a district waiting list in accordance with admission priorities. As vacancies occur, applicants shall be contacted in order of their priority. (5 CCR 18106)

First priority for enrollment shall be given to neglected or abused children who are recipients of child protective services, or children who are at risk of being neglected or abused, upon written referral from a legal, medical, or social services agency. If unable to enroll a child in this category, the district shall refer the child's parent/guardian to local resource and referral services so that services for the child can be located. (Education Code 8263)

Second priority for enrollment shall be given to families who are income eligible, as defined in Education Code 8263.1. Families with the lowest gross monthly income in relation to family size shall be admitted first. If two or more families are in the same priority in relation to income, the family that has a child with disabilities shall be admitted first or, if there is no child with disabilities, the family that has been on the waiting list for the longest time shall be admitted first. (Education Code 8263, 8263.1)

The district shall allow eligible children 11-12 years of age to combine enrollment in a before-school or after-school program with subsidized child care services during the time that the before-school or after-school program does not operate. Children 11-12 years of age, except

CHILD CARE AND DEVELOPMENT (continued)

for children with disabilities, shall be eligible for subsidized child care services only for the portion of care needed that is not available in a before-school or after-school program. (Education Code 8263.4)

Note: The following **optional** paragraph may be revised to reflect additional enrollment priorities or criteria established by the district, such as priority for district students, children of district students, or children of district employees; see the accompanying Board policy.

After all children eligible for subsidized services have been enrolled, the district may enroll children in accordance with the priorities established by the Governing Board.

Note: 5 CCR 18094 and 18118 require the district to provide written notification to the parent/guardian as to whether his/her application for subsidized services has been approved or denied. For this purpose, the district should use the Notice of Action form available on the CDE's web site. If the services are denied, the parent/guardian may appeal the decision in accordance with 5 CCR 18120-18122; see section "Rights of Parents/Guardians" below.

The district's decision to approve or deny services shall be communicated to the parent/guardian through a written Notice of Action mailed or delivered within 30 days from the date the application is signed by the parent/guardian. (5 CCR 18094, 18118)

(cf. 5145.6 - Parental Notifications)

Note: 5 CCR 18095 and 18119 require the district to notify a parent/guardian of any change in services or fees as described below. For such notification, the district should use the Notice of Action form available on the CDE's web site. Parents/guardians may appeal such actions pursuant to 5 CCR 18120-18122; see section "Rights of Parents/Guardians" below.

Subsequently, the Superintendent or designee shall mail or deliver a Notice of Action to a parent/guardian at least 14 calendar days before any intended change in services, including, but not limited to, an increase or decrease in fees, an increase or decrease in the amount of services, or termination of services, due to any of the following circumstances: (5 CCR 18095, 18119)

1. A determination during recertification or update of the application that the need or eligibility requirements are no longer being met or the fee or amount of service needs to be modified
2. Failure of the parent/guardian to document the family's need or eligibility after the district requested such documentation in writing
3. An indication by the parent/guardian that he/she no longer wants the service
4. The death of a parent/guardian or child

CHILD CARE AND DEVELOPMENT (continued)

5. The conclusion of a limited-term agreement, provided that the parent/guardian has been informed in writing of the date that the services would terminate

The Superintendent or designee shall establish and maintain a basic data file for each family receiving child care and development services containing the completed and signed application for services, documentation used to determine the child's eligibility and need, and copies of all Notices of Action. (5 CCR 18081, 18095)

Fees and Charges

Note: Education Code 8273 requires the Superintendent of Public Instruction (SPI) to establish a fee schedule for families using child care services through a CDE contract, including families who are eligible for subsidized child care services based on the criteria specified in item #1 in the section "Eligibility and Enrollment" above. See CDE Management Bulletin 14-03a.

Pursuant to 5 CCR 18109 and the CDE's Frequently Asked Questions to Management Bulletin 14-03a, the district may charge a full-time, part-time, or "cost of care" fee calculated pursuant to 5 CCR 18109, whichever is less, depending on the number of hours that a child will receive services.

Education Code 8250 and 5 CCR 18110 prohibit districts from assessing fees for children enrolled in a program for severely disabled children or a federally based migrant program. Districts may revise the following paragraph to reflect any such program(s) offered by the district. Districts that offer only programs prohibited from charging fees may delete the following section.

Except when offering a program that is prohibited by law from charging any fees, the Superintendent or designee may charge fees for services according to the fee schedule established by the Superintendent of Public Instruction, the actual cost of services, or the maximum daily/hourly rate specified in the contract, whichever is least. (Education Code 8250, 8263, 8273, 8273.1, 8273.2, 8447; 5 CCR 18078, 18108-18110)

However, no fee shall be charged to a family that is receiving CalWORKS cash aid, an income-eligible family whose child is enrolled in a part-day California State Preschool Program, or a family whose income level, in relation to family size, is less than the first entry in the fee schedule. (Education Code 8273.1; 5 CCR 18110)

In addition, any family receiving child care on the basis of having a child who is a recipient of child protective services, or having a certification by a county child welfare agency that child care services continue to be necessary, may be exempt from these fees for up to 12 months. Any family whose child is receiving child care on the basis of being at risk of abuse, neglect, or exploitation may be exempt from these fees for up to three months, unless the family becomes eligible based on receipt of child protective services or certification of need by a county child welfare agency. The cumulative period of exemption for these purposes shall not exceed 12 months. (Education Code 8273.1)

CHILD CARE AND DEVELOPMENT (continued)

Note: Pursuant to Education Code 8273 and CDE Management Bulletin 14-03a, family fees must be assessed at initial enrollment and reassessed at recertification or when the family data file is updated due to a change in status.

Pursuant to 5 CCR 18114, districts contracting with the CDE to offer child care services are **mandated** to adopt a policy for the collection of fees in advance of providing services, as provided below. 5 CCR 18114 contains an alternative definition of delinquency for Alternative Payment programs offered pursuant to Education Code 8220-8224.

Fees shall be assessed at initial enrollment and reassessed when a family is recertified or experiences a change in status. Fees shall be considered delinquent after seven days from the date that fees are due. Parents/guardians shall be notified in the event that fees are delinquent. If a reasonable plan for payment of the delinquent fees has not been provided by the parents/guardians, services shall be terminated if all delinquent fees are not paid within two weeks of such notification. Parents/guardians shall receive a copy of the district's regulations regarding fee collection at the time of initial enrollment into the program. (Education Code 8273; 5 CCR 18082, 18114, 18115)

Note: The following paragraph is for use by districts contracting with the CDE to offer child care services that wish to require parents/guardians to provide diapers and/or to pay the costs of field trips (unless the program is exempt from fees) and may be modified to delete diapers as appropriate for the age of the children served. Education Code 8273.3 **mandates** that such districts have a written policy which includes parents/guardians in the decision-making process. Pursuant to Education Code 8273.3, the fees cannot exceed \$25 per child in the contract year.

The Superintendent or designee shall establish a process that involves parents/guardians in determining whether to require parents/guardians to provide diapers. This process shall also be used to determine whether and how much to charge parents/guardians for field trip expenses, within the limit specified in law. A child shall not be denied participation in a field trip due to the parent/guardian's inability or refusal to pay the fee, and no adverse action shall be taken against a parent/guardian for that inability or refusal. (Education Code 8273.3)

Disenrollment

Note: Education Code 8263.3 specifies the order by which families must be disenrolled from child care and development services when funding levels are reduced. Parents/guardians may appeal such actions pursuant to 5 CCR 18120-18122, but only on the grounds that the factors used to determine the family's disenrollment are incorrect. See section "Rights of Parents/Guardians" below.

When necessary due to a reduction in state reimbursements, families shall be disenrolled from subsidized child care and development services in the following order: (Education Code 8263.3)

1. Families with the highest income in relation to family size shall be disenrolled first.

CHILD CARE AND DEVELOPMENT (continued)

2. If two or more families have the same income ranking, children without disabilities who have been enrolled in child care services the longest shall be disenrolled first. After all children without disabilities have been disenrolled, children with disabilities shall be disenrolled, with those who have been enrolled in child care services the longest being disenrolled first.
3. Families whose children are receiving child protective services or are at risk of neglect, abuse, or exploitation, regardless of family income, shall be disenrolled last.

Health Examination

Note: Education Code 8263 provides that the physical examination and evaluation, including immunizations, required of children enrolling in a child care center may be waived if a parent/guardian submits a letter stating that such examination is contrary to his/her religious beliefs. However, Health and Safety Code 120335, as amended by SB 277 (Ch. 35, Statutes of 2015), eliminated the personal beliefs exemption for immunization requirements unless the parent/guardian files a letter or affidavit prior to January 1, 2016 or a licensed physician indicates that a student should be exempted for medical reasons. An exemption granted for personal beliefs is only effective until the next grade span (i.e., birth through preschool, grades K-6, and grades 7-12). See BP/AR 5141.31 - Immunizations.

A physical examination and evaluation, including age-appropriate immunization, shall be required prior to or within 30 days of enrollment. (Education Code 8263)

The requirement for a physical examination and evaluation may be waived if a parent/guardian submits a letter stating that such examination is contrary to his/her religious beliefs. (Education Code 8263)

A child may be exempted from the immunization requirements only if: (Education Code 8263; Health and Safety Code 120335)

1. A licensed physician indicates that immunization is not safe due to the physical condition or medical circumstances of the child.
2. The parent/guardian submitted a letter or affidavit prior to January 1, 2016 stating that such examination is contrary to his/her personal beliefs. An exemption from immunization granted for personal beliefs is effective only until the next grade span (i.e., birth through preschool, grades K-6, and grades 7-12).

(cf. 5141.22 - Infectious Diseases)

(cf. 5141.3 - Health Examinations)

(cf. 5141.31 - Immunizations)

CHILD CARE AND DEVELOPMENT (continued)

Attendance

Sign-in and sign-out sheets shall be used daily for all children for attendance accounting purposes. Attendance records shall include verification of excused absences, including the child's name, date(s) of absence, specific reason for absence, and signature of parent/guardian or district representative. (5 CCR 18065, 18066)

Absences shall be excused for the following reasons:

1. Illness or quarantine of the child or of the parent/guardian (Education Code 8208)
2. Family emergency (Education Code 8208)

Note: Pursuant to 5 CCR 18066, districts contracting with the CDE to offer child care services are **mandated** to adopt policies delineating circumstances constituting an excused absence for a family emergency. The following paragraph may be revised to reflect district practice.

A family emergency shall be considered to exist when unforeseen circumstances cause the need for immediate action, such as may occur in the event of a natural disaster or when a member of the child's immediate family dies, has an accident, or is required to appear in court.

3. Time spent with a parent/guardian or other relative as required by a court of law (Education Code 8208)
4. Time spent with a parent/guardian or other relative which is clearly in the best interest of the child (Education Code 8208)

Note: 5 CCR 18066 **mandates** a policy that delineates circumstances constituting an excused absence "in the best interest of the child." The following paragraph may be revised to reflect district practice.

An absence shall be considered to be in the best interest of the child when the time is spent with the child's parent/guardian or other relative for reasons deemed justifiable by the program coordinator or site supervisor.

Except for children who are recipients of child protective services or are at risk of abuse or neglect, excused absences in the best interest of the child shall be limited to 10 days during the contract period. (5 CCR 18066)

Note: 5 CCR 18066 **mandates** that providers adopt a policy governing unexcused absences which may include reasonable limitations, if any. The following paragraph may be revised to reflect district practice.

Any absence due to a reason other than any of those stated above, or without the required

CHILD CARE AND DEVELOPMENT (continued)

verification, shall be considered an unexcused absence. After three unexcused absences during the year, the program coordinator or site supervisor shall notify the parents/guardians. Children who continue to have excessive unexcused absences may be removed from the program at the discretion of the program coordinator in order to accommodate other families on the waiting list for admission.

Parents/guardians shall be notified of the policies and procedures related to excused and unexcused absences for child care and development services. (5 CCR 18066)

Rights of Parents/Guardians

Note: The following two paragraphs are for use by districts that operate one or more licensed child care centers (see "Licensing" section above), but may be used by license-exempt providers.

At the time a child is accepted into a licensed child care and development center, the child's parent/guardian or authorized representative shall be notified of his/her rights as specified in 22 CCR 101218.1, including, but not limited to, the right to enter and inspect the child care facility and the right to be informed, upon request, of the name and type of association to the center of any adult who has been granted a criminal record exemption. (Health and Safety Code 1596.857; 22 CCR 101218.1)

The written notice of parent/guardian rights also shall be permanently posted within the facility in a location accessible to parents/guardians. Notwithstanding these rights, access to the facility may be denied to an adult whose behavior presents a risk to children present in the facility or to noncustodial parents/guardians when so requested by the responsible parent/guardian. (Health and Safety Code 1596.857)

Note: The remainder of this section is for use by all districts and applies to licensed and unlicensed child care programs.

In addition, if a parent/guardian disagrees with any district action to deny his/her child's eligibility for subsidized child care services, disenroll the child due to a funding shortage, increase or decrease fees, increase or decrease the amount of services, terminate services, or otherwise change the level of services, he/she may file a request for a hearing with the Superintendent or designee within 14 calendar days of the date the Notice of Action was received. Within 10 calendar days of receiving the request for a hearing, the Superintendent or designee shall notify the parent/guardian of the time and place of the hearing, which, to the extent possible, shall be convenient for the parent/guardian. (5 CCR 18120)

The hearing shall be conducted in accordance with the procedures specified in 5 CCR 18120 by a district administrator who is at a staff level higher in authority than the staff person who

CHILD CARE AND DEVELOPMENT (continued)

made the contested decision. Within 10 calendar days after the hearing, the district administrator shall mail or deliver a written decision to the parent/guardian. If the parent/guardian disagrees with the written decision, he/she may, within 14 calendar days, appeal the decision to the CDE. (5 CCR 18120-18122)

Records

Note: CDE contracts require the district to submit data on both subsidized and nonsubsidized families served by child care centers. In addition, the district is required to provide monthly reports, through the CDE's online management information system, regarding any families receiving subsidized services during that month.

The Superintendent or designee shall maintain records of enrollment, attendance, types of families served, income received from all families participating in the district's child care and development program, and any other records required by the CDE.

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

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CSBA Sample

Administrative Regulation

Students

AR 5148.3(a)

PRESCHOOL/EARLY CHILDHOOD EDUCATION

Note: The following administrative regulation reflects the major requirements of the California State Preschool Program (CSPP) pursuant to Education Code 8235-8239. The CSPP consolidates state preschool programs (Education Code 8235-8237), family literacy programs (Education Code 8238-8238.4), and general child care and development programs to the extent that they serve children 3-4 years of age (Education Code 8240-8244).

The following administrative regulation does not reflect all requirements for other state and federally funded preschool program(s). The district may revise this administrative regulation to reflect other preschool program(s) it offers, such as the state migrant child care and development program (Education Code 8230-8233), state program for severely disabled children (Education Code 8250-8252), federal Head Start program (42 USC 9831-9852), Title I preschool program (20 USC 6311-6322), or preschool program developed and funded by the district.

In addition to the program requirements described below, preschool programs may be subject to other policies contained throughout the district's policy manual (e.g., BP/AR 5148 - Child Care and Development, AR 3514.2 - Integrated Pest Management, BP/AR 1240 - Volunteer Assistance, and food safety standards and nutrition requirements in BP/AR 3550 - Food Service/Child Nutrition Program). Districts should consult legal counsel if they have questions regarding the applicability of other laws to the district's preschool program.

When approved by the California Department of Education (CDE) under the California State Preschool Program, the district may operate one or more part-day preschool programs in accordance with law and the terms of its contract with the CDE.

(cf. 5148 - Child Care and Development)

Note: 5 CCR 18130 specifies the state regulations for child care and development programs that are applicable to CSPP programs. These requirements include, but are not limited to, the program components listed in 5 CCR 18272-18281. See AR 5148 - Child Care and Development for details regarding these required program components.

The district's preschool program shall include all required program components, as described in 5 CCR 18272-18281 and AR 5148 - Child Care and Development, for the educational program, the creation of a developmental profile for each child, staff development, parent involvement and education, community involvement, health and social services, nutrition, and program evaluation. (5 CCR 18271-28281)

Minimum Hours/Days of Operation

The district's part-day preschool program shall operate a minimum of three hours per day, excluding time for home-to-school transportation, and for a minimum of 175 days per year unless otherwise specified in the program's contract. (Education Code 8235; 5 CCR 18136)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)**Staffing**

The preschool program shall maintain an adult-child ratio of at least one adult for every eight children and a teacher-child ratio of at least one teacher for every 24 children. If the district cannot recruit a sufficient number of parents/guardians or volunteers to meet the required adult-child ratio, teacher aides shall be hired as necessary. (5 CCR 18135, 18290)

(cf. 1240 - *Volunteer Assistance*)

(cf. 6020 - *Parent Involvement*)

Note: Health and Safety Code 1596.7995, as added by SB 792 (Ch. 807, Statutes of 2015), requires employees and volunteers at a day care center to be immunized against influenza, pertussis, and measles, with specified exemptions. Health and Safety Code 1597.055, as amended by SB 792, incorporates the immunization requirements into the qualifications of day care teachers and adds a requirement for such teachers to obtain a tuberculosis clearance. Pursuant to Health and Safety Code 1596.76, a day care center includes a preschool. See AR 5148 - Child Care and Development for further information regarding immunization requirements for staff and volunteers. Districts that do not offer child care and development programs and/or have not adopted AR 5148 - Child Care and Development may revise the following paragraph accordingly and expand it to include the exemptions specified in Health and Safety Code 1596.76.

Any person employed at a district preschool and any volunteer who provides care and supervision to children at a preschool shall, unless exempted by law, be immunized against influenza, pertussis, and measles in accordance with Health and Safety Code 1596.7995 and AR 5148 - Child Care and Development. Documentation of required immunizations, or applicable exemptions, shall be maintained in the employee's personnel file. (Health and Safety Code 1596.7995)

(cf. 4112.4 - *Health Examinations*)

(cf. 4112.6 - *Personnel Files*)

In addition, preschool teachers shall present evidence of a current tuberculosis clearance and meet other requirements as specified in Health and Safety Code 1597.055.

Wraparound Child Care Services

Note: The following section is **optional**. Because preschool programs operated under the CSPP are part-day programs only, Education Code 8329 encourages districts to contract with the CDE to offer "wraparound child care services" which combine preschool and general child care services to provide a full day of services for eligible families. Such programs must be consistent with requirements for general child care and development programs offered pursuant to Education Code 8240-8244; see BP/AR 5148 - Child Care and Development.

In accordance with its contract with the CDE, the district may offer full-day services to meet the needs of eligible families through a combination of part-day preschool and wraparound child care services that are offered for the remaining portion of the day or year following completion of the preschool services. Child care and development services offered through

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

this program shall meet the requirements of general child care and development programs pursuant to Education Code 8240-8244. (Education Code 8239)

Wraparound services shall operate a minimum of 246 days per year unless otherwise specified in the contract. Within this period of time, the part-day preschool program shall operate 175-180 days. After the completion of the preschool program, a part-time general child care and development program may operate a full day for the remainder of the year. (Education Code 8239)

Family Literacy Services

Note: The following section is **optional**. Contingent upon funding in the state Budget Act, Education Code 8238 and 8238.4 provide for the Superintendent of Public Instruction (SPI) to distribute family literacy supplemental grant funds to qualifying CSPP contractors for the purposes described below.

When any district preschool program receives funding for family literacy services pursuant to Education Code 8238.4, the Superintendent or designee shall coordinate the provision of: (Education Code 8238)

1. Opportunities for parents/guardians to work with their children on interactive literacy activities, including activities in which parents/guardians actively participate in facilitating their children's acquisition of prereading skills through guided activities such as shared reading, learning the alphabet, and basic vocabulary development
2. Parenting education for parents/guardians of participating children to support their child's development of literacy skills, including, but not limited to, parent education in:
 - a. Providing support for the educational growth and success of their children
 - b. Improving parent-school communications and parental understanding of school structures and expectations
 - c. Becoming active partners with teachers in the education of their children
 - d. Improving parental knowledge of local resources for the identification of and services for developmental disabilities, including, but not limited to, contact information for the district special education referral
3. Referrals to providers of adult education and instruction in English as a second language as necessary to improve parents/guardians' academic skills

(cf. 6200 - Adult Education)

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

4. Staff development for teachers in participating classrooms that includes, but is not limited to:
 - a. Development of a pedagogical knowledge, including, but not limited to, improved instructional strategies
 - b. Knowledge and application of developmentally appropriate assessments of the prereading skills of children in participating classrooms
 - c. Information on working with families, including the use of on-site coaching, for guided practice in interactive literacy activities
 - d. Providing targeted interventions for all young children to improve kindergarten readiness upon program completion

(cf. 4131 - Staff Development)

Eligibility and Enrollment

Note: The following section reflects eligibility criteria and enrollment priorities for the CSPP pursuant to state law and regulations. 5 CCR 18105 **mandates** that a district operating a CSPP program develop written admissions policies and procedures that conform to the requirements of 22 CCR 101218, including criteria designating those children whose needs can be met by the program and services and the ages of children who will be accepted.

Children eligible for the district's preschool program include those who will have their third or fourth birthday on or before September 1 of the fiscal year that they are being served. (Education Code 8208, 8235, 8236)

Note: The following paragraph reflects guidance in CDE's Management Bulletin 14-02. See BP 6170.1 - Transitional Kindergarten for eligibility requirements pertaining to the transitional kindergarten program pursuant to Education Code 48000.

When a child is eligible for both the preschool program and the district's transitional kindergarten program, the family may choose the most appropriate program for the child. In accordance with the enrollment priorities described below, the child may be enrolled in both programs provided that the child is not enrolled in both programs for the same time period on the same day.

(cf. 5111 - Admission)

(cf. 6170.1 - Transitional Kindergarten)

Note: Pursuant to 5 CCR 18082-18083, the parent/guardian must submit an application for services which

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

contains specified information and documentation. The application form is available on the CDE's web site. Upon receiving an application, a person designated by the district must certify the family's or child's eligibility.

Eligibility for subsidized preschool shall be as follows:

1. Children shall be eligible for subsidized preschool services if their family is a current aid recipient, income eligible, or homeless and/or the children are recipients of protective services or have been identified as being or at risk of being abused, neglected, or exploited. (Education Code 8235, 8263, 8263.1; 5 CCR 18131, 18134)
2. Children shall be eligible for subsidized wraparound preschool and child care services if their family meets at least one of the criteria specified in item #1 above and needs child care services due to either of the following circumstances: (Education Code 8239, 8263)

Note: AB 982 (Ch. 567, Statutes of 2015) amended Education Code 8263 to expand the list of entities that can identify a child in need of subsidized services to include a local educational agency liaison for homeless children and youth, a Head Start program, or a transitional shelter and to expand the list of children to be identified to include a homeless child.

- a. The child is identified by a legal, medical, or social services agency, the district liaison for homeless students, a Head Start program, or an emergency or transitional shelter as being a recipient of protective services, as being or at risk of being neglected, abused, or exploited, or as being homeless.

(cf. 6173 - Education for Homeless Children)

- b. The parents/guardians are engaged in vocational training leading directly to a recognized trade, paraprofession, or profession; are employed or seeking employment; are seeking permanent housing for family stability; or are incapacitated.

Note: The following paragraph may be revised to reflect district practice. Unless state funding is allocated to support the "centralized eligibility list" established in each county pursuant to Education Code 8499.5, such lists will be maintained only if locally funded. In situations where there is no locally funded centralized eligibility list or the district elects not to participate in the local list, the district must establish its own waiting list in accordance with admission priorities pursuant to 5 CCR 18106.

The Superintendent or designee shall consult the county's centralized eligibility list, when available, or shall maintain a district waiting list in accordance with admission priorities. As vacancies occur, applicants shall be contacted in order of their priority. (5 CCR 18106)

First priority for enrollment in a preschool program shall be given to neglected or abused children 3 or 4 years of age who are recipients of child protective services or who, based

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

upon written referral from a legal, medical, or social service agency, are at risk of being neglected, abused, or exploited. If unable to enroll a child in this category, the district shall refer the child's parent/guardian to local resource and referral services so that services for the child can be located. (Education Code 8236; 5 CCR 18131)

(cf. 1020 - Youth Services)

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

(cf. 1700 - Relations Between Private Industry and the Schools)

Note: Pursuant to Education Code 8236, second priority for enrollment must be granted to children 4 years of age who are not enrolled in a TK program, as provided in the following paragraph.

In any CSPP program operating with funding that was initially allocated in a prior fiscal year, at least one-half of the children enrolled at a preschool site must be children who are 4 years of age unless an exception is granted by the SPI.

After all children with first priority are enrolled, the district shall give second priority to eligible children 4 years of age who are not enrolled in a transitional kindergarten program prior to enrolling eligible children 3 years of age. (Education Code 8236)

After enrolling all eligible children who meet the criteria for subsidized services, up to 10 percent of the program's enrollment, calculated throughout the entire contract, may be filled with children who exceed the age limitations and children whose family income is no more than 15 percent above the income eligibility threshold. (Education Code 8235; 5 CCR 18133)

The district may certify eligibility and enrollment up to 120 calendar days prior to the first day of the beginning of the preschool year. After establishing eligibility at the time of initial enrollment, a child shall remain eligible for the remainder of the program year. (Education Code 8237; 5 CCR 18082)

Note: Pursuant to 5 CCR 18130, CSPP programs are subject to 5 CCR 18094 and 18118, which require the district to provide written notification to parents/guardians as to whether their application for subsidized services has been approved or denied. For this purpose, the district should use the Notice of Action form available on the CDE's web site. If the services are denied, the parent/guardian may appeal the decision in accordance with 5 CCR 18120-18122; see section "Parent Hearing" below.

The district's decision to approve or deny a child's enrollment shall be communicated to the family through a written Notice of Action mailed or delivered within 30 days from the date the application is signed by the parent/guardian. (5 CCR 18094, 18095, 18118)

(cf. 5145.6 - Parental Notifications)

Note: 5 CCR 18095 and 18119 require the district to notify a parent/guardian of any change in services or fees as described below. For such notification, the district should use the Notice of Action form available on the CDE's web site. Parents/guardians may appeal such actions pursuant to 5 CCR 18120-18122; see section "Parent Hearing" below.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

Subsequently, the Superintendent or designee shall mail or deliver a Notice of Action to a parent/guardian at least 14 calendar days before any intended change in services, including, but not limited to, an increase or decrease in fees, an increase or decrease in the amount of services, or termination of services, due to any of the following circumstances: (5 CCR 18095, 18119)

1. A determination during recertification or update of the application that the need or eligibility requirements are no longer being met or the fee or amount of service needs to be modified
2. Failure of the parent/guardian to document the family's need or eligibility after the district requested such documentation in writing
3. An indication by the parent/guardian that he/she no longer wants the service
4. The death of a parent/guardian or child
5. The conclusion of a limited-term agreement, provided that the parent/guardian has been informed in writing of the date that the services would terminate

For each child enrolled in the district's preschool program, the Superintendent or designee shall maintain a family data file containing a completed and signed application for services, documentation of income eligibility, and a copy of all Notices of Action. For each child not receiving subsidized services, the family data file shall also include records of the specific reason(s) for enrolling each child, the child's family income, and evidence that the district has made a diligent search for children eligible for subsidized services. (5 CCR 18130, 18133, 18081, 18084)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

Fees and Charges

Fees for participation in the district's preschool program shall be assessed and collected in accordance with the fee schedule established by the Superintendent of Public Instruction. (Education Code 8273, 8273.2; 5 CCR 18078)

(cf. 3260 - Fees and Charges)

However, no fee shall be charged to an income-eligible family whose child is enrolled in a part-day preschool program, a family that is receiving CalWORKs cash aid, or a family that

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

is otherwise exempted pursuant to Education Code 8273.1. (Education Code 8273.1; 5 CCR 18110)

In addition, any family qualifying for subsidized preschool on the basis of having a child who is a recipient of child protective services, or having a certification by a county child welfare agency that services continue to be necessary, may be exempt from these fees for up to 12 months. Any family whose child is receiving subsidized preschool on the basis of being at risk of abuse, neglect, or exploitation may be exempt from these fees for up to three months, unless the family becomes eligible based on receipt of child protective services or certification of need by a county child welfare agency. The cumulative period of exemption for these purposes shall not exceed 12 months. (Education Code 8273.1)

Note: Education Code 8273.3 authorizes a district offering a CSPP program to charge a fee for field trips and/or to require parents/guardians to provide diapers, but **mandates** that the district adopt policy to include parents/guardians in the decision-making about such fees, as provided below. Pursuant to Education Code 8273.3, the fees cannot exceed \$25 per child in the contract year. The following paragraph may be modified to delete diapers as appropriate for the age of the children served.

The Superintendent or designee shall establish a process that involves parents/guardians in determining whether to require parents/guardians to provide diapers. This process shall also be used to determine whether and how much to charge parents/guardians for field trip expenses, within the limit specified in law. A child shall not be denied participation in a field trip due to the parent/guardian's inability or refusal to pay the fee, and no adverse action shall be taken against a parent/guardian for that inability or refusal. (Education Code 8273.3)

Disenrollment

Note: Education Code 8263.3 specifies the order by which families will be disenrolled from child care and development services when funding levels are reduced. The following list applies that order of disenrollment to CSPP programs but takes into account the priority specified in Education Code 8236 to enroll children 4 years of age before enrolling children 3 years of age.

When necessary due to a reduction in state reimbursements, families shall be disenrolled in the following order: (Education Code 8236, 8263.3)

1. Children 3 years of age whose families have the highest income in relation to family size shall be disenrolled first, followed by children 4 years of age whose families have the highest income in relation to family size.

At each age level, if two or more families have the same income ranking, the child with disabilities shall be disenrolled last. If there are no families that have a child with disabilities, the child who has received services the longest shall be disenrolled first.

PRESCHOOL/EARLY CHILDHOOD EDUCATION (continued)

2. Families of children 3 or 4 years of age who are receiving child protective services or who have been documented to be at risk of being neglected, abused, or exploited, regardless of income, shall be disenrolled last.

Parent Hearing

Note: Pursuant to 5 CCR 18130, districts are subject to the requirements of 5 CCR 18120-18122 to provide due process to parents/guardians who disagree with certain district actions, such as when services are denied, there is a change in services or fees, or their child is disenrolled.

If a parent/guardian disagrees with any district action to deny his/her child's eligibility for subsidized preschool services, disenroll the child due to a funding shortage, increase or decrease fees, increase or decrease the amount of services, terminate services, or otherwise change the level of services, he/she may file a request for a hearing with the Superintendent or designee within 14 calendar days of the date the Notice of Action was received. Within 10 calendar days of receiving the request for a hearing, the Superintendent or designee shall notify the parent/guardian of the time and place of the hearing, which, to the extent possible, shall be convenient for the parent/guardian. (5 CCR 18120)

The hearing shall be conducted in accordance with the procedures specified in 5 CCR 18120 by a district administrator who is at a staff level higher in authority than the staff person who made the contested decision. Within 10 calendar days after the hearing, the district administrator shall mail or deliver a written decision to the parent/guardian. If the parent/guardian disagrees with the written decision, he/she may, within 14 calendar days, appeal the decision to the CDE. (5 CCR 18120-18122)

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CSBA Sample

Board Policy

Instruction

BP 6142.4(a)

SERVICE LEARNING/COMMUNITY SERVICE CLASSES

Note: The California Department of Education (CDE) defines "service learning" as an instructional strategy that integrates community service opportunities into the curriculum and engages students in real-world problem solving. "Community service" provides opportunities for students to volunteer for the benefit of the community, but is a separate course. Such opportunities are applicable to a variety of disciplines, but are particularly relevant to the development of civic responsibility and are an important component of civic education.

In California, academic standards and guidelines for service learning, civics, and government are included in the state's history-social science content standards and the History-Social Science Framework for California Public Schools, as adopted by the State Board of Education on July 14, 2016. See BP 6142.3 - Civic Education and BP 6142.94 - History-Social Science Instruction.

The following **optional** policy should be modified to reflect the types of strategies and grade levels offered by the district.

The Governing Board recognizes that student involvement in community service enhances academic outcomes, helps students develop the skills and knowledge necessary to become informed and responsible citizens, and aids in individual career development. The district shall offer separate community service classes and/or service learning opportunities that are integrated into other courses. Such classes and activities shall be designed to link academic content, practical skills, and meaningful service contributions to the community.

(cf. 1020 - Youth Services)
(cf. 6000 - Concepts and Roles)
(cf. 6011 - Academic Standards)
(cf. 6142.3 - Civic Education)
(cf. 6142.94 - History-Social Science Instruction)
(cf. 6178.1 - Work-Based Learning)

Service Learning

Note: The following **optional** section is for use by districts that integrate service learning into the curriculum and should be modified to reflect district practice. Separate federal and state funding for service learning has been eliminated; however, many districts continue to support the use of service learning as an instructional method.

The Superintendent or designee shall integrate service learning opportunities into one or more courses at appropriate grade levels.

(cf. 6143 - Courses of Study)

The Superintendent or designee shall involve administrators, students, teachers, parents/guardians, and community members in the development, implementation, and

SERVICE LEARNING/COMMUNITY SERVICES CLASSES (continued)

evaluation of the district's service learning program. He/she shall also collaborate with local public agencies and nonprofit organizations to identify and develop service learning opportunities that meet educational and civic learning objectives, align with state and local academic standards, and address the needs of the community.

(cf. 1600 - Relations Between Other Governmental Agencies and the Schools)

(cf. 1700 - Relations Between Private Industry and the Schools)

When service learning activities occur off campus, the Superintendent or designee shall arrange for transportation when necessary and shall ensure that students receive appropriate guidance and supervision.

(cf. 3540 - Transportation)

The Superintendent or designee shall provide the Board with regular reports on the district's progress in meeting its goals for service learning.

(cf. 6190 - Evaluation of the Instructional Program)

(cf. 9000 - Role of the Board)

SERVICE LEARNING/COMMUNITY SERVICES CLASSES (continued)

If off-campus activities are included, the Superintendent or designee shall determine how students will be transported to the off-campus location and shall ensure adequate supervision of students during the activity.

Notifications

Note: The district should notify parents/guardians of the different service learning opportunities available and obtain their consent for any off-campus activities. In order to protect the district against liability and to help ensure adequate insurance coverage, the Superintendent should consult with the district's risk manager, insurance carrier, or legal counsel.

Parents/guardians shall receive information about service learning and any community service opportunities offered by the district and the benefits of such activities to the community and the student. The district shall ask parents/guardians to acknowledge this

information and provide consent before their child participates in any off-campus service activities.

(cf. 3530 - Risk Management/Insurance)

(cf. 5143 - Insurance)

Legal Reference:

EDUCATION CODE

233.5 Teaching of principles

35160 Authority of governing boards

35160.1 Broad authority of school districts

37220.6 Cesar Chavez Day of Service and Learning

51210 Areas of study, grades 1-6

51220 Areas of study, grades 7-12

51745 Independent study

51810-51815 Community service classes

UNITED STATES CODE, TITLE 42

12501-12682 National and Community Service Trust Act of 1993

COURT DECISIONS

Steirer et al v. Bethlehem School District, (1993) 987 F.2d 989

Management Resources:

WEB SITES

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

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

Corporation for National and Community Service: <http://www.nationalservice.gov>

National Service Learning Clearinghouse: <http://www.servicelearning.org>

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Policy Reference UPDATE Service

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CSBA Sample

Administrative Regulation

Instruction

AR 6143(a)

COURSES OF STUDY

Note: Education Code requirements for courses of study are generally classified into requirements for grades 1-6 and 7-12. Therefore, K-8 districts and high school districts need to collaborate with appropriate area districts to ensure that all required courses are offered sometime during grades 7-12.

The district should select the sections below ("Grades 1-6" and/or "Grades 7-12") that correspond with the grade levels it offers.

Grades 1-6

Note: Items #1-7 below are areas of study required by law for grades 1-6. The Governing Board may add other studies to this list.

Courses of study for grades 1-6 shall include the following:

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Mathematics: concepts, operational skills, and problem solving (Education Code 51210)

(cf. 6142.92 - Mathematics Instruction)

3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in: (Education Code 51210)

- a. The history, resources, development, and government of California and the United States

Instruction shall include the early history of California and a study of the role and contributions of men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to the economic, political, and social development of California and the United States,

COURSES OF STUDY (continued)

- with particular emphasis on portraying the role of these groups in contemporary society. (Education Code 51204.5, 60040)

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

(cf. 6142.3 - *Civic Education*)

(cf. 6142.94 - *History-Social Science Instruction*)

- b. The development of the American economic system, including the role of the entrepreneur and labor
- c. The relations of persons to their human and natural environments
- d. Eastern and western cultures and civilizations
- e. Contemporary issues
- f. The wise use of natural resources

(cf. 6142.5 - *Environmental Education*)

- 4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)

(cf. 6142.93 - *Science Instruction*)

- 5. Visual and performing arts: instruction in dance, music, theatre, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)

(cf. 6142.6 - *Visual and Performing Arts Education*)

Note: Education Code 51202 requires that certain health-related topics be addressed at "the appropriate elementary and secondary grade levels" during grades K-12. Districts may revise #6a-e below to indicate topics that will be addressed in grades K-6.

Education Code 51203 requires the Board to adopt regulations specifying the grade(s) and course(s) in which drug and alcohol education will be given. For language fulfilling this mandate, see AR 5131.6 - Alcohol and Other Drugs.

- 6. Health: principles and practices of individual, family, and community health, including instruction at the appropriate grade levels and subject areas in: (Education Code 51202, 51210)

COURSES OF STUDY (continued)

- a. Personal and public safety and accident prevention, including instruction in emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation when appropriate equipment is available

(cf. 6142.8 - Comprehensive Health Education)

- b. Fire prevention
- c. The protection and conservation of resources, including the necessity for the protection of the environment
- d. Venereal disease

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

- e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

(cf. 5131.6 - Alcohol and Other Drugs)

Note: The following item is optional pursuant to Education Code 51202.

- f. Violence as a public health issue
7. Physical education, with emphasis on physical activities conducive to health and vigor of body and mind (Education Code 51210)

(cf. 6142.7 - Physical Education and Activity)

Note: Item #8 below is optional . Education Code 51210.5 authorizes age-appropriate instruction on violence awareness and prevention within any area of study listed in items #1-7 above. Pursuant to Education Code 51210.5, such instruction may include personal testimony in the form of oral or video histories that illustrate the economic and cultural effects of violence within a city, the state, and the country. See BP 6142.94 - History-Social Science Instruction.

8. Violence awareness and prevention

Note: Optional item #9 below is not required by state law but is a highly recommended component of school-to-career instruction.

9. Career awareness exploration

(cf. 6178 - Career Technical Education)

CSBA Sample

Board Policy

Instruction

BP 6173(a)

EDUCATION FOR HOMELESS CHILDREN

Note: The following policy reflects the intent of the McKinney-Vento Homeless Assistance Act (42 USC 11431-11435), as amended by the Every Student Succeeds Act (P.L. 114-95), that each homeless student should have equal access to the same free, appropriate public education and services as other students. 42 USC 11432 **mandates** that districts adopt, review, and revise policies to remove barriers to the identification, enrollment, and retention of homeless children and youth, ensure that homeless students are not segregated or stigmatized on the basis of their status as homeless, and provide for professional development for appropriate staff, as provided in the following policy.

The Governing Board desires to ensure that homeless students have access to the same free and appropriate public education provided to other students within the district. The district shall provide homeless students with access to education and other services necessary for them to meet the same challenging academic standards as other students.

(cf. 6011 - Academic Standards)

Note: The following paragraph is **mandated** pursuant to 42 USC 11432, as amended by P.L. 114-95. 42 USC 11432 requires that districts adopt policy to remove barriers to homeless students' enrollment and retention due to absences or outstanding fees or fines. See the accompanying administrative regulation for additional procedures designed to remove barriers to the identification and enrollment of homeless students.

The Superintendent or designee shall identify and remove any barriers to the identification and enrollment of homeless students and to the retention of homeless students due to absences or outstanding fees or fines. (42 USC 11432)

(cf. 3250 - Transportation Fees)

(cf. 3260 - Fees and Charges)

(cf. 5113.1 - Chronic Absence and Truancy)

When there are at least 15 homeless students in the district or a district school, the district's local control and accountability plan (LCAP) shall include goals and specific actions to improve student achievement and other outcomes of homeless students. (Education Code 52052, 52060)

(cf. 0460 - Local Control and Accountability Plan)

Note: Pursuant to 42 USC 11432, districts are required to designate an appropriate staff person, who may also be a coordinator for other federal programs, as a district liaison for homeless students. See the accompanying administrative regulation for information about the designation and duties of the district liaison.

The Superintendent or designee shall designate an appropriate staff person to serve as a

EDUCATION FOR HOMELESS CHILDREN (continued)

liaison for homeless children and youths. The district liaison shall fulfill the duties specified in 42 USC 11432 to assist in identifying and supporting homeless students to succeed in school.

Note: The U.S. Department of Education's (USDOE) Non-Regulatory Guidance, Education for Homeless Children and Youths Program, emphasizes that districts should include the identification of homeless students and their unique educational needs in district needs assessments and school improvement plans. The following **optional** paragraph reflects strategies included in the Guidance for identifying homeless students and may be revised to reflect district practice. Also see the California Department of Education's (CDE) web site for a sample student residency questionnaire and "You Can Enroll in School" poster.

In order to identify district students who are homeless, the Superintendent or designee may give a housing questionnaire to all parents/guardians during school registration, make referral forms readily available, include the district liaison's contact information on the district and school web sites, provide materials in a language easily understood by families and students, provide school staff with professional development on the definition and signs of homelessness, and contact appropriate local agencies to coordinate referrals for homeless children and youth and unaccompanied youth.

(cf. 1113 - District and School Web Sites)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Note: Although students' addresses generally may be designated as "directory information" that is not harmful if disclosed, P.L. 114-95 amended 42 USC 11432 to provide that information about a homeless student's living situation must instead be provided the protections afforded to other student records under the Family Educational Rights and Privacy Act. For further information about the disclosure of homeless students' records, see the USDOE's Non-Regulatory Guidance, Education for Homeless Children and Youths Program.

Information about a homeless student's living situation shall be considered part of a student's educational record, subject to the Family Educational Rights and Privacy Act and shall not be deemed to be directory information as defined in 20 USC 1232g. (42 USC 11432)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

Note: Pursuant to 42 USC 11432, placement determinations for homeless students must be made according to the student's "best interest," as defined in the accompanying administrative regulation.

The Superintendent or designee shall ensure that placement decisions for homeless students are based on the student's best interest as defined in law and administrative regulation.

Each homeless student shall be provided services that are comparable to services offered to other students in the school, including, but not limited to, transportation, educational

EDUCATION FOR HOMELESS CHILDREN (continued)

programs for which the student meets the eligibility criteria (such as federal Title I services or similar state or local programs, programs for students with disabilities, and educational programs for English learners), career and technical education programs, programs for gifted and talented students, and school nutrition programs. (42 USC 11432)

(cf. 3550 - Food Service/Child Nutrition Program)
 (cf. 3553 - Free and Reduced Price Meals)
 (cf. 5148.2 - Before/After School Programs)
 (cf. 5148.3 - Preschool/Early Childhood Education)
 (cf. 6159 - Individualized Education Program)
 (cf. 6164.2 - Guidance/Counseling Services)
 (cf. 6171 - Title I Programs)
 (cf. 6172 - Gifted and Talented Student Program)
 (cf. 6174 - Education for English Language Learners)
 (cf. 6177 - Summer Learning Programs)
 (cf. 6178 - Career and Technical Education)
 (cf. 6179 - Supplemental Instruction)

Note: The following paragraph is **mandated** by 42 USC 11432. Although this law prohibits the segregation of homeless students into a separate school or program, separate schools that were in operation before 2001 may continue to operate under specified conditions. Districts that maintain such a school may revise the following paragraph to reflect district practice.

Homeless students shall not be segregated into a separate school or program based on their status as homeless and shall not be stigmatized in any way. However, the Superintendent or designee may separate homeless students on school grounds as necessary for short periods of time for health and safety emergencies or to provide temporary, special, and supplementary services to meet the unique needs of homeless students. (42 USC 11432, 11433)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
 (cf. 3553 - Free and Reduced Price Meals)

Note: Pursuant to 42 USC 11432, districts receiving assistance through the McKinney-Vento Homeless Assistance Act are required to coordinate services as provided below. Other districts may delete or revise the following paragraph to reflect district practice.

The Superintendent or designee shall coordinate with other agencies and entities to ensure that homeless children and youth are promptly identified, ensure that homeless students have access to and are in reasonable proximity to available education and related support services, and raise the awareness of school personnel and service providers of the effects of short-term stays in a shelter and other challenges associated with homelessness. Toward these ends, the Superintendent or designee shall collaborate with local social services agencies, other agencies or entities providing services to homeless children and youth, and, if applicable, transitional housing facilities. In addition, the Superintendent or designee shall coordinate transportation, transfer of school records, and other interdistrict activities with other

EDUCATION FOR HOMELESS CHILDREN (continued)

local educational agencies. As necessary, the Superintendent or designee shall coordinate, within the district and with other involved local educational agencies, services for homeless students and services for students with disabilities. (42 USC 11432)

(cf. 1020 - Youth Services)

Note: 42 USC 11432, as amended by P.L. 114-95, **mandates** that districts adopt policies and practices to ensure participation by district liaisons and other appropriate staff in professional development and other technical assistance activities, as determined appropriate by the federal Office of the Coordinator.

Education Code 48852.5, as amended by SB 1068 (Ch. 538, Statutes of 2016), requires the CDE to provide specified informational and training materials to district liaisons, including informational materials on the educational rights of homeless children and youth and resources available to assist homeless children and youth. It also requires the CDE to adopt policies and practices to ensure that liaisons participate in professional development and technical assistance programs.

District liaisons and other appropriate staff shall participate in professional development and other technical assistance activities to assist them in identifying and meeting the needs of homeless students and to provide training on the definitions of terms related to homelessness. (42 USC 11432)

Note: The following **optional** paragraph may be revised to reflect district practice. Pursuant to Education Code 52064.5, the State Board of Education has adopted evaluation rubrics for use by districts in evaluating their strengths, weaknesses, and areas that require improvement.

In addition, pursuant to 20 USC 6311, as amended by P.L. 114-95, annual district report cards for districts receiving Title I funds are required to include disaggregated student achievement data and graduation rates of homeless students.

At least annually, the Superintendent or designee shall report to the Board on outcomes for homeless students, which may include, but are not limited to, school attendance, student achievement test results, promotion and retention rates by grade level, graduation rates, suspension/expulsion rates, and other outcomes related to any goals and specific actions identified in the LCAP. Based on the evaluation data, the district shall revise its strategies as needed to better support the education of homeless students.

(cf. 0500 - Accountability)

(cf. 6162.51 - State Academic Achievement Tests)

(cf. 6190 - Evaluation of the Instructional Program)

Legal Reference: (see next page)

EDUCATION FOR HOMELESS CHILDREN (continued)

Legal Reference:

EDUCATION CODE

2558.2 *Use of revenue limits to determine average daily attendance of homeless children*

39807.5 *Payment of transportation costs by parents*

48850 *Educational rights of homeless and foster youth*

48852.5 *Notice of educational rights of homeless students*

48852.7 *Enrollment of homeless students*

48915.5 *Recommended expulsion, homeless student with disabilities*

48918.1 *Notice of recommended expulsion*

51225.1-51225.3 *Graduation requirements*

52060-52077 *Local control and accountability plan*

CODE OF REGULATIONS, TITLE 5

4600-4687 *Uniform complaint procedures*

UNITED STATES CODE, TITLE 20

1087vv *Free Application for Federal Student Aid; definitions*

1232g *Family Educational Rights and Privacy Act*

6311 *Title I state plan; state and local educational agency report cards*

UNITED STATES CODE, TITLE 42

11431-11435 *McKinney-Vento Homeless Assistance Act*

12705 *Cranston-Gonzalez National Affordable Housing Act; state and local strategies*

Management Resources:

CALIFORNIA CHILD WELFARE COUNCIL

Partial Credit Model Policy and Practice Recommendations

CALIFORNIA DEPARTMENT OF EDUCATION

Homeless Education Dispute Resolution Process, January 30, 2007

NATIONAL CENTER FOR HOMELESS EDUCATION PUBLICATIONS

Homeless Liaison Toolkit, 2013

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Dear Colleague Letter, July 27, 2016

Education for Homeless Children and Youths Program, Non-Regulatory Guidance, July 2016

WEB SITES

California Child Welfare Council: <http://www.chhs.ca.gov/Pages/CACildWelfareCouncil.aspx>

California Department of Education, Homeless Children and Youth Education:

<http://www.cde.ca.gov/sp/hs/cy>

National Center for Homeless Education at SERVE: <http://www.serve.org/nche>

National Law Center on Homelessness and Poverty: <http://www.nlchp.org>

U.S. Department of Education: <http://www.ed.gov/programs/homeless/index.html>

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CSBA Sample

Administrative Regulation

Instruction

AR 6173(a)

EDUCATION FOR HOMELESS CHILDREN

Note: The following administrative regulation is **mandated** pursuant to 42 USC 11432; see section on "Transportation" below.

Definitions

Note: The federal McKinney-Vento Homeless Assistance Act (42 USC 11434a) defines "homeless students" as provided below. This law applies to foster youth in certain circumstances (i.e., when they are living in emergency or transitional shelters) but, as amended by P.L. 114-95, the definition of "homeless students" no longer includes youth who are awaiting foster care placement. See BP/AR 6173.1 - Education for Foster Youth for state law regarding foster children.

Homeless students means students who lack a fixed, regular, and adequate nighttime residence and includes: (Education Code 48852.7; 42 USC 11434a)

1. Students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals

(cf. 6173.1 - Education for Foster Youth)

2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings
3. Students who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
4. Migratory children who qualify as homeless because they are living in conditions described in items #1-3 above

Unaccompanied youth includes youth who are not in the physical custody of a parent or guardian. (20 USC 11434a)

Note: The following definition of "school of origin" generally reflects Education Code 48852.7, which exceeds the definition in 42 USC 11432 and is consistent with the state definition of "school of origin" that applies to foster youth. However, as amended by P.L. 114-95, 42 USC 11432 includes preschools in the definition as provided below.

School of origin means the school that the homeless student attended when permanently housed or the school in which he/she was last enrolled, including a preschool. If the school

EDUCATION FOR HOMELESS CHILDREN (continued)

the homeless student attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that he/she attended within the preceding 15 months and with which he/she is connected, the district liaison shall determine, in consultation with and with the agreement of the homeless student and the person holding the right to make educational decisions for the student, and in the best interests of the homeless student, which school shall be deemed the school of origin. (Education Code 48852.7; 42 USC 11432)

Note: Education Code 48850 expresses legislative intent that the "best interest" of a homeless student or foster youth includes educational stability as well as placement in the least restrictive educational program, as provided below. Education Code 48853 further provides that the placement of a foster youth should consider the student's access to academic resources, services, and extracurricular and enrichment activities. For consistency with the definition of "best interest" applicable to foster youth (see AR 6173.1 - Education for Foster Youth), the following definition also reflects Education Code 48853.

Best interest means that, in making educational and school placement decisions for a homeless student, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the student's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853; 42 USC 11432)

District Liaison

Note: Pursuant to 42 USC 11432, districts are required to designate an appropriate staff person, who may also be a coordinator for other federal programs, as a district liaison for homeless students. The district should fill in the blanks below with the title or position, address, and phone number of the district liaison.

The Superintendent designates the following staff person as the district liaison for homeless students: (42 USC 11432)

Superintendent
20512 West First Street
Cottonwood, CA 96022
530 347-3165

Superintendent@cwusd.com

Note: The duties of the district liaison for homeless students are listed in 42 USC 11432, as amended by P.L. 114-95, and are specified below. Also see the U.S. Department of Education's (USDOE) Non-Regulatory Guidance Education for Homeless Children and Youths Program and the Homeless Liaison Toolkit developed by the National Center for Homeless Education.

EDUCATION FOR HOMELESS CHILDREN (continued)

The district's liaison for homeless students shall: (Education Code 48852.5; 42 USC 11432)

1. Ensure that homeless students are identified by school personnel through outreach and coordination activities with other entities and agencies

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 3553 - Free and Reduced-Price Meals)

2. Ensure that homeless students are enrolled in, and have a full and equal opportunity to succeed in, district schools

3. Ensure that homeless families and children and youth have access to and receive educational services for which they are eligible, including services through Head Start and Early Head Start programs, early intervention services under Part C of the federal Individuals with Disabilities Education Act, and other preschool programs administered by the district

(cf. 5148.3 - Preschool/Early Childhood Education)

4. Ensure that homeless families and students receive referrals to health care services, dental services, mental health and substance abuse services, housing services, and other appropriate services

(cf. 5141.6 - School Health Services)

5. Inform parents/guardians of the educational and related opportunities available to their children and ensure that they are provided with meaningful opportunities to participate in the education of their children

(cf. 5145.6 - Parental Notifications)

6. Disseminate notice of the educational rights of homeless students in locations frequented by parents/guardians of homeless children and youth and by unaccompanied youth, including schools, family shelters, public libraries, and hunger relief agencies (soup kitchens). The rights shall be presented in a manner and form understandable to the parents/guardians of homeless students and unaccompanied youth.

7. Mediate enrollment disputes in accordance with law and the section "Resolving Enrollment Disputes" below

8. Fully inform parents/guardians of homeless students and unaccompanied youth of all transportation services, including transportation to the school of origin, and assist them in accessing transportation to the school of choice

(cf. 3541 - Transportation Routes and Services)

EDUCATION FOR HOMELESS CHILDREN (continued)

Note: P.L. 114-95 amended 42 USC 11432 to add the duties specified in items #9-10 below.

9. Ensure that school personnel providing services to homeless students receive professional development and other support

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

10. Ensure that unaccompanied youth are enrolled in school, have opportunities to meet the same challenging state academic standards established for other students, and are informed of their status as independent students under 20 USC 1087vv and that they may receive assistance from the district liaison to receive verification of their independent student status for purposes of applying for federal student aid pursuant to 20 USC 1090

11. Coordinate and collaborate with state coordinators and community and school personnel responsible for the provision of education and related services to homeless students, including the provision of comprehensive data to the state coordinator as required by law

Note: Pursuant to Education Code 48918.1, the district liaison must be notified before the expulsion hearing for a homeless student, when the student's alleged violation does not require a mandatory recommendation for expulsion; see AR 5144.1 - Suspension and Expulsion/Due Process. When so notified, the district liaison is expected to assist the student and, as necessary, advocate on the student's behalf.

Furthermore, pursuant to Education Code 48915.5, if the homeless student has also been identified as an individual with a disability and the district has proposed a change of placement due to an act for which decision to recommend expulsion is discretionary, the district liaison must be invited to participate in the individualized education program team meeting that makes a manifestation determination pursuant to the Individuals with Disabilities Education Act (20 USC 1415(k)).

In addition, when notified pursuant to Education Code 48918.1, the district liaison shall assist, facilitate, or represent a homeless student who is undergoing a disciplinary proceeding that could result in his/her expulsion. When notified pursuant to Education Code 48915.5, the district liaison shall participate in an individualized education program team meeting to make a manifestation determination regarding the behavior of a student with a disability.

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

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159 - Individualized Education Program)

Note: 42 USC 11432, as amended by P.L. 114-95, requires that the California Department of Education (CDE) publish a list of district liaisons on its web site. The CDE collects the name and contact information of district

EDUCATION FOR HOMELESS CHILDREN (continued)

liaisons through the consolidated application process, along with information about district compliance with federal program requirements.

The Superintendent or designee shall inform homeless children and youth, their parents/guardians, school personnel, service providers, and advocates working with homeless families of the duties of the district's liaison. He/she shall also provide the name and contact information of the district's liaison to the California Department of Education (CDE) for publishing on the CDE's web site. (42 USC 11432)

Enrollment

The district shall make placement decisions for homeless students based on the student's best interest. (42 USC 11432)

Note: 42 USC 11432, as amended by P.L. 114-95, specifies factors that must be considered in determining a student's best interest, as provided below.

In determining the best interest of the student, the district shall consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health, and safety, giving priority to the request of the student's parent/guardian or, in the case of an unaccompanied youth, the youth. (42 USC 11432)

Note: The following **optional** paragraph presents examples of factors that may be considered in making placement decisions based on a student's "best interest," and may be revised to reflect district practice.

Such factors may include, but are not limited to, the age of the student, the distance of the commute and the impact it may have on the student's education, personal safety issues, the student's need for special instruction, the length of anticipated stay in the temporary shelter or other temporary location, likely area of future housing, school placement of siblings, and the time remaining in the school year.

However, placement decisions shall not be based on whether a homeless student lives with his/her homeless parent/guardian or has been temporarily placed elsewhere. (42 USC 11432)

In the case of an unaccompanied youth, the liaison shall assist in placement or enrollment decisions, give priority to the views of the student, and provide notice to the student of his/her appeal rights. (42 USC 11432)

In determining a student's best interest, a homeless student shall, to the extent feasible, be placed in his/her school of origin, unless the student's parent/guardian or the unaccompanied youth requests otherwise. (Education Code 48852.7; 42 USC 11432)

EDUCATION FOR HOMELESS CHILDREN (continued)

Note: Education Code 48852.7 and 42 USC 11432 require schools to immediately enroll homeless students as specified below. In its Non-Regulatory Guidance Education for Homeless Children and Youths Program, the USDOE recommends that the district take steps to facilitate immediate enrollment such as accepting school records directly from families, establishing school-based immunization clinics, and training staff on the legal requirements for immediate enrollment. See AR 5111.1 - District Residency.

Once a placement decision has been made, the principal or designee shall immediately enroll the student in the school of choice. The student shall be enrolled even if he/she: (Education Code 48852.7; 42 USC 11432)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

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

2. Does not have clothing normally required by the school, such as school uniforms

(cf. 5132 - Dress and Grooming)

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and records of immunization and other required health records

(cf. 5111 - Admission)

(cf. 5111.1 - District Residency)

(cf. 5125 - Student Records)

(cf. 5141.26 - Tuberculosis Testing)

(cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

Note: P.L. 114-95 amended 42 USC 11432 to add the circumstance specified in item #4 below.

4. Has missed application or enrollment deadlines during any period of homelessness

The principal or designee shall immediately contact the school last attended by the student to obtain the relevant records. If the student needs to obtain immunizations or does not possess immunization or other required health records, the principal or designee shall refer the parent/guardian to the district liaison for homeless students. The district liaison shall assist the parent/guardian, or the student if he/she is an unaccompanied youth, in obtaining the necessary immunizations, screenings, or records for the student. (42 USC 11432)

If the student is placed at a school other than his/her school of origin or the school requested by his/her parent/guardian or an unaccompanied youth, the Superintendent or designee shall provide the parent/guardian or the unaccompanied youth with a written explanation of the

EDUCATION FOR HOMELESS CHILDREN (continued)

decision along with a statement regarding the right to appeal the placement decision. (42 USC 11432)

The student may continue attending his/her school of origin for the duration of the homelessness. (Education Code 48852.7; 42 USC 11432)

To ensure that the homeless student has the benefit of matriculating with his/her peers in accordance with the established feeder patterns, the following shall apply: (Education Code 48852.7; 42 USC 11432)

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

Note: 42 USC 11432 and Education Code 48852.7 require that homeless students who become permanently housed during the school year be allowed to remain in the school of origin for the remainder of the school year. Education Code 48852.7 allows homeless students to remain in the school of origin, or matriculate to a feeder school, even if the student is no longer homeless. The district may revise the following list to reflect the grade levels and feeder school patterns in the district.

If the student's status changes before the end of the school year so that he/she is no longer homeless, he/she shall be allowed to stay in the school of origin: (Education Code 48852.7)

1. Through the duration of the school year if he/she is in grades K-8
2. Through graduation if he/she is in high school

Resolving Enrollment Disputes

Note: In the event that a dispute arises over the district's decision related to student eligibility, school selection, or enrollment, the district must comply with the requirements of 42 USC 11432 and the dispute resolution process established by the CDE. The CDE's process is described in a January 30, 2007 letter to districts, available on the CDE's web site. The CDE's letter does not specify a hearing process or timelines for the district-level dispute resolution process. Thus, the district may revise the following section to reflect district practice, provided that the process is consistent with law.

If a dispute arises over student eligibility, school selection, or enrollment in a particular school, the matter shall be referred to the district liaison, who shall carry out the dispute resolution process as expeditiously as possible. (42 USC 11432)

EDUCATION FOR HOMELESS CHILDREN (continued)

The parent/guardian or unaccompanied youth shall be provided with a written explanation of any decisions related to eligibility, school selection, or enrollment and of the right of the parent/guardian or unaccompanied youth to appeal such decisions. (42 USC 11432)

Note: The following **optional** list should be modified to reflect district practice. In its Non-Regulatory Guidance Education for Homeless Children and Youths Program, the USDOE recommends that the written explanation contain the elements specified below. See the accompanying exhibits for a sample explanation and appeal form.

The written explanation shall include:

1. A description of the action proposed or refused by the district
2. An explanation of why the action is proposed or refused
3. A description of any other options the district considered and the reasons that any other options were rejected
4. A description of any other factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources
5. Appropriate timelines to ensure any relevant deadlines are not missed
6. Contact information for the district liaison and state coordinator, and a brief description of their roles

The written explanation shall be complete, as brief as possible, simply stated, and provided in language that the parent/guardian or student can understand.

Note: The following **optional** paragraph is recommended in the USDOE's Non-Regulatory Guidance Education for Homeless Children and Youths Program.

The district liaison may use an informal process as an alternative to formal dispute resolution procedures, provided that the parents/guardians or unaccompanied youth have access to the more formal process if informal resolution is not successful in resolving the matter.

Note: The following **optional** paragraph is recommended in the CDE's January 30, 2007 letter to districts.

In working with a student's parents/guardians or unaccompanied youth to resolve an enrollment dispute, the district liaison shall:

1. Inform them that they may provide written and/or oral documentation to support their position

EDUCATION FOR HOMELESS CHILDREN (continued)

2. Inform them that they may seek the assistance of social services, advocates, and/or service providers in having the dispute resolved
3. Provide them a simple form that they may use and turn in to the school to initiate the dispute resolution process
4. Provide them a copy of the dispute form they submit for their records
5. Provide them the outcome of the dispute for their records

If a parent/guardian or unaccompanied youth disagrees with the liaison's enrollment decision, he/she may appeal the decision to the Superintendent. The Superintendent shall make a determination within five working days.

Note: In its January 30, 2007 letter to districts, the CDE describes the process for appealing a district's enrollment decision to the county office of education and the CDE. Upon receipt of materials describing the dispute from the district, the county office liaison will determine the school selection or enrollment decision within five working days. If the dispute remains unresolved or is appealed, the county office liaison will forward the documentation to the state homeless coordinator who will notify the parent/guardian of the final school selection or enrollment decision within five working days.

If the parent/guardian chooses to appeal the district's placement decision, the district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office of education.

Note: 42 USC 11432, as amended by P.L. 114-95, provides that, during any dispute over a student's enrollment, the student must be allowed to be enrolled in the school during the period of all appeals. 42 USC 11434a defines "enrollment" as including attendance in classes and participation in school activities.

Pending final resolution of the dispute, including all available appeals, the student shall be immediately enrolled in the school in which enrollment is sought and shall be allowed to attend classes and participate fully in school activities. (42 USC 11432, 11434a)

Transportation

Note: 42 USC 11432 **mandates** that districts adopt policies and practices to ensure that transportation is provided to homeless students, at the request of their parent/guardian or of the district liaison in the case of an unaccompanied youth, to and from their school of origin as specified below.

In its Non-Regulatory Guidance Education for Homeless Children and Youths Program, the USDOE states that the law imposes an affirmative obligation to transport homeless students, even if transportation is not provided to other students. The Guidance clarifies that, because the State of California

EDUCATION FOR HOMELESS CHILDREN (continued)

receives funds under McKinney-Vento, all districts in California are subject to this requirement.

Federal law does not address the authorization provided by Education Code 39807.5 for the district to charge for the cost of home-to-school transportation. However, it is likely that most homeless students would be identified as indigent and would therefore be exempt from transportation costs. See AR 3250 - Transportation Fees.

The district shall provide transportation for a homeless student to and from his/her school of origin when the student is residing within the district and the parent/guardian, or the district liaison in the case of an unaccompanied youth, requests that such transportation be provided. If the student moves outside of district boundaries, but continues to attend his/her school of origin within this district, the Superintendent or designee shall consult with the superintendent of the district in which the student is now residing to agree upon a method to apportion the responsibility and costs of the transportation. (42 USC 11432)

(cf. 3250 - Transportation Fees)

(cf. 3541 - Transportation Routes and Services)

Note: Education Code 48852.7 requires that the district provide transportation to a formerly homeless student with an individualized education program that provides for transportation as a related service. Education Code 48852.7 does not supersede or exceed other laws governing special education services for eligible homeless students.

The following paragraph may be revised if the district chooses to provide transportation to other formerly homeless students attending their school of origin.

The district shall not be obligated to provide transportation to students who continue attending their school of origin after they cease to be homeless, unless the formerly homeless student has an individualized education program that includes transportation as a necessary related service for the student. (Education Code 48852.7)

Eligibility for Extracurricular Activities

Note: The following paragraph is required pursuant to Education Code 48850. See BP 6145 - Extracurricular and Cocurricular Activities for additional eligibility requirements.

A homeless student who enrolls in any district school shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

Notification and Complaints

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

Note: Education Code 51225.1 and 51225.2 provide that complaints of noncompliance with specified requirements related to the educational rights of homeless students may be filed in accordance with the uniform complaint procedures specified in 5 CCR 4600-4687. As with other complaints covered under the uniform complaint procedures, a complainant may appeal the district's decision to the CDE and, if the district or CDE finds any merit in the complaint, the district must provide a remedy to the affected student. See BP/AR 1312.3 - Uniform Complaint Procedures.

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

(cf. 1312.3 - Uniform Complaint Procedures)

(12/14 12/15) 10/16

Policy Reference UPDATE Service

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CSBA Sample Exhibit

Instruction

E(1) 6173(a)

EDUCATION FOR HOMELESS CHILDREN

DISTRICT EXPLANATION OF DECISION RELATED TO ELIGIBILITY, SCHOOL SELECTION, OR ENROLLMENT

Note: The following form should be revised to reflect district practice. In its Non-Regulatory Guidance Education for Homeless Children and Youths Program, the U.S. Department of Education recommends that the written statement of any decision regarding a homeless student's eligibility, school selection, or enrollment include the elements specified below. See the accompanying administrative regulation.

Instructions: The following form provides notice and explanation to a student's parent/guardian or an unaccompanied youth regarding the district's decision related to student eligibility, school selection, or enrollment.

Date: _____ Name of person completing form: _____
Title: _____ Phone number: _____

In accordance with the federal McKinney-Vento Homeless Assistance Act (42 USC 11431-11435), this notification is being provided to either:

Name of parent(s)/guardian(s): _____
Name of unaccompanied student: _____

School requested: _____
District's placement decision (name of school): _____

Action(s) proposed/refused by the district related to eligibility, school selection, or enrollment:

The district's determination regarding eligibility, school selection, or enrollment was based upon the following evidence and for the following reasons:

EDUCATION FOR HOMELESS CHILDREN (continued)

Other options that the district considered, if any, included the following options which were rejected for the following reasons:

Factors relevant to the district's decision and information related to the eligibility or best interest determination including the facts, witnesses, and evidence relied upon and their sources, if any:

You have the right to appeal this decision to the district Superintendent. To do so, contact the district's homeless liaison listed below within the next ____ (*insert number of days*) ____ days to request a Dispute Form. You may provide written or verbal documentation to support your position, and may also seek the assistance of social services, advocates, and/or service providers in the dispute process. The Superintendent or designee will review all the evidence and will notify you of his/her decision within ____ (*insert number of days*) ____ days.

If you are not satisfied with the Superintendent's decision, you may appeal to the ____ (*insert county name*) ____ County Office of Education. If you are not satisfied with the county office's decision, you may then appeal to the California Department of Education. The district's homeless liaison can assist you with this appeal.

CONTACT INFORMATION:

District Liaison: The district liaison is one of the primary contacts between homeless families and school or district staff. He/she is responsible for coordinating services to ensure that homeless students enroll in school and have the opportunity to succeed academically, and mediates enrollment disputes as needed.

Name of district's homeless liaison: _____

Address: _____

Phone number: _____

County Liaison: If you appeal the district's decision to the county office of education, the

EDUCATION FOR HOMELESS CHILDREN (continued)

district liaison shall forward all written documentation and related paperwork to the homeless liaison at the county office. The county liaison will review the materials and determine the eligibility, school selection, or enrollment decision within five working days of receiving the materials. He/she will notify you of the decision.

Name of County Office of Education homeless liaison: _____

Address: _____

Phone number: _____

State Coordinator: If you appeal the county office's decision to the California Department of Education, the county homeless liaison shall forward all written documentation and related paperwork to the State Homeless Coordinator. The state coordinator will review the district, county office, and parent/guardian information and will notify you of the decision within ten working days of receiving the materials.

Name of state homeless coordinator: _____

Address: _____

Phone number: _____

RIGHTS:

Pending the final resolution of this dispute, including the period of all appeals, the student has the right to immediately enroll in the school requested and to participate fully in school activities at that school.

(7/05) 10/16

CSBA Sample Exhibit

Instruction

E(2) 6173

EDUCATION FOR HOMELESS CHILDREN

DISPUTE FORM

Instructions: This form is to be completed by a parent/guardian or student when a dispute regarding enrollment has arisen. As an alternative to completing this form, the information on this form may be shared verbally with the district's liaison for homeless students.

Date submitted: _____

Student's name: _____

Name of person completing form: _____

Relation to student: _____

Address: _____

Phone number: _____

Name of school requested: _____

I wish to appeal the eligibility, school selection, or enrollment decision made by:

☐ District liaison ☐ District Superintendent ☐ County office of education liaison

Reason for the appeal: You may include an explanation to support your appeal in this space or provide your explanation verbally.

I have been provided with:

- ☐ A written explanation of the district's decision
- ☐ Contact information for the district's homeless liaison
- ☐ Contact information for the county office of education's homeless liaison
- ☐ Contact information for the state homeless coordinator

(7/05) 10/16

Policy Reference UPDATE Service

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Cottonwood Union School District

Board Policy

Claims And Actions Against The District

BP 3320

Business and Non-instructional Operations

Claim Presentation Requirements

Any and all claims for money or damages against the District must be presented to and acted upon in accordance with Governing Board Policy 3320 and Administrative Regulation 3320 which have been adopted by the Governing Board pursuant to Government Code Section 935. Compliance with these District Claim Procedures is a prerequisite to any court action, including specifically those claims excepted by Government Code Section 905, unless the claim is governed by statutes or regulations which expressly free the claimant from the obligation to comply with this policy and the claims procedures set forth in the Government Code.

Legal References

EDUCATION CODE

35200 Liability for debts and contracts

35202 Claims against districts; applicability of Government Code

CODE OF CIVIL PROCEDURE

340.1 Damages suffered as a result of childhood sexual abuse

GOVERNMENT CODE

800 Cost in civil actions

935 Authority to enact local claims procedure

810-996.6 Claims and actions against public entities

53051 Information filed with secretary of state and county clerk

PENAL CODE

72 Fraudulent claims

COURT DECISIONS

City of Stockton v. Superior Court (2007) 42 Cal.4th 730

Connelly v. County of Fresno (2006) 146 Cal.App.4th 29

CSEA v. South Orange Community College District (2004) 123 Cal.App.4th 574

CSEA v. Azusa Unified School District (1984) 152 Cal.App.3d 580

State of California v. Superior Court (Bodde) (2004) 32 Cal.4th 1234

Tapia v. County of San Bernardino (1994) 29 Cal.App.4th 375

Cottonwood Union School District

Administrative Regulation

Claims And Actions Against The District

AR 3320

Business and Non-instructional Operations

Claim Presentation Requirements

California law requires that prior to filing a complaint against the Cottonwood Union School District or its employees, the claimant must present a claim under the California Tort Claims Act. (Government Code 911 et seq.)

Time Limitations To Present Claim

1. Claims for money or damages relating to a cause of action for death or for injury to person, personal property or growing crops shall be presented to the Governing Board no later than six months after the accrual of the cause of action. (Government Code 905, 911.2)
2. Pursuant to Government Code 935, claims for money or damages that are listed as exceptions in Government Code 905 shall be presented not later than six months after the accrual of the cause of action. Such claims include:
 - (a) Claims under the Revenue and Taxation Code or other statute prescribing procedures for the refund, rebate, exemption, cancellation, amendment, modification, or adjustment of any tax, assessment, fee, or charge or any portion thereof, or of any penalties, costs, or charges related thereto;
 - (b) Claims in connection with which the filing of a notice of lien, statement of claim, or stop notice is required under any law relating to liens of mechanics, laborers, or material men;
 - (c) Claims by public employees for fees, salaries, wages, mileage, or other expenses and allowances;
 - (d) Claims for which the workers' compensation authorized by Division 4 (commencing with Section 3200) of the Labor Code is the exclusive remedy;
 - (e) Applications or claims for any form of public assistance under the Welfare and Institutions Code or other provisions of law relating to public assistance programs, and claims for goods, services, provisions, or other assistance rendered for or on behalf of any recipient of any form of public assistance;
 - (f) Applications or claims for money or benefits under any public retirement or pension system;

(g) Claims for principal or interest upon any bonds, notes, warrants, or other evidences of indebtedness;

(h) Claims that relate to a special assessment constituting a specific lien against the property assessed and that are payable from the proceeds of the assessment, by offset of a claim for damages against it or by delivery of any warrant or bonds representing it;

(i) Claims by the state or by a state department or agency or by another local public entity or by a judicial branch entity;

(j) Claims arising under any provision of the Unemployment Insurance Code, including, but not limited to, claims for money or benefits, or for refunds or credits of employer or worker contributions, penalties, or interest, or for refunds to workers of deductions from wages in excess of the amount prescribed;

(k) Claims for the recovery of penalties or forfeitures made pursuant to Article 1 (commencing with Section 1720) of Chapter 1 of Part 7 of Division 2 of the Labor Code;

(l) Claims governed by the Pedestrian Mall Law of 1960 (Part 1 (commencing with Section 11000) of Division 13 of the Streets and Highways Code);

(m) Claims made pursuant to Section 340.1 of the Code of Civil Procedure for the recovery of damages suffered as a result of childhood sexual abuse. This subdivision shall apply only to claims arising out of conduct occurring on or after January 1, 2009;

(n) Claims made pursuant to Section 701.820 of the Code of Civil Procedure for the recovery of money pursuant to Section 26680; and

(o) Claims made pursuant to Section 49013 of the Education Code for reimbursement of pupil fees for participation in educational activities. (Government Code 905, 911.2, 935)

3. Claims for money or damages as authorized in Government Code 905 and not included in paragraph #1 or paragraph #2 above, including claims for damages to real property, shall be presented not later than one year after the accrual of the cause of action. (Government Code 905, 911.2)

Claims against the District shall further be subject to the provisions of Government Code 945.4 relating to the prohibition of suits in the absence of the presentation of claims and action thereon by the District.

Late Claims

Any person presenting a claim under item #1 or #2 above later than six months after the accrual of the cause of action shall present, along with the claim, an application to file a late claim. Such claim and application to file a late claim shall be filed not later than one year after the accrual of the cause of action. (Government Code 911.4)

If a claim under item #1 or #2 is filed late and is not accompanied by an application to file a late claim, the Governing Board or Superintendent (collectively referred to as the "Board") shall, within 45 days, give written notice that the claim was not filed timely and that it is being returned without further action.

The "Board" shall grant or deny the application to file a late claim within 45 days after it is presented. This 45-day period may be extended by written agreement of the claimant and the "Board" provided that such agreement is made before the expiration of the 45-day period. (Government Code 911.6)

The "Board" shall grant the application to file a late claim under any one of the following circumstances: (Government Code 911.6)

1. The failure to present the claim was through mistake, inadvertence, surprise or excusable neglect and the district was not prejudiced in its defense of the claim by the failure to present the claim within the time limit.
2. The person who sustained the alleged injury, damage or loss was a minor during all of the time specified for presentation of the claim.
3. The person who sustained the alleged injury, damage or loss was physically or mentally incapacitated during all of the time specified for presentation of the claim and the disability was the reason he/she failed to present the claim.
4. The person who sustained the alleged injury, damage or loss died before the expiration of the time specified for the presentation of the claim.

If the application to present a late claim is denied, the claimant shall be given notice in the form set forth in Government Code 911.3. (Government Code 911.3) If the "Board" does not take action on the application to file a late claim within 45 days, the application shall be deemed to have been denied on the 45th day unless such time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement. (Government Code 911.6)

Delivery and Form of Claim

A claim, any amendment thereto, or an application for leave to present a late claim shall be deemed presented when delivered to the office of the Superintendent or deposited in a post office, subpost office, substation, or mail chute or other like facility maintained by the U.S. Government in a sealed envelope properly addressed to the district office with postage paid. (Government Code 915, 915.2)

Claims must be submitted on the district claim form. The "Board" may return a claim not using the district's claim form. (Government Code 910.4). The required Claim Form is attached to this administrative regulation.

Notice of Claim Insufficiency

The Superintendent or designee shall review all claims for sufficiency of information.

If the claim is found insufficient or found not to satisfy the form requirements under Government Code 910.4, the "Board" may, within 20 days of receipt of the claim, either personally deliver or mail to the claimant, at the address stated in the claim form, a notice stating with particularity the defects or omission in the claim. (Government Code 910.8, 915.4)

If such a notice is delivered or sent to the claimant, the "Board" shall not act upon the claim until at least 15 days after such notice is given. (Government Code 910.8)

Amendments to Claim

Claims may be amended within the time limits provided under section entitled "Time Limitations" above or prior to final action by the "Board," whichever is later, if the claim, as amended, relates to the same transaction or occurrence which gave rise to the original claim. (Government Code 910.6)

Action on Claim

Within 45 days after the presentation or amendment of a claim, the "Board" may take action on the claim. This time limit may be extended by written agreement before the expiration of the 45-day period or before legal action is commenced or barred by legal limitations. (Government Code 912.4)

The "Board" may act on the claim in one of the following ways: (Government Code 912.6)

1. If the "Board" finds that the claim is not a proper claim against the district or its employees, the claim shall be rejected.
2. If the "Board" finds that the claim is a proper claim against the district and is for an amount justly due, the claim shall be allowed.
3. If the "Board" finds that the claim is a proper claim against the district but is for an amount greater than is justly due, the "Board" shall either reject the claim or allow it in the amount justly due and reject it as to the balance.
4. If legal liability of the district or the amount justly due is disputed, the "Board" may reject or compromise the claim.

If the "Board" allows the claim in whole or in part or compromises the claim and the claimant accepts the amount allowed or offered to settle the claim, the "Board" may require the claimant to accept it in settlement of the entire claim. (Government Code 912.6)

The Superintendent or designee shall transmit to the claimant written notice of action taken or inaction which is deemed rejection. The notice shall be in the form set forth in Government Code 913 and shall either be personally delivered or mailed to the address stated in the claim form. (Government Code 913, 915.4)

If no action is taken within the prescribed time limits, the claim shall be deemed to have been rejected. (Government Code 912.4, 945.6)

All claimants are encouraged to promptly seek the advice of an attorney so as to protect their legal rights with respect to any claim or potential claim.

Regulation Cottonwood U.S.D.

Approved: Cottonwood, California

Cottonwood Union School District

ENROLLMENT UPDATE

Current Enrollment as of September 14, 2016										
School	As of 5/10/17	As of 4/12/17	As of 3/15/17	As of 2/15/17	As of 1/11/17	As of 12/07/16	As of 11/09/16	As of 10/12/16	As of 9/14/16	Difference 9/14 to Current +/-
North							482	480	480	+2
West							388	388	389	-1
Total District							870	868	869	+1
CCCS							222	224	223	-1

	CBEDS Enrollment (First Wednesday of October)				
District	12/13	13/14	14/15	15/16	16/17
Total	962	929	905	890	868
CCCS	151	174	179	208	225

ATTENDANCE UPDATE

Five year P-2 Historical Data (average daily attendance over 8 months)				
11/12	12/13	13/14	14/15	15/16
909.88	898.17	873.74	861	846.92

SHASTA COUNTY POOLED INVESTMENT
September 30, 2016

														09/30/16				
PURCHASE DATE	SECURITY TYPE	PAR AMOUNT	COST AMOUNT	% OF TOTAL	DISC	PREM	ACCRUED INTEREST	MATURITY	CUSIP	S&P / MOODY'S RATING	INT/DISC RATE	YIELD	BROKER	DAYS TO MAT	DAYS' COST	MARKET VALUE	UNREALIZED GAIN/LOSS	AVERAGE Maturity TREAS
	Local Agency Investment Fund (max 50,000)	50,000,000.00	50,000,000.00	13.30%				10/03/16		not rated	0.55	0.55	LAIF	3-	150,000,000.00	50,974,931.43	N/A	0.01
	Repo Agreement (10% max 20% limit)	18,500,000.00	18,500,000.00	4.82%				10/03/16			0.58	0.58	UBS		0.00	18,500,000.00	N/A	0.00
	LIR Treasury Fund - Mutual Fund (5.00% max)	18,000,000.00	18,000,000.00	4.78%				10/03/16			0.27	0.27	UBS		0.00	18,001,239.14	N/A	0.00
****	Total Inactive Public Deposits (7.6% limit)	0.00	0.00	0.00%												0.00		
04/10/14	US Treasury Note	5,000,000.00	4,996,740.00		(13,260.00)			12/15/16	912828A59		0.63	0.73	Union Banc	76	378,892,240.00	5,003,550.00	16,810.00	0.07
03/09/15	US Treasury Note	5,000,000.00	4,980,466.75		(19,531.25)			05/01/17	912828A57		0.63	0.80	UBS	243	1,210,253,906.25	5,001,000.00	20,531.25	0.22
04/12/16	US Treasury Note	5,000,000.00	5,019,477.69			18,477.69		05/01/18	912828VE7		1.00	0.75	Wedbush	808	3,051,842,557.12	5,019,750.00	272.11	0.57
****	Total Treasury Bill (50% limit)	15,000,000.00	14,985,886.64	3.96%								0.76				15,024,300.00	37,613.36	
****	Total Negotiable Cert of Deposit (20% limit)	0.00	0.00	0.00%												0.00	0.00	
04/19/16	US Banc Medium Term Note	5,000,000.00	5,030,061.67			0.00	30,091.67	05/15/17	91159HHD5	A+/A1	1.65	0.92	UBS	227	1,141,830,809.09	5,014,550.00	(15,541.67)	0.16
01/10/14	GE Medium Term Note	5,000,000.00	5,000,000.00					11/20/17	36962G8K5	AA+/A1	1.80	1.50	UBS	416	2,080,000,000.00	5,033,250.00	33,250.00	0.29
07/20/15	Bank of NY Medium Term Note	5,000,000.00	5,000,000.00			0.00		08/01/18	06406HCL1	A+/A1	2.10	1.61	UBS	670	3,350,000,000.00	5,075,200.00	75,200.00	0.46
01/25/16	US Bank Medium Term Note	5,000,000.00	5,048,200.00			21,700.00	27,500.00	04/25/19	91156HH46	A+/A1	2.20	1.70	UBS	837	4,731,100,400.00	5,102,600.00	53,400.00	0.65
****	Total Medium Term Notes (20% limit/ 3% ea)	20,000,000.00	20,078,291.67	5.34%								1.43				20,225,800.00	146,308.33	
01/27/16	Abbey Natl N America Comm Paper	5,000,000.00	4,965,383.33		(34,616.67)			10/21/16	00280NKM1	A-1/P-1	0.93	0.93	UBS	21	104,273,049.93	4,998,600.00	33,216.67	0.01
03/30/16	Union Banc CP	5,000,000.00	4,974,479.15		(25,520.85)			11/30/16	62476XKWB	A-1/P-1	0.75	0.75	Union Banc	81	303,443,228.15	4,993,800.00	19,420.85	0.02
04/05/16	Abbey Natl N America Comm Paper	5,000,000.00	4,964,902.78		(35,097.22)			12/27/16	00280NMT4	A-1/P-1	0.85	0.85	UBS	88	436,911,444.64	4,989,750.00	24,847.22	0.02
04/04/16	Abbey Natl N America Comm Paper	5,000,000.00	4,964,000.00		(96,000.00)			12/30/16	00280NNW7	A-1/P-1	0.86	0.86	UBS	91	451,724,000.00	4,989,350.00	25,350.00	0.02
04/08/16	JP Morgan CP	5,000,000.00	4,962,500.00		(37,500.00)			01/03/17	4664OPN33	A-1/P-1	1.00	1.00	UBS	95	471,437,500.00	4,987,800.00	25,100.00	0.02
04/12/16	BNPFRY CP	5,000,000.00	4,962,636.69		(37,361.11)			01/06/17	09659JN86	A-1/P-1	1.00	1.00	UBS	98	468,336,511.22	4,987,200.00	24,561.11	0.02
06/01/16	Bank Tokyo - Mix NY Comm Paper	5,000,000.00	4,964,016.67		(35,983.33)			02/10/17	065386PA5	A-1/P-1	1.02	1.03	UBS	133	660,214,217.11	4,880,500.00	16,483.33	0.03
06/08/16	Nabury CP	5,000,000.00	4,959,125.00		(40,875.00)			03/03/17	63873JQ37	A-1/P-1	1.08	1.06	UBS	154	763,705,250.00	4,875,250.00	16,125.00	0.04
07/27/16	BNPFRY CP	5,000,000.00	4,954,216.67		(45,783.33)			04/21/17	09659JRM7	A-1/P-1	1.23	1.24	UBS	203	1,006,705,964.01	4,865,000.00	10,783.33	0.05
08/02/16	JP Morgan CP	5,000,000.00	4,960,770.63		(39,229.17)			04/28/17	4664OPRU8	A-1/P-1	1.05	1.05	UBS	210	1,041,781,874.30	4,863,800.00	3,029.17	0.05
08/24/16	Nabury CP	5,000,000.00	4,954,585.89		(45,411.11)			05/19/17	63873JSK7	A-1/P-1	1.22	1.23	UBS	231	1,144,510,033.58	4,858,200.00	3,511.11	0.06
****	Total Comm Paper (20% limit)	55,000,000.00	54,585,822.21	14.62%								1.02				54,789,150.00	202,627.78	
11/21/12	Federal Farm Credit Bond(Callable)	5,000,000.00	4,993,500.00		(6,500.00)			08/21/17	3133EC3G7	AA+/Aaa	0.80	0.82	UBS	325	1,022,887,500.00	4,999,950.00	6,450.00	0.06
12/12/12	Federal Farm Credit Bond(Callable)	5,000,000.00	4,997,500.00		(2,500.00)			12/13/17	3133EC7B4	AA+/Aaa	0.84	0.85	UBS	436	2,193,902,500.00	4,996,150.00	(1,350.00)	0.10
10/22/15	Federal Farm Credit Bond(Callable)	5,000,000.00	5,000,000.00					01/22/18	3133EFKL0	AA+/Aaa	0.84	0.84	UBS	479	2,395,000,000.00	5,000,000.00	0.00	0.11
12/15/15	Federal Farm Credit Bank	5,000,000.00	5,000,000.00			0.00	0.00	06/14/18	3133EFSH1	AA+/Aaa	1.17	1.16	Wedbush	622	3,110,000,000.00	5,019,850.00	19,850.00	0.14
10/28/15	Federal Farm Credit Bond(Callable)	5,000,000.00	5,000,000.00					10/28/18	3133EPMW6	AA+/Aaa	1.01	1.01	UBS	756	3,780,000,000.00	4,990,400.00	(9,600.00)	0.16
08/05/15	Federal Farm Credit Bond	5,000,000.00	5,000,000.00					11/08/18	3133E8F2	AA+/Aaa	1.25	1.20	Union Banc	767	3,835,000,000.00	5,036,500.00	36,500.00	0.18
12/14/15	Federal Farm Credit Bank	5,000,000.00	5,000,000.00					12/14/18	3133EFSJ7	AA+/Aaa	1.30	1.30	Union Banc	805	4,025,000,000.00	5,043,850.00	43,850.00	0.19
03/31/16	Federal Farm Credit Bond (Callable)	5,000,000.00	5,000,000.00				0.00	12/29/18	3133EFT49	AA+/Aaa	1.19	1.19	UBS	819	4,095,000,000.00	4,997,800.00	(2,200.00)	0.19
03/29/16	Federal Farm Credit Bond (Callable)	5,000,000.00	5,000,000.00					03/29/19	3133EFV36	AA+/Aaa	1.25	1.25	UBS	910	4,550,000,000.00	5,001,500.00	1,500.00	0.21
03/02/16	Federal Farm Credit Bond (Callable)	5,000,000.00	5,000,000.00					03/02/20	3133EFH59	AA+/Aaa	1.38	1.38	UBS	1249	6,245,000,000.00	5,004,500.00	4,500.00	0.29
08/03/16	Federal Farm Credit Bank (Callable)	5,000,000.00	5,000,000.00					06/03/20	3133EGPP4	AA+/Aaa	1.36	1.36	UBS	1403	7,015,000,000.00	4,993,450.00	(6,550.00)	0.32
04/13/16	Federal Farm Credit Bank	5,000,000.00	5,000,000.00					10/13/20	3133EF2A4	AA+/Aaa	1.58	1.58	UBS	1474	7,370,000,000.00	5,000,200.00	200.00	0.34
****	Total Federal Farm Credits (20% limit)	60,000,000.00	59,951,000.00	15.95%								1.16				60,083,950.00	92,856.00	
03/25/15	Federal Home Loan Bank Bond	5,000,000.00	5,000,000.00					02/24/17	3130A4F72	AA+/Aaa	0.70	0.65	Wedbush	147	735,000,000.00	5,005,050.00	5,050.00	0.05
12/05/12	Federal Home Loan Bank Bond(Callable)	5,000,000.00	5,000,000.00					05/05/17	313381DD4	AA+/Aaa	0.75	0.75	UBS	249	1,240,000,000.00	5,001,400.00	1,400.00	0.08
12/28/12	Federal Home Loan Bank Bond(Callable)	5,000,000.00	5,000,000.00					12/28/17	313381K95	AA+/Aaa	0.84	0.84	Morgan Stanley	454	2,270,000,000.00	4,997,800.00	(2,400.00)	0.14
07/16/15	Federal Home Loan Bank Bond	5,000,000.00	4,993,900.00		(16,100.00)			07/16/18	3130ASWY1	AA+/Aaa	1.00	1.11	Wedbush	648	3,228,567,200.00	5,012,650.00	28,650.00	0.20
07/20/15	Federal Home Loan Bank Bond	5,000,000.00	4,994,100.00		(5,900.00)			07/20/18	3130ASVS5	AA+/Aaa	1.10	1.14	UBS	658	3,265,117,800.00	5,021,450.00	27,350.00	0.20
08/30/16	Federal Home Loan Bank Bond	5,000,000.00	5,000,000.00					08/30/18	3130A8B38	Aaa/AA+	1.00	1.00	UBS	697	3,485,000,000.00	5,001,400.00	1,400.00	0.22
04/25/16	Federal Home Loan Bank Bond(Callable)	5,000,000.00	5,000,000.00					04/25/18	3130A7S35	AA+/Aaa	1.13	1.13	Mutual Securities	999	4,890,000,000.00	4,987,700.00	(2,300.00)	0.29
06/03/16	Federal Home Loan Bank Bond(Callable)	5,000,000.00	5,000,000.00					03/03/20	3130A87M9	AA+/Aaa	1.47	1.47	UBS	1250	6,250,000,000.00	5,002,200.00	2,200.00	0.39
04/20/16	Federal Home Loan Bank Bond(Callable)	5,000,000.00	5,000,000.00					04/20/20	3130A7RP2	AA+/Aaa	1.38	1.38	UBS	1298	6,430,000,000.00	5,004,350.00	4,350.00	0.40
****	Total Federal Home Loans (20% limit)	45,000,000.00	44,978,000.00	11.96%								1.05				45,044,000.00	66,000.00	

10/14/15	Federal National Mite Note	5,000,000.00	5,000,000.00		0.00	0.00	09/20/17	3135G0PP2	AA+ / Aaa	1.00	0.67	Wedbush	355	1,775,000,000.00	5,012,950.00	12,950.00	0.11	-32,000.00
04/30/13	Federal National Mite Note-Callable	5,000,000.00	5,000,000.00				04/30/18	3135G0WN9	AA+ / Aaa	1.00	1.00	Morgan Stanley	577	2,885,000,000.00	4,999,250.00	(750.00)	0.18	
05/15/13	Federal National Mite Note-Callable	5,000,000.00	5,000,000.00				05/15/18	3136G1LE7	AA+ / Aaa	1.01	1.01	UBS	582	2,980,000,000.00	5,000,100.00	100.00	0.18	
05/25/13	Federal National Mite Note-Callable	5,000,000.00	5,000,000.00				05/25/18	3135G0YK4	AA+ / Aaa	1.05	1.05	Union Banc	602	3,010,000,000.00	4,997,800.00	(2,200.00)	0.19	
11/17/15	Federal National Mite Note	5,000,000.00	5,216,814.58		16,814.58	0.00	09/18/18	3135G0YMS	AA+ / Aaa	1.08	1.19	Wedbush	718	3,602,072,868.44	5,102,000.00	85,185.42	0.22	-78,385.42
03/30/16	Federal National Mite Note	5,000,000.00	4,899,350.00	(60.00)		0.00	02/26/19	3135G0J53	AA+ / Aaa	1.00	1.00	Wedbush	878	4,394,428,650.00	5,007,100.00	7,750.00	0.27	
06/30/16	Federal National Mite Note	5,000,000.00	4,854,002.78	(19,400.00)		3,402.78	08/02/19	3135G0N33	AA+ / Aaa	0.88	1.01	Wedbush	1036	5,163,428,880.08	4,980,550.00	(3,452.78)	0.32	3,402.78
02/28/16	Federal National Mite Note-Callable	5,000,000.00	5,000,000.00				11/28/19	3136G2YAG	AA+ / Aaa	1.40	1.40	UBS	1152	5,760,000,000.00	5,001,700.00	1,700.00	0.36	
04/14/16	Federal National Mite Note-Callable	5,000,000.00	5,000,000.00				01/14/20	3136G3JL5	AA+ / Aaa	1.36	1.36	Wedbush	1201	6,005,000,000.00	5,000,200.00	200.00	0.37	
****	Total Federal National Mite. (20% limit)	45,000,000.00	45,960,187.38	11.37%							1.08			46,101,660.80		101,482.84		
03/31/15	Federal Home Loan Mite, Cp	5,000,000.00	5,000,000.00		0.00		10/14/18	3137EAD55	AA+ / Aaa	0.88	0.48	UBS	14	70,000,000.00	5,000,850.00	850.00	0.00	-30,200.00
06/17/15	Federal Home Loan Mite, Cp	5,000,000.00	4,996,800.00	(3,200.00)			01/25/17	3134G7CU3	AA+ / Aaa	0.63	0.67	Union Banc	117	584,625,800.00	5,002,350.00	5,550.00	0.03	
02/02/16	Federal Home Loan Mite	5,000,000.00	5,000,000.00		0.00	0.00	03/08/17	3137EADCO	AA+ / Aaa	1.00	0.70	Wedbush	159	795,000,000.00	5,011,500.00	11,500.00	0.04	-18,440.00
10/29/16	Federal Home Loan Mite, Cp	5,000,000.00	5,000,000.00		0.00	0.00	07/14/17	3137EADV8	AA+ / Aaa	0.75	0.60	WEDBUSH	287	1,435,000,000.00	5,004,850.00	4,850.00	0.06	-13,150.00
11/03/16	Federal Home Loan Mite CP	5,000,000.00	4,999,000.00	(1,000.00)		0.00	03/07/18	3137EADP1	AA+ / Aaa	0.88	0.88	UBS	523	2,614,477,000.00	5,003,900.00	4,900.00	0.15	
10/29/16	Federal Home Loan Mite CP	5,000,000.00	5,000,000.00				10/29/18	3134G7ZV2	AAA/AA+	1.10	1.10	Union Banc	759	3,795,000,000.00	5,000,700.00	700.00	0.21	
05/31/16	Federal Home Loan Mite CP-Callable	5,000,000.00	4,965,911.11	(5,000.00)		611.11	12/21/18	3134G9MS3	AAA/AA+	1.10	1.14	UBS	812	4,058,436,221.32	4,999,550.00	3,838.99	0.23	611.11
02/24/16	Federal Home Loan Mite	5,000,000.00	5,075,554.17		32,325.00	43,229.17	03/08/19	31378QKD	AA+ / Aaa	1.88	1.03	Wedbush	889	4,512,167,657.13	5,110,400.00	34,845.83	0.25	-50,520.63
01/28/16	Federal Home Loan Mite CP-Callable	5,000,000.00	5,000,000.00				10/28/19	3134G8JID2	AA+ / Aaa	1.38	1.38	UBS	1123	5,615,000,000.00	5,001,100.00	1,100.00	0.31	
04/07/16	Federal Home Loan Mite CP-Callable	4,800,000.00	4,800,000.00				10/07/20	3134G8YQ6	AA+ / Aaa	1.53	1.53	Union Banc	1468	7,046,400,000.00	4,800,048.00	48.00	0.39	
****	Total Fed HM LN Mite, Corp Disc Note (20%)	49,800,000.00	49,568,965.28	13.26%							0.95			49,935,248.59		68,282.72		
05/26/87	Gov't National Mortgage Association GNMA	157.58	0.00	(157.58)			05/15/17	36217KK64	AAA	8.00	8.10	Wedbush	227	0.00	470.45	470.45		
05/26/87	Gov't National Mortgage Association GNMA	809.60	0.00	(809.60)			05/15/17	362178EN1	AAA	8.00	8.10	Wedbush	227	0.00	2,428.17	2,428.17		
04/19/88	Gov't National Mortgage Association GNMA	116.91	0.00	(116.91)			08/15/17	36218MAA1	AAA	9.50	9.60	Underwood Neuhaus	318	0.00	285.03	285.03		
****	Total Gov't. National Mite, Assn. (80% limit)	1,084.09	0.00	0.00%							8.60			3,183.65		3,183.65		
TOTAL		376,391,084.09	376,888,733.16	100.00%	(507,603.13)	80,317.47	104,634.73							376,763,148.22		-369,874.68		
Cost of Investments		375,988,733.16	308,348,897.84	UBOC														
Cash in Treasury		26,377.84	50,000,000.00	LAIF		196,162.20								170,855,564,882.38				
Return Checks				REPO														
Shasta Lake LAIF		264,330.71	18,000,000.00	LJR														
Active Deposits		8,310,842.29		GNMA														
Adjustments			376,348,897.84															
Balance in Treasury		384,579,484.00		(368,874.68)														

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