

COTTONWOOD UNION SCHOOL DISTRICT

20512 West First Street
Cottonwood, California 96022

AGENDA FOR Thursday, November 19, 2019, 6:30 P.M.

Regular Board Meeting, West Cottonwood Library

Rules and Procedures

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

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

1.0 Call Regular Meeting to Order

2.0 Pledge of Allegiance

3.0 Approval of Agenda

4.0 Recognition (Students, Staff, Curriculum) /Curriculum review Star Performers- North Cottonwood

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 15, 2019 (pg. 4-6)

Special Board Meeting held on November 12, 2019 (pg. 7)

6.1.2 Accept Letter of Resignation from **Bailey Cox (Pickard)**- Instructional Assistant (pg. 8)

6.2 Approval of Consent Agenda

7.0 Discussion/Action Items:

7.1 Consider approval of the Commercial Warrants. (pg. 9-35)

7.2 Consider approval to Surplus the attached list. (pg. 36)

7.3 Consider approval: Board Policies/ Administrative Regulations (pg. 37)

AR 6145.2 Athletic Competition (pg. 38-46)

BP/AR 6174 Education for English Learners (pg. 47-65)

BP/AR 6179 Supplemental Instruction (pg. 66-68)

BP/E 9321 Closed Session (pg. 69-91)

BB 9321.1- Closed Session Actions and Report- **BB DELETED**

BB 9323 - Meeting Conduct (pg. 92-98)

7.4 Consider approval of Cottonwood Union School District Youth Suicide Prevention Policy and Handbook. (pg. 99-127)

8.0 Informational Items-

8.1 CTA Report

8.2 Superintendent's Report

8.3 Principal's Report

9.0 Information/Communication Items.

9.1 Enrollment Report (pg. 128)

9.2 Construction Invoices Paid (pg. 129-133)

9.3 Shasta County Pooled Investment Report for September 30, 2019 (pg. 134-135)

9.4 Shasta County Pooled Investment Report for October 31, 2019 (pg.136-137)

10.0 Governing Board Discussion and Suggested Agenda Items

11.0 Future Meetings:

11.1 Regular Board Meeting, **Tuesday, December 17, 2019, 6:30 p.m.** in the West Cottonwood School Library, 20512 W. First Street, Cottonwood, CA 96022
(This will be the Annual Organizational Meeting of the Board)

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

13.0 Adjournment

AMERICAN WITH DISABILITIES ACT NOTICE

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

DOCUMENT AVAILABILITY

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

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

To review and/or print a board packet:

Go to www.cwusd.com

Click on Board of Trustees in the right hand column

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

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

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

MINUTES for Tuesday, October 15, 2019, 6:30 P.M.

Regular Board Meeting, West Cottonwood Library

Members Present Mr Iles, Mrs McDougall, and Mr Vazquez
Members Absent Mrs Cordova and Mrs Semingson
Other Present Superintendent Doug Geren
 Principals Don Ray
 Assistant Principal Christine Hill
 Laura Merrick, Business Manager
 Becky Bragg, Administrative Assistant
Staff Eight staff members were present along with approximately 65 community members

1.0 Call Regular Meeting to Order at 6:30 p.m.- Mr Iles called the regular meeting to order at 6 30 p m

2.0 Pledge of Allegiance led by Mr Iles

3.0 Approval of Agenda

ACTION: Mr Vazquez moved, seconded by Mrs McDougall, to approve the agenda as presented

VOTE: Unanimous in favor

4.0 Recognition (Students, Staff, Curriculum)/Curriculum Review –

-Star Performers- North Cottonwood- Seventeen Students were recognized

-Chieftain Crew- West Cottonwood- Mrs Stevens introduced 4 members of the Chieftain Crew and they explained what the group does as well as their motto

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 17, 2019

6 1 2 Approval to hire **Sarah Anker, Laticia Lawrence, and Julia Howard-** Instructional Assistants, **Veronica Garcia-** Cafeteria Assistant

6 1 3 Accept Letter of Resignation from **Tiffany Collver** and **Sydney Miller-** Instructional Assistants

6 1 4 MOU with City of Redding, on behalf of the Redding Municipal Library, for Technology Services

6 2 Approval of Consent Agenda

ACTION: Mr Vazquez moved, seconded by Mrs McDougall, to approve the Consent Agenda as Presented

VOTE: Unanimous in favor

7.0 Discussion/Action Items:

7.1 Consider approval of the Commercial Warrants.

ACTION: Mr. Vazquez moved, seconded by Mrs McDougall, to approve the Commercial Warrants

VOTE: Unanimous in favor

7.2 Consider approval of the Bustaidian Salary Schedule.

ACTION: Mr Vazquez moved, seconded by Mrs McDougall, to approve the Bustaidian Salary Schedule

VOTE: Unanimous in favor

7.3 Consider approval of \$750 annual stipend for classified employees who have a bachelor degree or higher.

ACTION: Mrs McDougall moved, seconded by Mr Vazquez, to approve the \$750 annual stipend for classified employees who have a bachelor degree or higher

VOTE: Unanimous in favor

7.4 Consider approval to surplus: 14 Bausch & Lomb Microscopes.

ACTION: Mr Vazquez moved, seconded by Mrs. Semingson, to approve the surplus of 14 Bausch & Lomb Microscopes

VOTE: Unanimous in favor

7.5 Consider Approval: Board Policies/ Administrative Regulations

BP 4119 24/4219 24/4319 24- Maintaining Appropriate Adult-Student Interactions (New Policy)

BP/AR 4218- Dismissal/ Suspension/ Disciplinary Action (New Policy)

BP/AR 4218 1- Dismissal/ Suspension/ Disciplinary Action (Merit System) (New Policy)

BP 5123- Promotion/ Acceleration/ Retention

BP 5136- Gangs

BP/AR 6142 2- World Language Instruction

ACTION: Mr Vazquez moved, seconded by Mrs McDougall, to approve the Board Policies/ Administrative Regulations striking BP/AR 4218 1 Dismissal/ Suspension/ Disciplinary Action from the list

VOTE: Unanimous in favor

8.0 Informational Items:

8.1 CTA Report- Ms Barber shared everything is CTA is good and their next meeting will be on Monday

8.2 Superintendent's Report- Mr Geren shared that the PG&E PSPS was poorly communicated and very frustrating and that buildings are coming along really well

8.3 Principal's Reports- Mr Ray shared that North is doing vertical grade level collaboration, the office staff attended the AERIES training and staff is attending the ProAct Training He also shared that North raised over \$4000 with the Jump-a-hoop-a-dance-athon fundraiser, North served over 300 bowls of ice cream at the ice cream social, Mrs Barlow is off to another great tear of music, and Running Club had a great year

9.0 Information/Communication Items.

9 1 Enrollment Report

9 2 Construction Invoices Paid

- 9 3 Quarterly Report on Williams Uniform Complaints (July-September 2019)
- 9 4 CA School Dashboard Local Indicators

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

11.0 Future Meetings:

- 11 1 Regular Board Meeting, **Tuesday, November 19, 2019, 6:30 p.m.** in the West Cottonwood School Library, 20512 W First Street, Cottonwood, CA 96022

12.0 Closed Session: Adjournment to Closed Session at 7:18 p.m. to consider and/or take action upon the following items:

- 12 1 Pursuant to Government Code section 54957
Public Employee / Discipline / Dismissal / Release

Public Notice of Action Taken in Closed Session
No Action Taken

13.0 Adjournment- the meeting adjourned at 7 30 p m

Kim Cordova, President

Matt Iles, Clerk

Deidre McDougall, Member

Judy Semingson, Member

Tom Vazquez, Member

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

MINUTES for Tuesday, November 12, 2019, 4:00 P.M.
Special Board Meeting, District Office Conference Room

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

- 1.0 Call Meeting to Order-** Mrs Cordova called the regular meeting to order at 4 06 p m
- 2.0 Approval of Agenda**
ACTION: Mrs Semingson moved, seconded by Mrs McDougall, to approve the agenda as presented
VOTE: Unanimous in favor
- 3.0 Public Forum/Hearing of Persons Wishing to Address the Board regarding any matter on this agenda. (Govt. Code Section 54954.3)**
None at this time
- 4.0 Discussion/ Action items**
- 4.1 Consider approval of Resolution 2019-12, Regarding Electric School Buses.**
ACTION: Mrs Semingson moved, seconded by Mrs McDougall, to approve of Resolution #2019-12, Regarding Electric School Buses
VOTE: Unanimous in favor
- 4.2 Consider approval of the revised school calendar for the 2019/20 school year.**
A discussion was held but no vote was made on the revised school calendar
- 5.0 Adjourn – the meeting adjourned at 4 16 p m**

Kim Cordova, President

Matt Iles, Clerk

Deidre McDougall, Member

Judy Semingson, Member

Tom Vazquez, Member

Bailey Cox



October 23, 2019

Don Ray
Principal
19920 Gas Point Rd
Cottonwood CA, 96022

Dear Don Ray,

This letter is to inform you that I must resign from my aide position here at North Cottonwood. My husband is in the Army and we are being stationed in Washington. My last day at North Cottonwood will be November 11, 2019.

Thank you so much for the opportunity to work in this position. I have loved working here, as a kindergarten aide and especially as a one-on-one aide in the special education classroom. I hope to take everything I learned from this job and apply it to future career opportunities. If ever I am living in Cottonwood again, I would love to hopefully come back and be a part of the school.

During these last two weeks I will do everything possible to help train whoever is taking my position. Please let me know if there is anything I can do to help aid with this transition.

Sincerely,
Bailey Cox

Scheduled 11/07/2019 - 11/13/2019										Bank Account COUNTY - County	
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor ABLNET (000718/1) 2625 PATTON ROAD ROSEVILLE, MN 55113-1308											
F	2019/20	10/15/19	R4820-00213	QUICKTALKER 12	CL1911082	11/12/19	Audit	218 26		218 26	
			2020 (001209)	01-050-6500-0200-4310-5770-1120-131-							
				BatchId		Check Date		PO# P4820-00213		Register #	
Total Invoice Amount								218 26	Check		
AP Vendor AERIES SOFTWARE (000228/1) 1065 N PACIFICENTER DR STE 400 ANAHEIM, CA 92806											
F	2019/20	10/15/19	R4820-00051	AERIES	CONF-19217	11/12/19	Audit	2,100 00		2,100 00	
			2020 (001278)	01-020-0000-2700-5210-0000-2700-100-			1,050 00				
			2020 (001286)	01-050-0000-2700-5210-0000-2700-100-			1,050 00				
				BatchId		Check Date		PO# P4820-00051		Register #	
F	2019/20	10/15/19	R4820-00159	AERIES	CONF-19218	11/12/19	Audit	350 00		350 00	
			2020 (003858)	01-001-0000-0000-5210-0000-3140-000-							
				BatchId		Check Date		PO# P4820-00159		Register #	
Total Invoice Amount								2,450 00	Check		
AP Vendor AMAZON/ SYNCB (000560/2) P O BOX 530958 ATLANTA, GA 30353-0958											
F	2019/20	09/17/19	R4820-00188	DRINKING	465534833953	11/12/19	Audit	427 76	31 01	458 77	
			2020 (001255)	01-050-0000-8110-4510-0000-8110-100-			458 77				
				BatchId		Check Date		PO# P4820-00188		Register #	
	2019/20	09/17/19	R4820-00189	FLAG	486747753534	11/12/19	Audit	19 79	1 43	21 22	
			2020 (001188)	01-050-1100-0000-4310-1110-1000-100-			21 22				
				BatchId		Check Date		PO# P4820-00189		Register #	
F	2019/20	09/18/19	R4820-00189	MEGAPHONE	943538846769	11/12/19	Audit	38 58		38 58	
			2020 (001188)	01-050-1100-0000-4310-1110-1000-100-							
				BatchId		Check Date		PO# P4820-00189		Register #	
F	2019/20	09/21/19	R4820-00193	INSTRUCTIONAL	434353789688	11/12/19	Audit	932 01		932 01	
			2020 (004723)	01-001-7510-0000-4310-1110-1000-000-							

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 019476, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE 

ReqPay05a

Payment Register

Scheduled 11/07/2019 - 11/13/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			AMAZON/ SYNCB (000560/2) (continued)		(continued)					
					BatchId	Check Date	PO# P4820-00193	Register #		
F	2019/20	09/24/19	R4820-00199	INSTRUCTIONAL MATERIALS	463753434934	11/12/19	Audit	407 00		407 00
2020 (004723) 01-001-7510-0000-4310-1110-1000-000-					BatchId	Check Date	PO# P4820-00199	Register #		
Total Invoice Amount								1,825 14	Check	
Direct Vendor			ANDERSON UNION HIGH SCHOOL DST (000085/1) 1469 FERRY ST ANDERSON, CA 96007							
2019/20	10/04/19		ELECTIVES	INV20-00036	11/08/19	Audit		7,429 66		7,429 66
2020 (004215) 01-020-0100-2209-5801-1110-1000-LC2-								4,217 48		
2020 (004668) 01-020-0100-2213-4310-1110-1000-LC2-								3,212 18		
Total Invoice Amount								7,429 66	Check	
AP Vendor			ANDERSON-COTTONWOOD DISP SRVCE (000005/1) PO BOX 541065 LOS ANGELES, CA 90054-1065							
2019/20	10/31/19	R4820-00111	GARBAGE DISPOSAL 19/20	1989512-0531-1	11/08/19	Audit		1,224 05		1,224 05
2020 (002086) 01-001-0000-8240-5510-0000-8200-000-					BatchId	Check Date	PO# P4820-00111	Register #		
2019/20	10/31/19	R4820-00111	GARBAGE DISPOSAL 19/20	1989748-0531-1	11/08/19	Audit		883 25		883 25
2020 (002086) 01-001-0000-8240-5510-0000-8200-000-					BatchId	Check Date	PO# P4820-00111	Register #		
Total Invoice Amount								2,107 30	Check	
Direct Vendor			AT&T (000043/3) P O BOX 9011 CAROL STREAM, IL 60197-5025							
2019/20	10/19/19		PHONE SERVICE	13777232	11/08/19	Audit		931 63		931 63
2020 (001384) 01-001-0000-7200-5910-0000-7200-000-										
Total Invoice Amount								931 63	Check	
Direct Vendor			B E GIBBONS-CONSULTANTS (000892/1) PO BOX 207 ALTURAS, CA 96101							
Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 019476, Page Break by Check/Advice? = N, Zero? = Y)										

ESCAPE **ONLINE**

ReqPay05a

Payment Register

Scheduled 11/07/2019 - 11/13/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor			B E GIBBONS-CONSULTANTS (000892/1) (continued)							
2019/20	08/09/19		BACKFLOW REPAIR	080919-01	11/08/19	Audit		340 00		340 00
		2020 (001336)	01-020-0000-8110-5630-0000-8110-100-							
Total Invoice Amount								340 00	Check	
Direct Vendor			CALIFORNIA DEPT TAX AND FEE ADMINISTRATION (000071/1) PO BOX 942879 SACRAMENTO, CA 94279-6155							
2019/20	10/31/19		3RD QTR FUEL TAXES	1031	11/08/19	Audit		18 92		18 92
		2020 (003204)	01-001-0000-0000-5801-0000-3600-100-							
Total Invoice Amount								18 92	Check	
AP Vendor			CALIFORNIA SAFETY CO (000021/1) PO BOX 990956 REDDING, CA 96099-0956							
2019/20	10/03/19	R4820-00120	ALARM JULY19-JUNE20	428731	11/08/19	Audit		142 50		142 50
		2020 (003205)	01-001-0000-0000-5630-0000-3600-000-					142 50		
		2020 (001335)	01-020-0000-2700-5630-0000-2700-100-							
		2020 (001324)	01-050-0000-2700-5630-0000-2700-100-							
			BatchId			Check Date		PO# P4820-00120		Register #
2019/20	10/03/19	R4820-00120	ALARM JULY19-JUNE20	429973	11/08/19	Audit		130 00		130 00
		2020 (003205)	01-001-0000-0000-5630-0000-3600-000-					130 00		
		2020 (001335)	01-020-0000-2700-5630-0000-2700-100-							
		2020 (001324)	01-050-0000-2700-5630-0000-2700-100-							
			BatchId			Check Date		PO# P4820-00120		Register #
2019/20	10/03/19	R4820-00120	ALARM JULY19-JUNE20	429976	11/08/19	Audit		232 50		232 50
		2020 (003205)	01-001-0000-0000-5630-0000-3600-000-					232 50		
		2020 (001335)	01-020-0000-2700-5630-0000-2700-100-							
		2020 (001324)	01-050-0000-2700-5630-0000-2700-100-							
			BatchId			Check Date		PO# P4820-00120		Register #
2019/20	10/18/19		ALARM SERVICE	430311	11/08/19	Audit		286 60		286 60
		2020 (001322)	01-050-0000-8200-5630-0000-8200-100-							
2019/20	11/05/19	R4820-00120	ALARM JULY19-JUNE20	431126	11/13/19	Audit		142 50		142 50
		2020 (003205)	01-001-0000-0000-5630-0000-3600-000-					142 50		

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 019476, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 11/07/2019 - 11/13/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor CALIFORNIA SAFETY CO (000021/1)			(continued)							(continued)	
2019/20	11/05/19	R4820-00120	ALARM JULY19- JUNE20	431126 (continued)	11/13/19	Audit		(continued)			
		2020 (001335)	01-020-0000-2700-5630-0000-2700-100-								
		2020 (001324)	01-050-0000-2700-5630-0000-2700-100-								
			BatchId			Check Date		PO# P4820-00120		Register #	
2019/20	11/05/19	R4820-00120	ALARM JULY19- JUNE20	432331	11/13/19	Audit		130 00		130 00	
		2020 (003205)	01-001-0000-0000-5630-0000-3600-000-								
		2020 (001335)	01-020-0000-2700-5630-0000-2700-100-								
		2020 (001324)	01-050-0000-2700-5630-0000-2700-100-			130 00					
			BatchId			Check Date		PO# P4820-00120		Register #	
2019/20	11/05/19	R4820-00120	ALARM JULY19- JUNE20	432332	11/13/19	Audit		232 50		232 50	
		2020 (003205)	01-001-0000-0000-5630-0000-3600-000-								
		2020 (001335)	01-020-0000-2700-5630-0000-2700-100-			232 50					
		2020 (001324)	01-050-0000-2700-5630-0000-2700-100-								
			BatchId			Check Date		PO# P4820-00120		Register #	
Total Invoice Amount								1,296 60	Check		

Direct Vendor CASCADE UNION ELEM SCHOOL DIST (000094/1)											
1645 WEST MILL ST											
ANDERSON, CA 96007											
2019/20	07/01/19		DRIVER TRAINING	INV20-00262	11/08/19	Audit		3,038 75		3,038 75	
		2020 (003204)	01-001-0000-0000-5801-0000-3600-100-								
2019/20	09/01/19		TRANS MAINT	INV20-00265	11/08/19	Audit		7,091 97		7,091 97	
		2020 (003205)	01-001-0000-0000-5630-0000-3600-000-								
Total Invoice Amount								10,130 72	Check		

AP Vendor CDW-G (000159/1)										
75 REMITTANCE DR										
STE 1515										
CHICAGO, IL 60675-1515										
F	2019/20	10/17/19	R4820-00216	PD ROOM SMART TV VKL5490	11/13/19	Audit		219 87		219 87
			2020 (004723)	01-001-7510-0000-4310-1110-1000-000-						
				BatchId		Check Date		PO# P4820-00216		Register #
	2019/20	10/18/19	R4820-00216	PD ROOM SMART TV VKT1411	11/13/19	Audit		972 25		972 25
			2020 (004723)	01-001-7510-0000-4310-1110-1000-000-						

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 019476, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE 

Scheduled 11/07/2019 - 11/13/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	CDW-G (000159/1)		(continued)							(continued)

BatchId Check Date PO# P4820-00216 Register #

Total Invoice Amount 1,192 12 Check

AP Vendor	COASTAL BUSINESS SYSTEMS LEASING COMPANY (000270/1) 336 FIRST ST EUREKA, CA 95501									
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2019/20 10/22/19 R4820-00109 DOC STAR 19/20 856670 11/08/19 Audit 232 73 232 73

2020 (001311) 01-001-0000-7200-5610-0000-7200-000-

BatchId Check Date PO# P4820-00109 Register #

Total Invoice Amount 232 73 Check

Direct Vendor	COLUMBIA ESD (000301/1) 10140 OLD OREGON TRAIL REDDING, CA 96003									
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2019/20 10/03/19 MTN VALLEY INV20-00042 11/08/19 Audit 9,375 00 9,375 00

2020 (004676) 01-001-0000-0000-5801-1110-2100-100-

Total Invoice Amount 9,375 00 Check

AP Vendor	COTTONWOOD WATER DISTRICT (000002/1) PO BOX 2130 COTTONWOOD, CA 96022									
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2019/20 11/30/19 R4820-00112 WATER 19-20 5303627 11/08/19 Audit 2,914 34 2,914 34

2020 (001309) 01-001-0000-8230-5510-0000-8200-000-

BatchId Check Date PO# P4820-00112 Register #

Total Invoice Amount 2,914 34 Check

Direct Vendor	CRESSWELL PHYSICAL THERAPY (000271/1) PO BOX 492006 REDDING, CA 96049									
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2019/20 10/01/19 OT SERVICES 91 11/08/19 Audit 3,737 50 3,737 50

2020 (002528) 01-001-6500-0204-5805-5770-1180-100-

2019/20 10/15/19 OT SERVICES 92 11/08/19 Audit 2,200 00 2,200 00

2020 (002528) 01-001-6500-0204-5805-5770-1180-100-

2019/20 10/22/19 OT SERVICES 93 11/08/19 Audit 3,387 50 3,387 50

2020 (002528) 01-001-6500-0204-5805-5770-1180-100-

2019/20 10/29/19 OT SERVICES 94 11/08/19 Audit 1,575 00 1,575 00

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 019476, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 11/07/2019 - 11/13/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
Direct Vendor			CRESSWELL PHYSICAL THERAPY (000271/1) (continued)				(continued)				
2019/20	10/29/19		OT SERVICES	94 (continued)	11/08/19	Audit		(continued)			
	2020	(002528)	01-001-6500-0204-5805-5770-1180-100-								
Total Invoice Amount								10,900 00	Check		

AP Vendor			CROSS PETROLEUM (000083/1) PO BOX 492200 REDDING, CA 96049-2200								
2019/20	09/30/19	R4820-00113	FUEL FOR VEHICLES 19/20	CL87623	11/08/19	Audit		659 52		659 52	
	2020	(003195)	01-001-0000-0000-4601-0000-3600-000-			659 52					
	2020	(001250)	01-001-0000-8120-4510-0000-8110-100-								
	2020	(001889)	13-001-5310-0000-4510-0000-3700-000-	BatchId		Check Date	PO# P4820-00113	Register #			
2019/20	10/15/19	R4820-00113	FUEL FOR VEHICLES 19/20	CL87763	11/08/19	Audit		826 78		826 78	
	2020	(003195)	01-001-0000-0000-4601-0000-3600-000-			826 78					
	2020	(001250)	01-001-0000-8120-4510-0000-8110-100-								
	2020	(001889)	13-001-5310-0000-4510-0000-3700-000-	BatchId		Check Date	PO# P4820-00113	Register #			
2019/20	10/31/19	R4820-00113	FUEL FOR VEHICLES 19/20	CL88182	11/08/19	Audit		3,549 95		3,549 95	
	2020	(003195)	01-001-0000-0000-4601-0000-3600-000-			3,142 83					
	2020	(001250)	01-001-0000-8120-4510-0000-8110-100-			229 79					
	2020	(001889)	13-001-5310-0000-4510-0000-3700-000-	BatchId		177 33					
				BatchId		Check Date	PO# P4820-00113	Register #			
Total Invoice Amount								5,036 25	Check		

Direct Vendor			FIRST NATIONAL BANK OMAHA MASTERCARD (000129/1) PO BOX 2818 OMAHA, NE 68103-2818								
2019/20	10/16/19		BRD MTG SUPPLIES	622770C	11/13/19	Audit		23 08		23 08	
	2020	(001247)	01-001-0000-2700-4510-0000-2700-100-								
Total Invoice Amount								23 08	Check		

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 019476, Page Break by Check/Advice? = N, Zero? = Y)

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Payment Register

Scheduled 11/07/2019 - 11/13/2019										Bank Account COUNTY - County
Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor FIRST NATIONAL BANK OMAHA VISA (000130/1) PO BOX 2818 OMAHA, NE 68103-2818										
F	2019/20	10/24/19	R4820-00219	UC DAVIS STEM CONFERENCE	1118780417	11/13/19	Audit	215 44		215 44
			2020 (004792)	01-020-4035-0000-5210-1110-1000-000-						
				Batchld		Check Date		PO# P4820-00219	Register #	
F	2019/20	10/29/19	R4820-00172	COOKTOP-COOKING ELECTIVE	W844205189	11/13/19	Audit	426 86		426 86
			2020 (004564)	01-020-0100-2206-4410-1110-1000-LC2-						
				Batchld		Check Date		PO# P4820-00172	Register #	
	2019/20	11/01/19		LANTERNS - NORTH	383169	11/13/19	Audit	225 07		225 07
			2020 (001253)	01-050-0000-8200-4510-0000-8200-100-						
	2019/20	11/01/19		LANTERNS - NORTH	638264	11/13/19	Audit	1,462 05		1,462 05
			2020 (001253)	01-050-0000-8200-4510-0000-8200-100-						
	2019/20	11/06/19	R4820-00158	HYATT REGENCY-ACSA LEADERSHIP SUMMIT	0327	11/13/19	Audit	1,188 48		1,188 48
			2020 (001275)	01-001-0000-7200-5210-0000-7200-000-						
			2020 (001278)	01-020-0000-2700-5210-0000-2700-100-			1,188 48			
			2020 (001286)	01-050-0000-2700-5210-0000-2700-100-						
				Batchld		Check Date		PO# P4820-00158	Register #	
F	2019/20	11/06/19	R4820-00158	HYATT REGENCY-ACSA LEADERSHIP SUMMIT	0425	11/13/19	Audit	1,261 44		1,261 44
			2020 (001275)	01-001-0000-7200-5210-0000-7200-000-						
			2020 (001278)	01-020-0000-2700-5210-0000-2700-100-						
			2020 (001286)	01-050-0000-2700-5210-0000-2700-100-			1,261 44			
				Batchld		Check Date		PO# P4820-00158	Register #	
	2019/20	11/06/19	R4820-00158	HYATT REGENCY-ACSA LEADERSHIP SUMMIT	1106	11/13/19	Audit	1,334 40		1,334 40
			2020 (001275)	01-001-0000-7200-5210-0000-7200-000-						
			2020 (001278)	01-020-0000-2700-5210-0000-2700-100-						
			2020 (001286)	01-050-0000-2700-5210-0000-2700-100-			1,334 40			
				Batchld		Check Date		PO# P4820-00158	Register #	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 019476, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

Scheduled 11/07/2019 - 11/13/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor	FIRST NATIONAL BANK OMAHA VISA (000130/1)			(continued)					(continued)		
2019/20	11/06/19	R4820-00158	HYATT REGENCY- ACSA LEADERSHIP SUMMIT	1228	11/13/19	Audit		1,334 40		1,334 40	
	2020 (001275)	01-001-0000-7200-5210-0000-7200-000-									
	2020 (001278)	01-020-0000-2700-5210-0000-2700-100-				1,334 40					
	2020 (001286)	01-050-0000-2700-5210-0000-2700-100-									
			BatchId			Check Date		PO# P4820-00158		Register #	
Total Invoice Amount								7,448 14	Check		

Direct Vendor	FRANZ FAMILY BAKERIES (000537/1) P O BOX 742654 LOS ANGELES, CA 90074-2654										
2019/20	10/07/19		BAKERY - CAFE	049300528008	11/07/19	Audit		67 25		67 25	
	2020 (001890)	13-001-5310-0000-4710-0000-3700-000-									
2019/20	10/14/19		BAKERY - CAFE	049300528713	11/07/19	Audit		155 12		155 12	
	2020 (001890)	13-001-5310-0000-4710-0000-3700-000-									
2019/20	10/28/19		BAKERY - CAFE	049302830103	11/07/19	Audit		54 25		54 25	
	2020 (001890)	13-001-5310-0000-4710-0000-3700-000-									
Total Invoice Amount								276 62	Check		

AP Vendor	GIGAKOM (000896/1) 3615 KEARNY VILLA ROAD, SUITE 201 SAN DIEGO, CA 92123										
F	2019/20	10/31/19	R4820-00165	NETWORK EQUIPMENT-ERATE	B8365YA1	11/13/19	Audit	6,067 06		6,067 06	
		2020 (003519)	01-001-0000-2420-4410-1110-1000-100-								
			BatchId			Check Date		PO# P4820-00165		Register #	
Total Invoice Amount								6,067 06	Check		

Direct Vendor	GLENDA HAMPTON ANDERSON (000820/2) 2631 CHANTEL WAY CHICO, CA 95973									
2019/20	10/17/19		IEP RESEARCH PREP	1017	11/08/19	Audit		1,875 00		1,875 00
		2020 (002527)	01-001-6500-0204-5101-5770-1190-100-							

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 019476, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE 

Scheduled 11/07/2019 - 11/13/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
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Total Invoice Amount 1,875 00 Check

Direct Vendor	GOLD STAR FOODS, INC (000630/2) P O BOX 4328 ONTARIO, CA 91761									
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2019/20	10/03/19		FOOD - CAFE	2874213	11/07/19	Audit		48 75		48 75
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2020 (001890) 13-001-5310-0000-4710-0000-3700-000-

2019/20	10/10/19		FOOD - CAFE	2857099	11/07/19	Audit		2,223 37		2,223 37
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2020 (001890) 13-001-5310-0000-4710-0000-3700-000-

2019/20	10/24/19		FOOD - CAFE	2893783	11/07/19	Audit		667 63		667 63
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2020 (001890) 13-001-5310-0000-4710-0000-3700-000-

Total Invoice Amount 2,939 75 Check

Direct Vendor	GORDON D LEMKE (000891/1) 11969 LIVONA LANE REDDING, CA 96003									
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2019/20	10/28/19		PROGRESS BILLING	21764	11/08/19	Audit		9,819 44		9,819 44
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NO 4

2020 (004841) 40-000-0000-0000-6210-0000-8500-000-

Total Invoice Amount 9,819 44 Check

AP Vendor	GREATSCOPES (000893/1) P O BOX 16111 HIGH POINT, NC 27261, NC 27261									
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F	2019/20	10/22/19	R4820-00144	SCIENCE	1910211	11/12/19	Audit	3,953 00	286 59	4,239 59
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INSTRUCTIONA
MATERIALS

2020 (004723) 01-001-7510-0000-4310-1110-1000-000-

Batchld

4,239 59

Check Date

PO# P4820-00144

Register #

Total Invoice Amount 3,953 00 Check

AP Vendor	GREENFIELD LEARNING INC (000828/1) PO BOX 3024 HALF MOON BAY, CA 94019									
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F	2019/20	09/30/19	R4820-00201	KINDER	8349	11/12/19	Audit	6,250 00		6,250 00
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CURRICULUM

2020 (001235) 01-050-6300-0000-4310-1110-1000-LC1-

Batchld

Check Date

PO# P4820-00201

Register #

Total Invoice Amount 6,250 00 Check

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('*'), On Hold? = Y, Approval Batch Id(s) = 019476, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 11/07/2019 - 11/13/2019 Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor			HOBART (000901/1) 172 COMMERCIAL AVENUE CHICO, CA 95973								
F	2019/20	09/12/19	R4820-00202	NORTH OVEN REPAIR	RA524890	11/12/19	Audit	223 00		223 00	
			2020 (001893) 13-001-5310-0000-5630-0000-3700-000- Batchld								
			Check Date								
			PO# P4820-00202								
			Register #								
	2019/20	10/28/19	R4820-00202	NORTH OVEN REPAIR	RA525304	11/12/19	Audit	2,263 35		2,263 35	
			2020 (001893) 13-001-5310-0000-5630-0000-3700-000- Batchld								
			Check Date								
			PO# P4820-00202								
			Register #								
Total Invoice Amount								2,486 35	Check		

AP Vendor			ILLUMINATE EDUCATION (000879/1) 6531 IRVINE CENTER DRIVE, SUITE 100 IRVINE, CA 92618								
F	2019/20	07/15/19	R4820-00038	EADMS LICENSE FOR 2019/20	CINV0000000274	11/12/19	Audit	7,150 00		7,150 00	
			2020 (001182) 01-020-6300-0000-4310-1110-1000-LC1- 2020 (001235) 01-050-6300-0000-4310-1110-1000-LC1- Batchld								
			3,575 00								
			3,575 00								
			Check Date								
			PO# P4820-00038								
			Register #								
Total Invoice Amount								7,150 00	Check		

Direct Vendor			INDEPENDENT ED PROGRAMS (000547/1) 1756 SOUTH ST ANDERSON, CA 96007								
	2019/20	10/31/19		IEP SCHOOL	CUSD10312019	11/08/19	Audit	1,872 00		1,872 00	
			2020 (001371) 01-001-6500-0203-5805-5750-1180-100-								
Total Invoice Amount								1,872 00	Check		

AP Vendor			JOYLABZ LLC (000897/2) 1729 SEABRIGHT AVE, STE B SANTA CRUZ, CA 95062								
F	2019/20	09/16/19	R4820-00181	MAKERSPACE ELECTIVE	INNV-8882	11/13/19	Audit	116 14		116 14	
			2020 (004129) 01-020-0100-2210-4310-1110-1000-LC2- Batchld								
			Check Date								
			PO# P4820-00181								
			Register #								
Total Invoice Amount								116 14	Check		

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 019476, Page Break by Check/Advice? = N, Zero? = Y) ESCAPE ONLINE

ReqPay05a

Payment Register

Scheduled 11/07/2019 - 11/13/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor LAUNDRY WORLD (000141/1) PO BOX 98 ANDERSON, CA 96007										
2019/20	10/09/19	R4820-00116	LAUNDRY SERVICE 19-20	197312	11/08/19	Audit		12 05		12 05
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date		PO# P4820-00116	Register #	
2019/20	10/09/19	R4820-00116	LAUNDRY SERVICE 19-20	197313	11/08/19	Audit		67 69		67 69
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date		PO# P4820-00116	Register #	
2019/20	10/09/19	R4820-00116	LAUNDRY SERVICE 19-20	197314	11/08/19	Audit		91 37		91 37
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date		PO# P4820-00116	Register #	
2019/20	10/16/19	R4820-00116	LAUNDRY SERVICE 19-20	197787	11/08/19	Audit		12 05		12 05
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date		PO# P4820-00116	Register #	
2019/20	10/16/19	R4820-00116	LAUNDRY SERVICE 19-20	197788	11/08/19	Audit		67 69		67 69
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date		PO# P4820-00116	Register #	
2019/20	10/16/19	R4820-00116	LAUNDRY SERVICE 19-20	197789	11/08/19	Audit		91 37		91 37
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date		PO# P4820-00116	Register #	
2019/20	10/23/19	R4820-00116	LAUNDRY SERVICE 19-20	198216	11/08/19	Audit		12 05		12 05
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date		PO# P4820-00116	Register #	
2019/20	10/23/19	R4820-00116	LAUNDRY SERVICE 19-20	198217	11/08/19	Audit		67 69		67 69
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date		PO# P4820-00116	Register #	
2019/20	10/23/19	R4820-00116	LAUNDRY SERVICE 19-20	198218	11/08/19	Audit		91 37		91 37
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date		PO# P4820-00116	Register #	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 019476, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

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Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor			LAUNDRY WORLD (000141/1) (continued)			(continued)				
2019/20	10/23/19	R4820-00116	LAUNDRY SERVICE 19-20	198218 (continued)	11/08/19	Audit		(continued)		
				BatchId		Check Date		PO# P4820-00116	Register #	
2019/20	10/30/19	R4820-00116	LAUNDRY SERVICE 19-20	198676	11/08/19	Audit		12 05		12 05
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date		PO# P4820-00116	Register #	
2019/20	10/30/19	R4820-00116	LAUNDRY SERVICE 19-20	198677	11/08/19	Audit		67 69		67 69
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date		PO# P4820-00116	Register #	
2019/20	10/30/19	R4820-00116	LAUNDRY SERVICE 19-20	198678	11/08/19	Audit		91 37		91 37
		2020 (001306)	01-001-0000-8250-5510-0000-8200-000-	BatchId		Check Date		PO# P4820-00116	Register #	
Total Invoice Amount								684 44	Check	

Direct Vendor		LOZANO SMITH (000202/1) 7404 NORTH SPALDING FRESNO, CA 93720-3370								
2019/20	10/11/19		GEN LGL	2094398	11/08/19	Audit		75 75		75 75
		2020 (004188)	01-001-0000-7100-5810-0000-7100-000-							
2019/20	10/11/19		GEN LGL	2094399	11/08/19	Audit		294 00		294 00
		2020 (004188)	01-001-0000-7100-5810-0000-7100-000-							
2019/20	11/12/19		GEN LGL	2096664	11/13/19	Audit		25 25		25 25
		2020 (004188)	01-001-0000-7100-5810-0000-7100-000-							
2019/20	11/12/19		GEN LGL	2096665	11/13/19	Audit		931 00		931 00
		2020 (004188)	01-001-0000-7100-5810-0000-7100-000-							
Total Invoice Amount								1,326 00	Check	

Direct Vendor		MID PACIFIC ENGINEERING, INC (000887/1) P O BOX 492067 REDDING, CA 96049								
2019/20	09/28/19		CONSTRUCTION TESTING	20192098	11/08/19	Audit		1,157 20		1,157 20
		2020 (004841)	40-000-0000-0000-6210-0000-8500-000-							

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 019476, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE

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Payment Register

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Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
								Total Invoice Amount	1,157 20	Check
Direct Vendor MT SHASTA SPRING WATER (000036/1) 1878 TWIN VIEW BLVD REDDING, CA 96003-1501										
2019/20	09/18/19		WATER - TRANS	139823	11/13/19	Audit		21 80		21 80
	2020	(003223)	01-001-0000-0000-4510-0000-3600-100-							
2019/20	09/18/19		DO - WATER	139825	11/13/19	Audit		45 58		45 58
	2020	(001247)	01-001-0000-2700-4510-0000-2700-100-							
2019/20	10/09/19		DO - WATER	146181	11/13/19	Audit		15 60		15 60
	2020	(001247)	01-001-0000-2700-4510-0000-2700-100-							
2019/20	10/10/19		DO - WATER	152889	11/13/19	Audit		15 60		15 60
	2020	(001247)	01-001-0000-2700-4510-0000-2700-100-							
2019/20	10/30/19		WATER - TRANS	152887	11/13/19	Audit		28 00		28 00
	2020	(003223)	01-001-0000-0000-4510-0000-3600-100-							
								Total Invoice Amount	126 58	Check

Direct Vendor NORTH STATE GROCERY, INC (000476/1) P O BOX 439 COTTONWOOD, CA 96022										
2019/20	10/11/19		PRESCHOOL FOOD	1011	11/13/19	Audit		6 00		6 00
	2020	(004765)	01-060-0000-1573-4710-0001-3700-LC1-							
2019/20	10/11/19		COOKING ELECTIVE	101119	11/13/19	Audit		6 37		6 37
	2020	(004125)	01-020-0100-2206-4310-1110-1000-LC2-							
2019/20	10/17/19		PRESCHOOL FOOD	101719	11/13/19	Audit		12 99		12 99
	2020	(004765)	01-060-0000-1573-4710-0001-3700-LC1-							
2019/20	10/18/19		COOKING ELECTIVE	101819	11/13/19	Audit		25 04		25 04
	2020	(004125)	01-020-0100-2206-4310-1110-1000-LC2-							
2019/20	10/21/19		PRESCHOOL FOOD	1021	11/13/19	Audit		6 28		6 28
	2020	(004765)	01-060-0000-1573-4710-0001-3700-LC1-							
2019/20	10/30/19		PRESCHOOL FOOD	1030	11/13/19	Audit		39 62		39 62
	2020	(004765)	01-060-0000-1573-4710-0001-3700-LC1-							
2019/20	10/31/19		PRESCHOOL FOOD	1031	11/13/19	Audit		12 07		12 07
	2020	(004765)	01-060-0000-1573-4710-0001-3700-LC1-							
2019/20	10/31/19		PBIS - ATTENDANCE REWARD	103119	11/13/19	Audit		20 96		20 96
	2020	(004781)	01-020-0000-0950-4310-1110-1000-LC2-							

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('?'), On Hold? = Y, Approval Batch Id(s) = 019476, Page Break by Check/Advice? = N, Zero? = Y)

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Direct Vendor			NORTH STATE GROCERY, INC (000476/1)				(continued)				
2019/20	11/01/19		PRESCHOOL FOOD	1101	11/13/19	Audit		8 37		8 37	
	2020	(004765)	01-060-0000-1573-4710-0001-3700-LC1-								
2019/20	11/04/19		PRESCHOOL FOOD	1104	11/13/19	Audit		6 28		6 28	
	2020	(004765)	01-060-0000-1573-4710-0001-3700-LC1-								
Total Invoice Amount								143 98	Check		

Direct Vendor			NORTH VALLEY SCHOOLS INC (000126/1) ACCOUNTS RECEIVABLE 1360 E LASSEN AVENUE CHICO, CA 95973							
2019/20	09/30/19		NPS - SEPT	2019-10-07-COTT-2-84	11/08/19	Audit		4,100 00		4,100 00
	2020	(001371)	01-001-6500-0203-5805-5750-1180-100-							
2019/20	11/05/19		NPS - OCT	2019-11-04-COTT-2-86	11/08/19	Audit		3,690 00		3,690 00
	2020	(001371)	01-001-6500-0203-5805-5750-1180-100-							
Total Invoice Amount								7,790 00	Check	

AP Vendor			OFFICE DEPOT, INC (000091/4) PO BOX 29248 PHOENIX, AZ 85038-9248							
F	2019/20	08/21/19	R4820-00085	2ND GRADE CLASSROOM SUPPLIES	366746466001	11/12/19	Audit	27 89		27 89
			2020	(001188)	01-050-1100-0000-4310-1110-1000-100-					
					BatchId		Check Date	PO# P4820-00085	Register #	
F	2019/20	09/23/19	R4820-00190	SHREDDING BIN	381885076001	11/12/19	Audit	182 00		182 00
			2020	(001247)	01-001-0000-2700-4510-0000-2700-100-					
					BatchId		Check Date	PO# P4820-00190	Register #	
	2019/20	10/03/19	R4820-00204	PAPER	385035466001	11/12/19	Audit	317 56		317 56
			2020	(001188)	01-050-1100-0000-4310-1110-1000-100-					
					BatchId		Check Date	PO# P4820-00204	Register #	
F	2019/20	10/03/19	R4820-00204	PAPER	385037228001	11/12/19	Audit	209 14		209 14
			2020	(001188)	01-050-1100-0000-4310-1110-1000-100-					
					BatchId		Check Date	PO# P4820-00204	Register #	
F	2019/20	10/16/19	R4820-00211	OFFICE CHAIR	390512038001	11/12/19	Audit	188 75		188 75
			2020	(001204)	01-050-1100-0180-4310-0000-2420-100-					
					BatchId		Check Date	PO# P4820-00211	Register #	

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								Total Invoice Amount	925 34	Check	
Direct Vendor PACE ENGINEERING, INC (000821/1) 1730 SOUTH ST REDDING, CA 96001											
2019/20	10/10/19		NORTH MINI CAMPUS - ARCHTIECTURE - SEPT	36430	11/08/19	Audit		9,446 50		9,446 50	
2020 (004694) 01-050-0000-0000-6211-0000-8500-000-											
2019/20	11/08/19		NORTH MINI CAMPUS ARCHITECTURE - OCT	36629	11/13/19	Audit		2,227 00		2,227 00	
2020 (004694) 01-050-0000-0000-6211-0000-8500-000-											
								Total Invoice Amount	11,673 50	Check	
AP Vendor PACIFIC GAS AND ELECTRIC CO (000007/1) BOX 997300 SACRAMENTO, CA 95899-7300											
2019/20	11/07/19	R4820-00117	CAFE ELEC OCT 19	OCT 19	11/13/19	Audit		1,972 53		1,972 53	
2020 (001307) 01-001-0000-8260-5510-0000-8200-000-											
					BatchId	Check Date	PO# P4820-00117	Register #			
								Total Invoice Amount	1,972 53	Check	
Direct Vendor PRESENCE LEARNING, INC (000669/3) P O, BOX 743532 LOS ANGELES, CA 90074-3532											
2019/20	10/09/19		SPEECH SET-UP'S SEPT	INV30092	11/08/19	Audit		248 70		248 70	
2020 (002500) 01-001-6500-0204-5805-5770-1190-100-											
2019/20	11/07/19		SPEECH SERVICES- OCT	INV30211	11/08/19	Audit		16,699 87		16,699 87	
2020 (002500) 01-001-6500-0204-5805-5770-1190-100-											
2019/20	11/08/19		SET-UP OCT	INV30571	11/13/19	Audit		497 40		497 40	
2020 (002500) 01-001-6500-0204-5805-5770-1190-100-											
								Total Invoice Amount	17,445 97	Check	

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AP Vendor		PRO-ED, INC (000808/1) PO BOX 679029 DALLAS, TX 75027								
F	2019/20	10/16/19	R4820-00197	EDMARK READING	2797223	11/12/19	Audit	691 90	50 16	742 06
			2020 (004723)	01-001-7510-0000-4310-1110-1000-000-	Batchld	Check Date	PO# P4820-00197	Register #		
Total Invoice Amount								691 90	Check	

Direct Vendor		PRODUCERS DAIRY (000203/1) PO BOX 1231 FRESNO, CA 93715-1231								
	2019/20	09/30/19		DAIRY - CAFE	63619273252	11/07/19	Audit	231 50		231 50
			2020 (001890)	13-001-5310-0000-4710-0000-3700-000-						
	2019/20	09/30/19		DAIRY - CAFE	63619273253	11/07/19	Audit	168 08		168 08
			2020 (001890)	13-001-5310-0000-4710-0000-3700-000-						
	2019/20	10/03/19		DAIRY - CAFE	63619276304	11/13/19	Audit	259 38		259 38
			2020 (001890)	13-001-5310-0000-4710-0000-3700-000-						
	2019/20	10/07/19		DAIRY - CAFE	63619280373	11/07/19	Audit	487 57		487 57
			2020 (001890)	13-001-5310-0000-4710-0000-3700-000-						
	2019/20	10/07/19		DAIRY - CAFE	63619280374	11/07/19	Audit	202 56		202 56
			2020 (001890)	13-001-5310-0000-4710-0000-3700-000-						
	2019/20	10/14/19		DAIRY - CAFE	63619287476	11/07/19	Audit	111 00		111 00
			2020 (001890)	13-001-5310-0000-4710-0000-3700-000-						
	2019/20	10/14/19		DAIRY - CAFE	63619287477	11/07/19	Audit	273 84		273 84
			2020 (001890)	13-001-5310-0000-4710-0000-3700-000-						
	2019/20	10/17/19		DAIRY - CAFE	63619290539	11/07/19	Audit	426 49		426 49
			2020 (001890)	13-001-5310-0000-4710-0000-3700-000-						
	2019/20	10/17/19		DAIRY - CAFE	63619290540	11/07/19	Audit	230 11		230 11
			2020 (001890)	13-001-5310-0000-4710-0000-3700-000-						
	2019/20	10/21/19		DAIRY - CAFE	63619294593	11/07/19	Audit	187 72		187 72
			2020 (001890)	13-001-5310-0000-4710-0000-3700-000-						
	2019/20	10/24/19		DAIRY - CAFE	63619297651	11/07/19	Audit	441 99		441 99
			2020 (001890)	13-001-5310-0000-4710-0000-3700-000-						
	2019/20	10/24/19		DAIRY - CAFE	63619297653	11/07/19	Audit	259 38		259 38
			2020 (001890)	13-001-5310-0000-4710-0000-3700-000-						

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								Total Invoice Amount	3,279 62	Check
Direct Vendor PROFESSIONAL EXTERMINATORS (000403/1) PO BOX 991507 REDDING, CA 96099										
2019/20	10/16/19		PEST CONTROL	0114206	11/08/19	Audit		90 00		90 00
		2020 (004214)	01-020-0000-8110-5801-0000-8110-100-							
								Total Invoice Amount	90 00	Check
Direct Vendor PROPACIFIC FRESH (000491/1) P O BOX 1069 DURHAM, CA 95938										
2019/20	10/07/19		FOOD - CAFE	6735764	11/07/19	Audit		659 25		659 25
		2020 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	10/14/19		FOOD - CAFE	6738036	11/07/19	Audit		595 88		595 88
		2020 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	10/21/19		FOOD - CAFE	6740166	11/07/19	Audit		1,070 17		1,070 17
		2020 (001890)	13-001-5310-0000-4710-0000-3700-000-							
2019/20	10/28/19		FOOD - CAFE	6742369	11/07/19	Audit		854 14		854 14
		2020 (001890)	13-001-5310-0000-4710-0000-3700-000-							
								Total Invoice Amount	3,179 44	Check
Direct Vendor QUALITY SAW & MOWER (000053/1) 2901 DOUGLAS ST ANDERSON, CA 96007										
2019/20	10/02/19		CHAINSAW OIL	40765	11/08/19	Audit		27 98		27 98
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-							
								Total Invoice Amount	27 98	Check
AP Vendor RAY MORGAN COMPANY (000561/1) 3131 ESPLANADE CHICO, CA 95973										
F	2019/20	10/22/19	R4820-00218	COPIER STAPLES	2736110	11/12/19	Audit	198 50		198 50
		2020 (001189)	01-050-1100-2420-4310-1110-1000-100-							
					BatchId	Check Date	PO# P4820-00218	Register #		
								Total Invoice Amount	198 50	Check

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AP Vendor			RYAN'S LAWN CARE (000526/5) 3873 WOLVERINE DR REDDING, CA 96001							
2019/20	10/12/19	R4820-00122	LAWN MAINT 19/20	1634	11/08/19	Audit		750 00		750 00
	2020 (004214)	01-020-0000-8110-5801-0000-8110-100-				375 00				
	2020 (004217)	01-050-0000-8110-5801-0000-8110-100-				375 00				
				BatchId		Check Date		PO# P4820-00122	Register #	
2019/20	10/20/19	R4820-00122	LAWN MAINT 19/20	1635	11/08/19	Audit		750 00		750 00
	2020 (004214)	01-020-0000-8110-5801-0000-8110-100-				375 00				
	2020 (004217)	01-050-0000-8110-5801-0000-8110-100-				375 00				
				BatchId		Check Date		PO# P4820-00122	Register #	
F	2019/20	10/26/19	R4820-00122	LAWN MAINT 19/20	1648	11/08/19	Audit	750 00		750 00
		2020 (004214)	01-020-0000-8110-5801-0000-8110-100-			375 00				
		2020 (004217)	01-050-0000-8110-5801-0000-8110-100-			375 00				
				BatchId		Check Date		PO# P4820-00122	Register #	
& Employee Also								Total Invoice Amount	2,250 00	Check
AP Vendor			SCHOOL HEALTH CORP (000082/1) 6764 EAGLE WAY CHICAGO, IL 60678-1067							
2019/20	10/09/19	R4820-00206	NURSE OFFICE SUPPLIES	3672108-00	11/13/19	Audit		577 36		577 36
	2020 (001248)	01-001-5640-0000-4510-0000-3140-100-								
				BatchId		Check Date		PO# P4820-00206	Register #	
F	2019/20	10/10/19	R4820-00205	NURSE OFFICE SUPPLIES	3672232-00	11/12/19	Audit	507 21		507 21
		2020 (001248)	01-001-5640-0000-4510-0000-3140-100-							
				BatchId		Check Date		PO# P4820-00205	Register #	
Total Invoice Amount								1,084 57	Check	
AP Vendor			SCHOOL SPECIALTY (000372/1) 32656 COLLECTION CENTER DR CHICAGO, IL 60693-0656							
2019/20	07/15/19	R4820-00040	ALTERNATIVE SEATING	208123214872	11/12/19	Audit		138 62		138 62
	2020 (004723)	01-001-7510-0000-4310-1110-1000-000-				86 55				
	2020 (004828)	01-001-7510-0000-4410-1110-1000-000-				52 07				
				BatchId		Check Date		PO# P4820-00040	Register #	

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AP Vendor			SCHOOL SPECIALTY (000372/1)		(continued)		(continued)			
2019/20	07/16/19	R4820-00040	ALTERNATIVE SEATING	208123229748	11/12/19	Audit		579 98		579 98
		2020 (004723)	01-001-7510-0000-4310-1110-1000-000-			362 14				
		2020 (004828)	01-001-7510-0000-4410-1110-1000-000-			217 84				
			BatchId			Check Date		PO# P4820-00040		Register #
F	2019/20	08/12/19	R4820-00040	ALTERNATIVE SEATING	208123620960	11/12/19	Audit	5,934 24		5,934 24
		2020 (004723)	01-001-7510-0000-4310-1110-1000-000-			3,705 32				
		2020 (004828)	01-001-7510-0000-4410-1110-1000-000-			2,228 92				
			BatchId			Check Date		PO# P4820-00040		Register #
	2019/20	10/23/19	R4820-00040	ALTERNATIVE SEATING	208124157718	11/12/19	Audit	4,001 99		4,001 99
		2020 (004723)	01-001-7510-0000-4310-1110-1000-000-			2,498 83				
		2020 (004828)	01-001-7510-0000-4410-1110-1000-000-			1,503 16				
			BatchId			Check Date		PO# P4820-00040		Register #
Total Invoice Amount								10,654 83	Check	

AP Vendor			SCHOOL TECH SUPPLY CO GATEWAY BUSINESS BANK (000386/1) PO BOX 2999 PHOENIX, AZ 85062-2999							
F	2019/20	10/10/19	R4820-00209	COMPUTERS- NEW CLASSROOMS	41526	11/12/19	Audit	1,412 57		1,412 57
		2020 (001189)	01-050-1100-2420-4310-1110-1000-100-							
			BatchId			Check Date		PO# P4820-00209		Register #
Total Invoice Amount								1,412 57	Check	

AP Vendor			SCP DISTRIBUTORS LLC (000812/1) PO BOX 80248 CITY OF INDUSTRY, CA 91716							
	2019/20	09/25/19	R4820-00121	POOL CHEMICALS	CM031174	11/08/19	Audit	12 00-		12 00-
		2020 (001254)	01-001-0000-8210-4510-0000-8200-100-							
			BatchId			Check Date		PO# P4820-00121		Register #
	2019/20	10/29/19	R4820-00121	POOL CHEMICALS	SN032570	11/08/19	Audit	425 33		425 33
		2020 (001254)	01-001-0000-8210-4510-0000-8200-100-							
			BatchId			Check Date		PO# P4820-00121		Register #
Total Invoice Amount								413 33	Check	

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Direct Vendor SHASTA CO OFFICE OF EDUCATION (000055/1) 1644 MAGNOLIA AVE REDDING, CA 96001										
2019/20	10/18/19		FINGERPRINTING	INV20-00276	11/08/19	Audit		125 00		125 00
	2020	(001360)	01-001-0000-7207-5801-0000-7200-000-							
F	2019/20	10/23/19	R4820-00142	LIBRARY SERVICES	INV20-00296	11/12/19	Audit	650 00		650 00
	2020	(003230)	01-020-0000-1110-5210-1110-1000-100-			325 00				
	2020	(003237)	01-050-0000-1110-5210-1110-1000-100-			325 00				
				BatchId		Check Date		PO# P4820-00142	Register #	
2019/20	10/28/19	R4820-00174	PRO ACT TRAINING	INV20-00328	11/13/19	Audit		150 00		150 00
	2020	(003355)	01-020-6500-0201-5210-5770-1110-100-			90 00				
	2020	(001288)	01-050-6500-0200-5210-5770-1110-100-			60 00				
				BatchId		Check Date		PO# P4820-00174	Register #	
Total Invoice Amount								925 00	Check	

Direct Vendor SOUTH VALLEY ATHLETIC CONF TED DYKSTRA (000749/1) ANDERSON MIDDLE SCHOOL 1646 FERRY STREET ANDERSON, CA 96007										
2019/20	09/16/19		SVAC LEAGUE FEE	91619	11/13/19	Audit		150 00		150 00
	2020	(001164)	01-020-0000-0070-4310-1110-4200-100-							
Total Invoice Amount								150 00	Check	

Direct Vendor SYSCO FOOD SVCS OF SACRAMENTO (000169/1) PO BOX 138007 SACRAMENTO, CA 95813-8007										
2019/20	10/03/19		FOOD - CAFE	231487035	11/07/19	Audit		1,021 92		1,021 92
	2020	(001889)	13-001-5310-0000-4510-0000-3700-000-			26 81				
	2020	(001890)	13-001-5310-0000-4710-0000-3700-000-			951 69				
	2020	(001891)	13-001-5310-0000-4790-0000-3700-000-			43 42				
2019/20	10/10/19		FOOD - CAFE	231497038	11/07/19	Audit		1,003 15		1,003 15
	2020	(001890)	13-001-5310-0000-4710-0000-3700-000-			923 30				
	2020	(001891)	13-001-5310-0000-4790-0000-3700-000-			79 85				
2019/20	10/17/19		FOOD - CAFE	231506532	11/07/19	Audit		1,136 50		1,136 50
	2020	(001889)	13-001-5310-0000-4510-0000-3700-000-			193 44				
	2020	(001890)	13-001-5310-0000-4710-0000-3700-000-			908 68				
	2020	(001891)	13-001-5310-0000-4790-0000-3700-000-			34 38				

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Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
Direct Vendor			SYSCO FOOD SVCS OF SACRAMENTO (000169/1) (continued)						(continued)		
2019/20	10/24/19		FOOD - CAFE	231516145	11/07/19	Audit		998 54		998 54	
	2020 (001890)	13-001-5310-0000-4710-0000-3700-000-				854 13					
	2020 (001891)	13-001-5310-0000-4790-0000-3700-000-				144 41					
2019/20	10/31/19		FOOD - CAFE	231526011	11/07/19	Audit		2,302 48		2,302 48	
	2020 (001890)	13-001-5310-0000-4710-0000-3700-000-				2,100 36					
	2020 (001891)	13-001-5310-0000-4790-0000-3700-000-				202 12					
Total Invoice Amount								6,462 59	Check		

Direct Vendor			TEHAMA CO LOCK AND SECURITY ANDERSON LOCK & SAFE (000229/1) 1015 Walnut St RED BLUFF, CA 96080								
2019/20	10/17/19		KEYS	39142	11/08/19	Audit		94 07		94 07	
	2020 (001253)	01-050-0000-8200-4510-0000-8200-100-									
Total Invoice Amount								94 07	Check		

Direct Vendor			THE DANIELSON COMPANY (000495/1) 435 SOUTHGATE COURT CHICO, CA 95928								
2019/20	10/07/19		FOOD - CAFE	208474	11/07/19	Audit		838 42		838 42	
	2020 (001890)	13-001-5310-0000-4710-0000-3700-000-				809 73					
	2020 (001891)	13-001-5310-0000-4790-0000-3700-000-				28 69					
2019/20	10/14/19		FOOD - CAFE	209144	11/07/19	Audit		561 45		561 45	
	2020 (001890)	13-001-5310-0000-4710-0000-3700-000-				402 45					
	2020 (001891)	13-001-5310-0000-4790-0000-3700-000-				159 00					
2019/20	10/21/19		FOOD - CAFE	209921	11/07/19	Audit		576 05		576 05	
	2020 (001890)	13-001-5310-0000-4710-0000-3700-000-				516 35					
	2020 (001891)	13-001-5310-0000-4790-0000-3700-000-				59 70					
2019/20	10/28/19		FOOD - CAFE	210694	11/07/19	Audit		773 45		773 45	
	2020 (001890)	13-001-5310-0000-4710-0000-3700-000-				744 76					
	2020 (001891)	13-001-5310-0000-4790-0000-3700-000-				28 69					
Total Invoice Amount								2,749 37	Check		

AP Vendor			TRI-COUNTIES BANK (000371/2) P O BOX 60532 CITY OF INDUSTRY, CA 91716-0532								
-----------	--	--	--	--	--	--	--	--	--	--	--

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 019476, Page Break by Check/Advice? = N, Zero? = Y)

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ReqPay05a

Payment Register

Scheduled 11/07/2019 - 11/13/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor TRI-COUNTIES BANK (000371/2) (continued)										
2019/20	10/01/19	R4820-00208	PRESCHOOL SUPPLIES 19/20	001992	11/13/19	Audit		33 91		33 91
		2020 (004282)	01-060-0000-1573-4310-0001-1000-LC1-							
		2020 (004764)	01-060-0000-1573-4510-0001-2700-LC1-							
		2020 (004765)	01-060-0000-1573-4710-0001-3700-LC1-							
			BatchId			33 91				
						Check Date		PO# P4820-00208	Register #	
2019/20	10/01/19	R4820-00208	PRESCHOOL SUPPLIES 19/20	231391	11/13/19	Audit		13 50		13 50
		2020 (004282)	01-060-0000-1573-4310-0001-1000-LC1-							
		2020 (004764)	01-060-0000-1573-4510-0001-2700-LC1-							
		2020 (004765)	01-060-0000-1573-4710-0001-3700-LC1-							
			BatchId			13 50				
						Check Date		PO# P4820-00208	Register #	
2019/20	10/02/19	R4820-00208	PRESCHOOL SUPPLIES 19/20	7545195236558	11/13/19	Audit		192 65		192 65
		2020 (004282)	01-060-0000-1573-4310-0001-1000-LC1-							
		2020 (004764)	01-060-0000-1573-4510-0001-2700-LC1-							
		2020 (004765)	01-060-0000-1573-4710-0001-3700-LC1-							
			BatchId			192 65				
						Check Date		PO# P4820-00208	Register #	
2019/20	10/14/19	R4820-00208	PRESCHOOL SUPPLIES 19/20	7555199246029	11/13/19	Audit		85 34		85 34
		2020 (004282)	01-060-0000-1573-4310-0001-1000-LC1-							
		2020 (004764)	01-060-0000-1573-4510-0001-2700-LC1-							
		2020 (004765)	01-060-0000-1573-4710-0001-3700-LC1-							
			BatchId			85 34				
						Check Date		PO# P4820-00208	Register #	
Total Invoice Amount								325 40	Check	

Direct Vendor TSA CONSULTING (000870/1) 73 ELGIN PARKWAY, NE Ste 302 FORT WALTON BEACH, FL 32548										
2019/20	10/16/19		ADMN FEE	44031	11/08/19	Audit		24 44		24 44
		2020 (001359)	01-001-0000-2700-5801-0000-2700-000-							
Total Invoice Amount								24 44	Check	

Direct Vendor US BANK EQUIPMENT FINANCE (000558/1) P O BOX 790448 ST LOUIS, MO 63179-0448										
2019/20	10/20/19		COPIERS	398355222	11/08/19	Audit		3,110 44		3,110 44
		2020 (001312)	01-020-1100-1120-5610-1110-1000-100-							
						1,555 22				

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 019476, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

Scheduled 11/07/2019 - 11/13/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor US BANK EQUIPMENT FINANCE (000558/1) (continued)										
2019/20	10/20/19		COPIERS	398355222 (continued)	11/08/19	Audit		(continued)		
		2020 (001321)	01-050-1100-1120-5610-1110-1000-100-					1,555 22		
								Total Invoice Amount	3,110 44	Check
AP Vendor VALLEY WEST ACE HARDWARE (000241/1) 20639 GAS POINT RD COTTONWOOD, CA 96022										
2019/20	10/02/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	064872	11/07/19	Audit		87 96		87 96
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-							
					BatchId	Check Date	PO# P4820-00114	Register #		
2019/20	10/02/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	064875	11/07/19	Audit		91 68		91 68
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-							
					BatchId	Check Date	PO# P4820-00114	Register #		
2019/20	10/04/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	064893	11/07/19	Audit		10 15		10 15
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-							
					BatchId	Check Date	PO# P4820-00114	Register #		
2019/20	10/07/19	R4820-00115	MAINTENANCE SUPPLIES BLANKET PO 2019/20	064910	11/07/19	Audit		25 72		25 72
		2020 (001255)	01-050-0000-8110-4510-0000-8110-100-							
					BatchId	Check Date	PO# P4820-00115	Register #		
2019/20	10/07/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	064911	11/07/19	Audit		41 34		41 34
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-							
					BatchId	Check Date	PO# P4820-00114	Register #		
2019/20	10/08/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	064920	11/07/19	Audit		25 73		25 73
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-							
					BatchId	Check Date	PO# P4820-00114	Register #		

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 019476, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE 

ReqPay05a

Payment Register

Scheduled 11/07/2019 - 11/13/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	VALLEY WEST ACE HARDWARE (000241/1)			(continued)					(continued)	
2019/20	10/11/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	064942	11/07/19	Audit		44 58		44 58
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-	BatchId		Check Date		PO# P4820-00114	Register #	
2019/20	10/11/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	064943	11/07/19	Audit		30 19		30 19
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-	BatchId		Check Date		PO# P4820-00114	Register #	
2019/20	10/11/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	064947	11/07/19	Audit		8 99		8 99
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-	BatchId		Check Date		PO# P4820-00114	Register #	
2019/20	10/11/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	064951	11/07/19	Audit		5 13		5 13
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-	BatchId		Check Date		PO# P4820-00114	Register #	
2019/20	10/14/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	064966	11/07/19	Audit		19 93		19 93
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-	BatchId		Check Date		PO# P4820-00114	Register #	
2019/20	10/16/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	064994	11/07/19	Audit		37 89		37 89
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-	BatchId		Check Date		PO# P4820-00114	Register #	
2019/20	10/17/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	065014	11/07/19	Audit		5 86		5 86
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-	BatchId		Check Date		PO# P4820-00114	Register #	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('?'), On Hold? = Y, Approval Batch Id(s) = 019476, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE 

ReqPay05a

Payment Register

Scheduled 11/07/2019 - 11/13/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
AP Vendor	VALLEY WEST ACE HARDWARE (000241/1)		(continued)							(continued)
2019/20	10/21/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	065057	11/07/19	Audit		12 85		12 85
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-	Batchld		Check Date		PO# P4820-00114	Register #	
2019/20	10/21/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	065058	11/07/19	Audit		6 20		6 20
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-	Batchld		Check Date		PO# P4820-00114	Register #	
2019/20	10/22/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	065066	11/07/19	Audit		22 90		22 90
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-	Batchld		Check Date		PO# P4820-00114	Register #	
2019/20	10/22/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	065068	11/07/19	Audit		15 60		15 60
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-	Batchld		Check Date		PO# P4820-00114	Register #	
2019/20	10/23/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	065077	11/07/19	Audit		14 99		14 99
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-	Batchld		Check Date		PO# P4820-00114	Register #	
2019/20	10/23/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	065083	11/07/19	Audit		20 36		20 36
		2020 (001245)	01-020-0000-8110-4510-0000-8110-100-	Batchld		Check Date		PO# P4820-00114	Register #	
2019/20	10/28/19	R4820-00115	MAINTENANCE SUPPLIES BLANKET PO 2019/20	305416	11/07/19	Audit		85 32		85 32
		2020 (001255)	01-050-0000-8110-4510-0000-8110-100-	Batchld		Check Date		PO# P4820-00115	Register #	

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 019476, Page Break by Check/Advice? = N, Zero? = Y)

ReqPay05a

Payment Register

Scheduled 11/07/2019 - 11/13/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount	
AP Vendor			VALLEY WEST ACE HARDWARE (000241/1)			(continued)		(continued)			
2019/20	10/28/19	R4820-00115	MAINTENANCE SUPPLIES BLANKET PO 2019/20	305429	11/07/19	Audit		1,008 14		1,008 14	
2020 (001255) 01-050-0000-8110-4510-0000-8110-100-				BatchId		Check Date		PO# P4820-00115	Register #		
2019/20	10/28/19	R4820-00115	MAINTENANCE SUPPLIES BLANKET PO 2019/20	305430	11/07/19	Audit		144 77		144 77	
2020 (001255) 01-050-0000-8110-4510-0000-8110-100-				BatchId		Check Date		PO# P4820-00115	Register #		
2019/20	10/29/19	R4820-00115	MAINTENANCE SUPPLIES BLANKET PO 2019/20	065130	11/07/19	Audit		182 22		182 22	
2020 (001255) 01-050-0000-8110-4510-0000-8110-100-				BatchId		Check Date		PO# P4820-00115	Register #		
2019/20	10/29/19	R4820-00115	MAINTENANCE SUPPLIES BLANKET PO 2019/20	065131	11/07/19	Audit		42 86		42 86	
2020 (001255) 01-050-0000-8110-4510-0000-8110-100-				BatchId		Check Date		PO# P4820-00115	Register #		
2019/20	10/31/19	R4820-00114	MAINTENANCE SUPPLIES BLANKET PO FOR 2019/20	065150	11/07/19	Audit		59 78		59 78	
2020 (001245) 01-020-0000-8110-4510-0000-8110-100-				BatchId		Check Date		PO# P4820-00114	Register #		
Total Invoice Amount								2,051 14	Check		

Direct Vendor WELCH ENTERPRISES (000762/1)
P O BOX 494583
REDDING, CA 96049

2019/20	10/28/19		TEMP TOILETS POWER OUTAGE	9834912087	11/08/19	Audit		1,678 05		1,678 05
2020 (004895) 01-050-0000-8200-5610-0000-8200-100-										

Total Invoice Amount 1,678 05 Check

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 019476, Page Break by Check/Advice? = N, Zero? = Y)

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EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
01	158,615 51	1,362,537 53	1,203,922 02
13	21,551 07	17,814 47-	39,365 54-
40	10,976 64	1,252,660 20	1,241,683 56
Total	191,143 22		

(continued)

APPROVAL DATE _____

Number of Payments	183
Number of Checks	60
Number of ACH Advice	0
Number of vCard Advice	0
Total Check/Advice Amount	\$190,774 03
Total Unpaid Sales Tax	\$369 19
Total Expense Amount	\$191,143 22
CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS	
\$0 - \$99	6
\$100 - \$499	11
\$500 - \$999	5
\$1,000 - \$4,999	23
\$5,000 - \$9,999	10
\$10,000 - \$14,999	4
\$15,000 - \$99,999	1
\$100,000 - \$199,999	
\$200,000 - \$499,999	
\$500,000 - \$999,999	
\$1,000,000 -	
***** ITEMS OF INTEREST *****	
* Number of payments to a different vendor	
! Number of Prepaid payments	
@ Number of Liability payments	
& Number of Employee Also Vendors	1
? denotes check name different than payment name	
F denotes Final Payment	

Report Totals - Payment Count 183 Check Count 60 ACH Count 0 vCard Count 0 Total Check/Advice Amount 190,774 03

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 019476, Page Break by Check/Advice? = N, Zero? = Y)

ESCAPE ONLINE

Surplus List 11/19/19

- 1 Bus 93
2. 39 English: Houghton Mifflin Books
- 3 30 Prentice Hall Literature. Copper Level
4. 41 Wordly Wise 3000 Third Edition: Hodkinson/ Adams
- 5 15 English Workbook Plus Houghton Mifflin
6. 40 Getting ready for the smarter balanced assessment: Houghton Mifflin Harcourt
7. Instruments-
 - 5 Snares
 - 4 Clarinets
 - 6 Tenor Sax
 - 1 Bass Sax
 - 7 Flutes
 - 10 Trumpets
 - 5 Trombones
 - 2 French Horns
 - 3 Baritones
 - 1 Piccolo
 - 1 Xylophone
 - 1 Resonator Bells
 - 1 Music Man Monitor

POLICY GUIDE SHEET

July 2019

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

AR 6145.2 - Athletic Competition

(AR revised)

Regulation updated to reflect **NEW LAW (SB 1109, 2018)** which requires districts to annually provide student athletes and their parents/guardians an opioid fact sheet produced by the Centers for Disease Control and Prevention

BP/AR 6174 Education for English Learners

(BP/AR revised)

Policy updated to reflect **NEW LAW (AB 2735, 2018)** which prohibits districts from denying English learners the opportunity to enroll in core curricular courses or courses needed for middle school promotion, high school graduation, or college admission Policy also adds requirement to annually designate a district and site coordinator to oversee administration of the English Language Proficiency Assessments for California (ELPAC) Regulation reflects **NEW STATE REGULATION (Register 2019, No. 1)** which establishes a timeframe for notifying parents/guardians of their child's ELPAC test results when the results are received from the test contractor after the last day of instruction for the school year

BP 6179 - Supplemental Instruction

(BP revised)

Policy updated to reflect current law requiring the provision of remedial instruction to students who are recommended for retention or are identified as being at risk for retention Policy also deletes reference to federal Title I program improvement which is no longer operational, and clarifies that schools identified for comprehensive or targeted school improvement may, but are not required to, offer supplemental instruction

BB/E 9321 - Closed Session

(BB revised, E(1) and E(2) added)

Bylaw retitled and updated to incorporate material formerly in BB 9321 1 - Closed Session Actions and Reports Bylaw also adds the requirement to provide final documents approved or adopted during closed session to persons who have submitted a request Section on "Matters Related to Students" provides that student names should not be included on the agenda or reports of expulsion hearings pursuant to court decision Section on "Security Matters" reflects the board's authority to meet in closed session with law enforcement officials to develop a tactical response plan Section on "Real Property Negotiations" reflects Attorney General publication stating the board's authority to approve a final real property agreement in closed session Section on "Pending Litigation" updates legal cites Exhibit (1) added to provide examples of agenda descriptions of closed session items Exhibit (2) added to provide examples of reports of closed session actions that must be made when the board reconvenes in open session following the closed session

BB 9321.1 - Closed Session Actions and Reports

(BB deleted)

Bylaw deleted and key concepts incorporated in BB 9321 - Closed Session

BB 9323 - Meeting Conduct

(BB revised)

Bylaw updated to clarify circumstances under which the board may exercise flexibility in allocating time for public input to ensure full opportunity for public input and presentation of the diversity of viewpoints

CSBA Sample Administrative Regulation

Instruction

AR 6145 2(a)

ATHLETIC COMPETITION

Nondiscrimination and Equivalent Opportunities in the Athletic Program

Note The following section reflects pertinent provisions of state and federal law regarding nondiscrimination (Education Code 200-262 4, 5 CCR 4900-4965, Title IX, 20 USC 1681-1688) The Office for Civil Rights (OCR) in the U S Department of Education oversees complaints regarding violations of Title IX

No student shall be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics on the basis of any actual or perceived characteristic specified in law and BP 0410 - Nondiscrimination in District Programs and Activities. (Education Code 220, 221.5, 230 5 CCR 4920, 34 CFR 106 41)

*(cf 0410 - Nondiscrimination in District Programs and Activities
cf 5145 3 - Nondiscrimination/Harassment)*

Note 5 CCR 4921 and 34 CFR 106 41 authorize the establishment of separate teams for males and females where the selection of teams is based on competitive skills 34 CFR 106 41 also authorizes single-sex teams for contact sports, as defined Because state regulations do not address single-sex teams for contact sports, districts should consult legal counsel prior to establishing any such single-sex team for a contact sport for which selection is not based on competitive skills

The Superintendent or designee may provide single-sex teams when selection for the teams is based on competitive skills (5 CCR 4921, 34 CFR 106 41)

Note Pursuant to Education Code 221 5, a district is required to permit a transgender student to participate in sex-segregated school programs and activities, including athletic teams and competitions, consistent with the student's gender identity, regardless of the gender listed in the student's records, see BP/AR 5145 3 - Nondiscrimination/Harassment The California Interscholastic Federation's (CIF) bylaws and Guidelines for Gender Identity Participation contain procedures for addressing student complaints regarding gender identity-based participation in interscholastic sports Also see CSBA's Updated Legal Guidance Protecting Transgender and Gender Nonconforming Students Against Discrimination

Each student shall be allowed to participate in any single-sex athletic program or activity consistent with the student's gender identity, irrespective of the gender listed on the student's records, for which the student is otherwise eligible to participate (Education Code 221.5)

(cf 5125 - Student Records)

When a school provides only one team in a particular sport for members of one sex, but provides no team in the same sport for members of the other sex, and athletic opportunities in

ATHLETIC COMPETITION (continued)

the total program for that sex have been previously limited, members of the excluded sex shall be allowed to try out and compete with the team. The same standards for eligibility shall be applied to every student trying out for the team, regardless of sex, sexual orientation, gender, gender identity, gender expression, or other protected group status (5 CCR 4921, 4 CFR 106 41)

Note 5 CCR 4922 and 34 CFR 106 41, as reflected in items #1-11 below, list factors that districts must consider when determining whether equivalent opportunities are being provided. CIF's A Guide to Equity in Athletics suggests actions that districts can take for each of the factors to help the district meet its equivalence goals. Any district with questions about equivalent athletic opportunities for its students should consult legal counsel.

The Superintendent or designee shall ensure that equivalent opportunities are available to both sexes in athletic programs by considering, among other factors, (5 CCR 4922; 34 CFR 106 41)

1. Whether the offered selection of sports and levels of competition effectively accommodate the interests and abilities of both sexes

Note Education Code 230 provides the following three-part test to determine if a district has effectively accommodated the interests and abilities of both sexes in athletics. This test is the same three-part test that is used by OCR for helping to determine equivalent opportunities under Title IX.

The athletic program may be found to effectively accommodate the interests and abilities of both sexes using any one of the following tests (Education Code 230)

Note CIF's A Guide to Equity in Athletics advises that, in order to meet the criterion specified in item #1a below, the ratio of male/female athletes should be within five percent of the ratio of male/female district enrollment.

- a. Whether the interscholastic-level participation opportunities for male and female students are provided in numbers substantially proportionate to their respective enrollments

Where the members of one sex have been and are underrepresented among interscholastic athletes, whether the district can show a history and a continuing practice of program expansion that is demonstrably responsive to the developing interests and abilities of the members of that sex

Note In evaluating whether there is an unmet interest in a particular sport and sufficient ability to sustain a team in the sport (item #1c below), OCR considers (1) whether an institution uses nondiscriminatory methods of assessment when determining the athletic interests and abilities of its students, (2) whether a viable team for the underrepresented sex was recently eliminated, (3) multiple indicators of interest, (4) multiple indicators of ability, and (5) frequency of conducting assessments. A student survey is one

ATHLETIC COMPETITION (continued)

indicator that may be used. A letter issued by OCR in April 2010 provides information that the district might consider in developing its own survey. In addition, CIF's A Guide to Equity in Athletics provides sample surveys.

- c Where the members of one sex are underrepresented among interscholastic athletes and the district cannot show a history and continuing practice of program expansion as required in item #1b above, whether the district can demonstrate that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program
- 2 The provision and maintenance of equipment and supplies
 - 3 Scheduling of games and practice times, selection of the season for a sport, and location of the games and practices
 - 4 Travel and per diem allowances
 - 5 Opportunities to receive coaching and academic tutoring
 - 6 Assignment and compensation of coaches and tutors
 7. Provision of locker rooms, practice facilities, and competitive facilities
 8. Provision of medical and training facilities and services
 9. Provision of housing and dining facilities and services
 10. Publicity

Note 5 CCR 4992 clarifies that unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams shall not by itself constitute a failure to provide equivalent opportunities. However, the provision of necessary funding for teams of both sexes is a factor in the determination, as specified below.

1. Provision of necessary funds

Each school that offers competitive athletics shall, at the end of the school year, post on its school web site, or on the district web site if the school does not have a web site, the following information. (Education Code 221 9)

- 1 The total enrollment of the school, classified by gender
- 2 The number of students enrolled at the school who participate in competitive athletics, classified by gender

ATHLETIC COMPETITION (continued)

3. The number of boys' and girls' teams, classified by sport and by competition level

(cf 1113 - District and School Web Sites)

The data reported for items #1-3 above shall reflect the total number of players on a team roster on the official first day of competition. The materials used to compile this information shall be retained by the school for at least three years after the information is posted on the web site. (Education Code 221 9)

(cf 3580 - District Records)

Concussions and Head Injuries

Note Education Code 49475 requires districts to distribute information on concussions and head injuries to student athletes and their parents/guardians. The district may use fact sheets developed by the Centers for Disease Control and Prevention (CDC), available on CIF's web site, or other resources to develop the information sheet.

The requirements of Education Code 49475 apply to any district that offers an athletic program at any grade level and for any sport. These requirements do not apply to students engaging in an athletic activity during the regular school day or as part of a physical education course.

The Superintendent or designee shall annually distribute to student athletes and their parents/guardians an information sheet on concussions and head injuries. The student and parent/guardian shall sign and return the information sheet before the student initiates practice or competition. (Education Code 49475)

(cf 5145 6 - Parental Notifications)

Note Education Code 49032 requires that each high school coach complete an education program that includes, but is not limited to, a basic understanding of the signs and symptoms of concussions and appropriate response to them. Free online courses are available through CIF's web site. Also see AR 4127/4227/4327 - Temporary Athletic Team Coaches.

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding concussion symptoms, prevention, and appropriate response. (Education Code 35179.1, 49032)

(cf 4127/4227/4327 - Temporary Athletic Team Coaches)

Note Education Code 49475 requires that a student at any grade level engaged in an athletic program apart from the regular school day or physical education course who is suspected of sustaining a concussion be immediately removed from the athletic activity and not be allowed to return until a health care provider provides written clearance. CDC's web site includes an Acute Concussion Evaluation form which may be used to provide injured students and their parents/guardians with information about monitoring symptoms and the health care provider's recommendations regarding returning to daily activities, school, and sports. See CIF's web site for additional information regarding concussions.

ATHLETIC COMPETITION (continued)

If a student athlete is suspected of sustaining a concussion or head injury in an athletic activity, the student shall be immediately removed from the activity for the remainder of the day. The student shall not be permitted to return to the activity until the student is evaluated by a licensed health care provider trained in the management of concussions and receives the health care provider's written clearance to return to the activity. If the health care provider determines that the student sustained a concussion or a head injury, the student shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider. (Education Code 49475)

Note: The following paragraph is for use by districts that offer a football program and may be revised to reflect the grade levels offered by the district.

A middle school or high school football team shall not hold a full-contact practice during the off-season and shall not conduct more than two full-contact practices per week during the preseason and regular season (from 30 days before the commencement of the regular season until the completion of the final interscholastic football game of that season). In addition, the full-contact portion of a practice shall not exceed 90 minutes in any single day. For these purposes, *full-contact practice* means a practice where drills or live action is conducted that involves collisions at game speed, where players execute tackles and other activity that is typical of an actual tackle football game. (Education Code 35179.5)

Heat Illness

Note: Pursuant to Education Code 35179.1, the district or CIF-developed coaching education program required by Education Code 49032 must include training on the signs and symptoms of, and the appropriate response to, heat illness. The National Federation of State High Schools offers a free online course, available on CIF's web site, that fulfills these requirements.

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the signs and symptoms of, and the appropriate response to, heat illness, including heat cramps, heat syncope, heat exhaustion, and exertional heat stroke. (Education Code 35179.1, 49032)

Note: The following optional paragraph reflects recommendations in CSBA's and CIF's joint publication *Preventing Catastrophic Heat Illness*, and may be expanded to include additional district strategies.

To assist in the prevention of heat illness, coaches and/or athletic trainers shall gradually increase the intensity and duration of exercise to acclimate student athletes to practice in the heat, provide adequate rest breaks, make water available during all athletic activities, and alter practice plans in extreme environmental conditions.

ATHLETIC COMPETITION (continued)**Sudden Cardiac Arrest**

Note Education Code 33479.3 requires that student athletes and their parents/guardians receive information on the nature and warning signs of sudden cardiac arrest, as provided below. This information is available from CIF or, if the athletic activity is not governed by CIF, on the California Department of Education's (CDE) web site. In addition, Education Code 33479.2 encourages districts to post on their web sites the information provided on CDE's web site pertaining to sudden cardiac arrest.

The Superintendent or designee shall distribute the California Interscholastic Federation (CIF) information sheet on sudden cardiac arrest to all student athletes who will be participating in a CIF-governed athletic activity and to their parents/guardians. The student and parent/guardian shall sign and return the information sheet prior to the student's participation in the athletic activity. If an athletic activity is not covered by CIF, the student and parent/guardian shall, prior to the student's participation in the athletic activity, sign and return an acknowledgement that they have received and reviewed the sudden cardiac arrest information posted on the California Department of Education's web site. (Education Code 33479.2, 33479.3)

Note Education Code 33479.6 requires the coach of an athletic activity to complete, every two years, a training course related to the nature and warning signs of sudden cardiac arrest. See AR 4127/4227/4327 - Temporary Athletic Team Coaches. Free online courses are available through CIF's web site.

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the nature and warning signs of sudden cardiac arrest. (Education Code 33479.6, 33479.7, 35179.1, 49032)

Note Education Code 33479.5 and CIF bylaws provide for a student's removal from participation in an athletic activity if the student passes out or faints. As defined by Education Code 33479.1, an "athletic activity" includes (1) interscholastic athletics, (2) an athletic contest or competition sponsored by a school, including cheerleading and club-sponsored sports activities, (3) noncompetitive cheerleading sponsored by a school, and (4) practices, interscholastic practices, and scrimmages for all these activities. Pursuant to Education Code 33479.5, this requirement does not apply when a student engages in an athletic activity during the regular school day or as part of a physical education course, unless the activity constitutes a practice, interscholastic practice, or scrimmage. Furthermore, Education Code 33479.5 authorizes, but does not require, the removal of a student from an athletic activity if the student exhibits symptoms of sudden cardiac arrest other than passing out or fainting, as provided below. However, to promote student safety, the district may choose to require its staff to remove from an athletic activity a student who exhibits any symptom of sudden cardiac arrest at any time.

If a student athlete passes out or faints, or is known to have passed out or fainted, while participating in or immediately following participation in an athletic activity, the student shall be removed from participation at that time. If a student exhibits any other symptoms of sudden cardiac arrest, including seizures during exercise, unexplained shortness of breath, chest pains, dizziness, racing heart rate, or extreme fatigue, the student may be removed from participation by a coach or other employee who observes these symptoms. If any such

ATHLETIC COMPETITION (continued)

symptoms are observed, notification shall be given to the student's parent/guardian so that the parent/guardian can determine the treatment, if any, the student should seek. A student who has been removed from participation shall not be permitted to return until the student is evaluated and given written clearance to return to participation by a health care provider. (Education Code 33479 2, 33479 5)

Automated External Defibrillators

Note Pursuant to Education Code 35179 6, a district that offers an interscholastic athletic program is required to make an automated external defibrillator (AED) available to coaches, athletic trainers, and/or other authorized persons at athletic activities or events. Education Code 35179 6 encourages districts to make AEDs available for emergency care or treatment within three to five minutes of sudden cardiac arrest to any person in attendance at an on-campus athletic activity or event. See P/AR 5141 - Health Care and Emergencies for requirements related to employee notifications and the proper use and maintenance of AEDs.

Education Code 35179 6 clarifies that the district or district employee will not be liable for civil damages resulting from any act or omission in the rendering of emergency care or treatment provided that the employee complies with the requirements of Health and Safety Code 1797 196 and does not act with gross negligence or willful or wanton misconduct by using, attempting to use, or maliciously failing to use an AED to render emergency care or treatment.

The Superintendent or designee shall acquire at least one automated external defibrillator (AED) for each district school and shall make the AED(s) available to coaches, athletic trainers, and/or other authorized persons at athletic activities or events for the purpose of providing emergency care or treatment to students, spectators, and other individuals in attendance at athletic activities and events. (Education Code 35179 6)

(cf 5141 - Health Care and Emergencies)

The district shall comply with all requirements of Health and Safety Code 1797 196 pertaining to any AED acquired by the district, including, but not limited to, regular maintenance and testing of the AED and the provision and posting of information regarding the proper use of the AED. (Education Code 35179 6; Health and Safety Code 1797 196)

Additional Notifications

Note The following optional section lists notices that the district may send to students participating in interscholastic athletics and their parents/guardians. This section should be revised to reflect district practice.

Before students participate in practice or competition as part of interscholastic athletic activities, the Superintendent or designee shall, in addition to providing the students and their parents/guardians with the notices described above, send a notice to the students and their parents/guardians which:

ATHLETIC COMPETITION (continued)

Note Education Code 33353 requires CIF to provide information to students and parents/guardians about procedures for discrimination complaints arising from interscholastic athletic activities Education Code 33354 allows a complainant to file a discrimination complaint directly with CDE

1. Contains information about the procedures for filing a discrimination complaint that arises out of an interscholastic athletic activity, including the name of the district's Title IX Coordinator

(cf 1312 3 - Uniform Complaint Procedures)

Note Education Code 221 61 requires districts to post specified information on their web sites related to Title IX A district that does not maintain a web site may comply by posting the information on the web site of its county office of education A comprehensive list of rights based on the provisions of the federal regulations implementing Title IX can be found in Education Code 221 8 See AR 5145 3 - Nondiscrimination/Harassment **Optional** item #2 below provides that this information will also be provided in writing to the parents/guardians of student athletes

- 2 Includes a copy of students' Title IX rights pursuant to Education Code 221 8

Note In Kahn v East Side Union High School District the California Supreme Court analyzed the liability of a coach for an injury to a member of a high school diving team The court acknowledged that some risk of injury is inherent in sports and part of a coach's job is to "push" a student athlete to advance in skill level and to undertake more difficult tasks According to the court, a coach could be found liable only when the coach intentionally injures the student or engages in conduct that is so reckless that it is outside of the ordinary activity involved in teaching or coaching the sport

The district may or may not wish to seek a waiver of liability for accidents or injuries resulting from participation in athletic activities Whether a liability waiver is legally effective is likely to be determined on a case-by-case basis, and it is questionable whether a student's right to participate in extracurricular activities could be made contingent upon the submission of a waiver Legal counsel should be consulted when addressing the complex issues related to liability waivers

- 3 Explains that there is an element of risk associated with all athletic competitions and that the district cannot guarantee that students will not be injured, despite a commitment to every participant's health and welfare

(cf 3220 - Risk Management/Insurance)

Note Education Code 32221 5 requires the district to provide information about insurance protection to each student participating on a school athletic team For specific language that must be contained in this statement, see AR 5143 - Insurance

4. Provides information about insurance protection pursuant to Education Code 32221.5

(cf 5143 - Insurance)

ATHLETIC COMPETITION (continued)

5. Requests parental permission for the student to participate in the program and, if appropriate, to be transported by the district to and from competitions

(cf 3541 1 - Transportation for School-Related Trips)

Note Pursuant to Education Code 48900, a student may be subject to suspension or expulsion for engaging, or attempting to engage, in hazing

- 6 States the district's expectation that students adhere strictly to all safety rules, regulations, and instructions, as well as rules and guidelines related to conduct and sportsmanship

(cf 5144 - Discipline)

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

- 7 Includes a copy of the local CIF league rules

Note Pursuant to Education Code 49033 and CIF bylaws, any student participating in athletics and the student's parent/guardian must sign the statement described below Also see BP/AR 5131 63 - Steroids

8. Includes information about the CIF bylaw and district policy requiring any student athlete and the student's parent/guardian to sign a statement that the student will not use steroids, unless prescribed by a licensed health care practitioner, and will not use prohibited dietary supplements that include substances banned by the U.S Anti-Doping Agency

(cf 5131 63 - Steroids)

Note Pursuant to Education Code 49476, as added by SB 1109 (Ch 693, Statutes of 2018), the district must annually provide to student athletes and their parents/guardians CDC's opioid fact sheet for patients The CDC's fact sheet, Prescription Opioids What You Need To Know, is available on its web site

9. Includes the opioid fact sheet published by the Centers for Disease Control and Prevention in accordance with Education Code 49476 The district shall provide this fact sheet annually to each student athlete and shall require the student and the student's parent/guardian to sign a document acknowledging receipt of the fact sheet.

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CSBA Sample Board Policy

Instruction

BP 6174(a)

EDUCATION FOR ENGLISH LEARNERS

Note The following policy may be revised to reflect district practice State and federal law establish requirements for the identification, placement, and education of English learners

Pursuant to Education Code 42238 02 and 42238 03, the local control funding formula provides additional funding based on the number and concentration of unduplicated counts of students who are English learners, foster youth, and/or eligible for free or reduced-price meals Such funds must be used to increase or improve services for unduplicated students at least in proportion to the increase in funds apportioned on the basis of the number or concentration of unduplicated students, see BP 3100 - Budget

In addition, 20 USC 6801-7014 (Title III) provide grant funds that may be used to supplement, but not supplant, funding from other sources for the purpose of ensuring that English learners attain English proficiency and meet the same challenging academic standards that are applicable to all students During the Federal Program Monitoring (FPM) process, California Department of Education (CDE) staff will expect to see evidence that the district has complied with state and federal requirements See CDE's web site for FPM compliance monitoring instruments

For further information regarding English learners, programs, and services, see CDE's publication The California English Learner Roadmap Strengthening Comprehensive Educational Policies, Programs and Practices for English Learners, available on its web site

The Governing Board intends to provide English learners with challenging curriculum and instruction that maximize the attainment of high levels of proficiency in English, advance multilingual capabilities, and facilitate student achievement in the district's regular course of study.

Note Pursuant to Education Code 60811, in November 2012 the State Board of Education (SBE) adopted state academic content standards for English language development (ELD), aligned with the California Common Core State Standards for English language arts, for students whose primary language is a language other than English In July 2014, the SBE adopted the English Language Arts/English Language Development Framework aligned to those standards A supplementary resource, Integrating the CA ELD Standards into K-12 Mathematics and Science Teaching and Learning, specifies the correspondence between the state ELD standards and the California Common Core State Standards for mathematics and the Next Generation Science Standards

CDE's Roadmap encourages differentiated instruction and curriculum which are integrated across all subject areas and emphasize inquiry-based learning and critical thinking skills

English learners shall be provided differentiated English language development instruction which is targeted to their English proficiency level. Such instruction shall be based on sound instructional theory, be aligned with state content standards, emphasize inquiry-based learning and critical thinking skills, and be integrated across all subject areas

(cf 6011 - Academic Standards)

(cf 6141 - Curriculum Development and Evaluation)

EDUCATION FOR ENGLISH LEARNERS (continued)

(cf 6161 1 - Selection and Evaluation of Instructional Materials)

(cf 6161 11 - Supplementary Instructional Materials)

(cf 6171 - Title I Programs)

Note The following items are for use by districts that maintain middle and/or high schools and may be revised to reflect the grade levels offered by the district Education Code 60811 8, as added by AB 2735 (Ch 304, Statutes of 2018), prohibits districts from denying any student who is an English learner the opportunity to enroll in core curriculum courses, courses required for middle school promotion or high school graduation, courses required for college admission, or advanced courses, with specified exceptions for recently arrived immigrant students Pursuant to Education Code 60811 8, this law does not require districts to create supplemental courses in languages other than English

No middle or high school student who is an English learner shall be denied enrollment in any of the following: (Education Code 60811.8)

- 1 Courses in the core curriculum areas of reading/language arts, mathematics, science, and history-social science, courses required to meet state and local high school graduation requirements, or courses required for middle school grade promotion

However, an English learner may be denied participation in any such course if the student has been enrolled in a school in the United States for less than 12 months or is enrolled in a program designed to develop the basic English skills of newly arrived immigrant students, and the course of study provided to the student is designed to remedy academic deficits incurred during participation and to enable the student to attain parity of participation in the standard instructional program within a reasonable length of time after the student enters the school system

2. A full course load of courses specified in item #1 above
3. Other courses that meet the "a-g" course requirements for college admission or are advanced courses such as honors or Advanced Placement courses, on the sole basis of the student's classification as an English learner

(cf 0415 - Equity)

(cf 6141 4 - International Baccalaureate Program)

(cf 6141 5 - Advanced Placement)

Note Education Code 52060 requires the district's local control and accountability plan (LCAP) to include annual goals and specific actions, aligned to state and local priorities, for all students and for each "numerically significant" student subgroup as defined in Education Code 52052, including English learners, see BP/AR 0460 - Local Control and Accountability Plan CDE's Roadmap provides an alignment between principles outlined for English learners and the eight state priority areas required in the district's LCAP

The district shall identify in its local control and accountability plan (LCAP) goals and specific actions and services to enhance student engagement, academic achievement, and other outcomes for English learners.

EDUCATION FOR ENGLISH LEARNERS (continued)

(cf 0460 - Local Control and Accountability Plan)
(cf 3100 - Budget)

Note The following paragraph may be revised to reflect district strategies for parent/guardian and community involvement Education Code 305 requires the district to solicit input on language acquisition programs as part of the parent/guardian and community engagement process during the development of the LCAP, see section on "Language Acquisition Programs" below In addition, if district enrollment includes at least 15 percent English learners, with at least 50 students who are English learners, Education Code 52063 requires the establishment of an English learner parent advisory committee to review and comment on the district's LCAP, see the accompanying administrative regulation and BP 0460 Local Control and Accountability Plan

The Superintendent or designee shall encourage parent/guardian and community involvement in the development and evaluation of programs for English learners The Superintendent or designee may also provide an English development literacy training program for parents/guardians and community members so that they may better support students' English language development

(cf 0420 - School Plans/Site Councils)
(cf 1220 - Citizen Advisory Committees)
(cf 6020 - Parent Involvement)

Staff Qualifications and Training

Note Commission on Teacher Credentialing (CTC) leaflet CL-622, Serving English Learners, describes requirements pertaining to the qualifications of teachers of English learners A teacher who is assigned to provide English language development, specially designed academic instruction in English, and/or primary language instruction to English learners must hold an appropriate authorization from CTC, see AR 4112 22 - Staff Teaching English Learners

The Superintendent or designee shall ensure that all staff employed to teach English learners possess the appropriate authorization from the Commission on Teacher Credentialing.

(cf 4112 22 - Staff Teaching English Learners)

Note The following paragraph reflects a requirement for districts that receive federal Title III funds to improve the education of English learners, and is recommended for use by all districts 20 USC 6825 lists the required uses of such funds, including the provision of professional development of sufficient intensity and duration to have a positive and lasting impact on teachers' performance in the classroom Pursuant to 20 USC 6825, such professional development must not include one-day or short-term workshops and conferences

The district shall provide effective professional development to teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), administrators, and other school or community-based organization personnel to improve the

EDUCATION FOR ENGLISH LEARNERS (continued)

instruction and assessment of English learners and enhance staff's ability to understand and development shall be of sufficient intensity and duration to produce a positive and lasting impact on teachers' performance in the classroom. (20 USC 6825)

(cf 4131 - Staff Development)

(cf 4231 - Staff Development)

(cf 4331 - Staff Development)

Note The following paragraph is **optional** CDE's Roadmap indicates the importance of a supportive and collaborative environment in order for teachers to effectively address the complex needs of English learners

Staff development shall also address the sociocultural needs of English learners and provide opportunities for teachers to engage in supportive, collaborative learning communities.

Identification and Assessment

Note CDE's Roadmap emphasizes the importance of early identification of English learners, as early childhood is a crucial period of time for language development Education Code 313 requires any district that has one or more students who are English learners to assess the English language proficiency of those students using the state English Language Proficiency Assessments for California (ELPAC) The ELPAC includes an initial test for identifying students who may be English learners and an annual summative assessment for determining English learners' level of English proficiency and progress in acquiring the skills of listening, speaking, reading, and writing in English CDE also provides a home language survey to be used to identify students who should be tested for English proficiency See the accompanying administrative regulation for further information about test administration, identification of English learners, and reclassification criteria

The Superintendent or designee shall maintain procedures for the early identification of English learners and an assessment of their proficiency using the state's English Language Proficiency Assessments for California (ELPAC). To oversee test administration, the Superintendent or designee shall annually designate a district ELPAC coordinator and a site coordinator for each test site in accordance with 5 CCR 11518 40-11518 45.

Once identified as an English learner, a student shall be annually assessed for language proficiency until the student is reclassified based on criteria specified in the accompanying administrative regulation

Note In addition to testing the level of English proficiency of English learners, districts are required pursuant to Education Code 60640 to administer the California Assessment of Student Performance and Progress (CAASPP) to English learners, see BP/AR 6162 51 - State Academic Achievement Tests As needed, English learners may be provided with the testing resources (i.e., universal tools, designated supports, and accommodations) specified in 5 CCR 854 1-854 3 during test administration

CAASPP also includes the optional California Spanish Assessment for students in grades 3-8 and high school, which measures a student's competency in reading, writing, and listening in Spanish

EDUCATION FOR ENGLISH LEARNERS (continued)

In addition, English learners' academic achievement in English language arts, mathematics, science, and any additional subject required by law shall be assessed using the California Assessment of Student Performance and Progress. As necessary, the test shall be administered with testing variations in accordance with 5 CCR 854.1-854.3. English learners who are in their first 12 months of attending a school in the United States shall be exempted from taking the English language arts assessment to the extent allowed by federal law (Education Code 60603, 60640, 5 CCR 854 1-854.3)

(cf 6162 51 - State Academic Achievement Tests)

Note The following paragraph is **optional** CDE's Roadmap highlights the importance of formative assessments in order to continually adapt methodologies and instruction to meet the needs of English learners

Formative assessments may be utilized to analyze student performance and appropriately adapt teaching methodologies and instructions

(cf 6162 5 - Student Assessment)

Language Acquisition Programs

Note Education Code 305-310 authorize parents/guardians to select a language acquisition program that best suits their child At a minimum, the district must offer a structured English immersion program It also may offer a dual-language immersion program, transitional and developmental program for English learners, or other language acquisition program as defined in Education Code 306 Pursuant to 20 USC 6312 and 34 CFR 100.3, parents/guardians have a right to decline or opt their child out of a language acquisition program The following section may be revised to reflect programs offered by the district Also see the accompanying administrative regulation

The district shall offer research-based language acquisition programs that are designed to ensure English acquisition as rapidly and as effectively as possible and that provide instruction to students on the state-adopted academic content standards, including the English language development standards (Education Code 306, 5 CCR 11300)

At a minimum, the district shall offer a structured English immersion program which includes designated and integrated English language development. In the structured English immersion program, nearly all of the classroom instruction shall be provided in English, but with the curriculum and presentation designed for students who are learning English (Education Code 305-306; 5 CCR 11309)

Note The following **optional** paragraph may be revised to reflect district practice The Education Code does not define the term "nearly all" for purposes of ensuring that nearly all instruction in the structured English immersion program is provided in English pursuant to Education Code 306 The following paragraph defines "nearly all" as to provide that all classroom instruction be conducted in English except for

EDUCATION FOR ENGLISH LEARNERS (continued)

clarification, explanation, and support as needed. The district could instead establish a minimum percentage of classroom instructional time to be conducted in English or specify the types of courses to be conducted in English and the courses (e.g., science, algebra) to be taught in the student's primary language.

For the purpose of determining the amount of instruction to be conducted in English in the structured English immersion program, "nearly all" means that all classroom instruction shall be conducted in English except for clarification, explanation, and support as needed.

Note: Items #1-2 below are **optional** and may be revised to reflect district practice.

In addition, language acquisition programs offered by the district may include, but are not limited to, the following: (Education Code 305-306)

1. A dual-language immersion program that provides integrated language learning and academic instruction for native speakers of English and native speakers of another language, with the goals of high academic achievement, first and second language proficiency, and cross-cultural understanding.

(cf. 6142.2 - World Language Instruction)

2. A transitional or developmental program for English learners that provides literacy and academic instruction in English and a student's native language and that enables an English learner to achieve English proficiency and academic mastery of subject matter content and higher order thinking skills, including critical thinking, in order to meet state academic content standards.

Note: The following paragraph is for use by districts that maintain any of grades K-3.

The district's language acquisition programs for grades K-3 shall comply with class size requirements specified in Education Code 42238.02. (Education Code 310)

(cf. 6151 - Class Size)

In establishing the district's language acquisition programs, the Superintendent or designee shall consult with parents/guardians and the community during the LCAP development process. The Superintendent or designee shall also consult with administrators, teachers, and other personnel with appropriate authorizations and experience in establishing a language acquisition program. (Education Code 305)

At the beginning of each school year or upon a student's enrollment, parents/guardians shall be provided information on the types of language acquisition programs available to students enrolled in the district, including, but not limited to, a description of each program, the process to be followed in making a program selection, identification of any language to be

EDUCATION FOR ENGLISH LEARNERS (continued)

taught in addition to English when the program includes instruction in another language, and the process to request establishment of a language acquisition program. (Education Code 310, 5 CCR 11310)

(cf 5145 6 - Parental Notifications)

Note Pursuant to 5 CCR 11311, districts are required to establish a process with specified components for schools to receive and respond to requests from parents/guardians of enrolled students, and those enrolled for attendance in the next school year, to establish a language acquisition program other than, or in addition to, those already available at the school See the section "Language Acquisition Programs" in the accompanying administrative regulation

Whenever a student is identified as an English learner based on the results of the ELPAC, the student's parents/guardians may choose a language acquisition program that best suits their child To the extent possible, any language acquisition program requested by the parents/guardians of 30 or more students at the school or by the parents/guardians of 20 or more students at any grade level shall be offered by the school. (Education Code 310, 5 CCR 11311)

Reclassification

When an English learner is determined based on state and district reclassification criteria to have acquired a reasonable level of English proficiency pursuant to Education Code 313 and 52164 6, or upon request by the student's parent/guardian, the student shall be transferred from a language acquisition program into an English language mainstream classroom

Program Evaluation

Note The following section may be revised to reflect indicators agreed upon by the Governing Board and Superintendent or designee for measuring the effectiveness of the district's educational program for English learners Education Code 52061 requires that the annual update of the LCAP include a review of progress toward the goals included in the LCAP, an assessment of the effectiveness of the specific actions described in the LCAP toward achieving the goals, and a description of changes the district will make as a result of this review and assessment

Pursuant to Education Code 313 2, CDE is required to annually determine the number of students in each district and school who are, or are at risk of becoming, long-term English learners and to report that information to districts and schools Definitions of "long-term English learner" and "English learner at risk of becoming a long-term English learner" are contained in Education Code 313 1

20 USC 6311 requires the inclusion of a performance indicator on English language proficiency within the state accountability system under Title I

To evaluate the effectiveness of the district's educational program for English learners, the Superintendent or designee shall report to the Board, at least annually, regarding

EDUCATION FOR ENGLISH LEARNERS (continued)

- 1 Progress of English learners towards proficiency in English
2. The number and percentage of English learners reclassified as fluent English proficient
- 3 The number and percentage of English learners who are or are at risk of being classified as long-term English learners in accordance with Education Code 513.1
4. The achievement of English learners on standards-based tests in core curricular areas
- 5 For any language acquisition program that includes instruction in a language other than English, student achievement in the non-English language in accordance with 5 CCR 11309
6. Progress toward any other goals for English learners identified in the district's LCAP
7. A comparison of current data with data from at least the previous year in regard to items #1-6 above
- 8 A comparison of data between the different language acquisition programs offered by the district

The Superintendent or designee shall also provide the Board with regular reports from any district or schoolwide English learner advisory committees.

Legal Reference (see next page)

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EDUCATION FOR ENGLISH LEARNERS (continued)*Legal Reference*EDUCATION CODE300-340 *English language education, especially*305-310 *Language acquisition programs*313-313.5 *Assessment of English proficiency*430-446 *English Learner and Immigrant Pupil Federal Conformity Act*33050 *State Board of Education waiver authority*42238 02-42238 03 *Local control funding formula*44253 1-44253 11 *Qualifications for teaching English learners*48980 *Parental notifications*48985 *Notices to parents in language other than English*52052 *Accountability, numerically significant student subgroups*52060-52077 *Local control and accountability plan*52160-52178 *Bilingual Bicultural Act*56305 *CDE manual on English learners with disabilities*60603 *Definition, recently arrived English learner*60640 *California Assessment of Student Performance and Progress*60811-60812 *Assessment of English language development*62002 5 *Continuation of advisory committee after program sunsets*CODE OF REGULATIONS, TITLE 5854 1-854 3 *CAASPP and universal tools, designated supports, and accommodations*854 9 *CASSPP and unlisted resources for students with disabilities*11300-11316 *English learner education*11517 6-11519 5 *English Language Proficiency Assessments for California*UNITED STATES CODE, TITLE 201412 *Individuals with Disabilities Education Act, state eligibility*1701-1705 *Equal Educational Opportunities Act*6311 *Title I state plan*6312 *Title I local education agency plans*6801-7014 *Title III, language instruction for English learners and immigrant students*7801 *Definitions*CODE OF FEDERAL REGULATIONS, TITLE 34100 3 *Discrimination prohibited*200 16 *Assessment of English learners*COURT DECISIONS*Valencia v. Davis*, (2002) 307 F 3d 1036*California Teachers Association v. State Board of Education et al.*, (9th Circuit, 2001) 271 F 3d 1141*McLaughlin v. State Board of Education*, (1999) 75 Cal App 4th 196*Beresna P. et al v. Berkeley Unified School District et al.*, (1989) 724 F Supp 698ATTORNEY GENERAL OPINIONS83 *Ops Cal Atty Gen* 40 (2000)*Management Resources*CSBA PUBLICATIONS*English Learners in Focus: The English Learner Roadmap: Providing Direction for English Learner Success*, Governance Brief, February 2018*English Learners in Focus, Issue 4: Expanding Bilingual Education in California after Proposition 58*, Governance Brief, March 2017*Management Resources continued (see next page)*

EDUCATION FOR ENGLISH LEARNERS (continued)*Management Resources (continued)*CSBA PUBLICATIONS (continued)English Learners in Focus, Issue 1 Updated Demographic and Achievement Profile of California's English Learners, Governance Brief, rev September 2016English Learners in Focus, Issue 3 Ensuring High-Quality Staff for English Learners, Governance Brief, July 2016English Learners in Focus, Issue 2 The Promise of Two-Way Immersion Programs, Governance Brief, September 2014CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSCalifornia Practitioners' Guide for Educating English Learners with Disabilities, 2019California English Learner Roadmap Strengthening Comprehensive Educational Policies, Programs and Practices for English Learners, 2018Matrix One Universal Tools, Designated Supports, and Accommodations for the California Assessment of Student Performance and Progress for 2017-18, rev. August 2017Reclassification Guidance for 2017-18, CDE Correspondence, April 28, 2017Integrating the CA ELD Standards into K-12 Mathematics and Science Teaching and Learning, December 2015Next Generation Science Standards for California Public Schools, Kindergarten through Grade Twelve, rev March 2015English Language Arts/English Language Development Framework for California Public Schools Transitional Kindergarten Through Grade Twelve, 2014Common Core State Standards for Mathematics, rev 2013English Language Development Standards for California Public Schools Kindergarten Through Grade Twelve, 2012THE EDUCATION TRUST- WEST PUBLICATIONSUnlocking Learning II Math as a Lever for English Learner Equity, March 2018Unlocking Learning Science as a Lever for English Learner Equity, January 2017U.S. DEPARTMENT OF EDUCATION PUBLICATIONSAccountability for English Learners Under the ESEA, Non-Regulatory Guidance, January 2017Innovative Solutions for Including Recently Arrived English Learners in State Accountability Systems A Guide for States, January 2017English Learner Tool Kit for State and Local Educational Agencies (SEAs and LEAs), rev November 2016English Learners and Title III of the Elementary and Secondary Education Act (ESEA), as Amended by the Every Student Succeeds Act (ESSA), Non-Regulatory Guidance, September 23, 2016Dear Colleague Letter English Learner Students and Limited English Proficient Parents, January 7, 2015WEB SITESCSBA <http://www.csba.org>California Association for Bilingual Education <http://www.gocabe.org>California Department of Education <http://www.cde.ca.gov/sp/el>National Clearinghouse for English Language Acquisition <http://www.ncele.us>The Education Trust-West <https://west.edtrust.org>U.S. Department of Education <http://www.ed.gov>

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CSBA Sample Administrative Regulation

Instruction

AR 6174(a)

EDUCATION FOR ENGLISH LEARNERS

Definitions

English learner means a student who is age 3-21 years, who is enrolled or is preparing to enroll in an elementary or secondary school, and whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the student the ability to meet state academic standards, the ability to successfully achieve in classrooms where the language of instruction is English, or the opportunity to participate fully in society. An English learner may include a student who was not born in the United States or whose native language is a language other than English, a student who is Native American or Alaska Native, or a native resident of the outlying areas, who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency, or a student who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant. (Education Code 306; 20 USC 7801)

Designated English language development means instruction provided during a time set aside in the regular school day for focused instruction on the state-adopted English language development standards to assist English learners to develop critical English language skills necessary for academic content learning in English (5 CCR 11300)

Integrated English language development means instruction in which the state-adopted English language development standards are used in tandem with the state-adopted academic content standards. Integrated English language development includes specially designed academic instruction in English (5 CCR 11300)

Native speaker of English means a student who has learned and used English at home from early childhood and English has been the primary means of concept formation and communication (Education Code 306)

Identification and Assessments

Note Education Code 52164.1 and 5 CCR 11307 require the district to administer a home language survey to all enrolled students. A sample home language survey form in English and Spanish is available on the California Department of Education's (CDE) web site

Upon enrollment in the district, each student's primary language shall be determined through the use of a home language survey. (Education Code 52164.1; 5 CCR 11307)

EDUCATION FOR ENGLISH LEARNERS (continued)

Note When the home language survey indicates that a student's proficiency in English should be tested, Education Code 313 requires the district to administer a state assessment of English language proficiency. The English Language Proficiency Assessments for California (ELPAC) are used for initial identification of language proficiency and subsequently for annual assessment of language proficiency.

Any student who is identified as having a primary language other than English as determined by the home language survey, and who has not previously been identified as an English learner by a California public school or for whom there is no record of results from an administration of an English language proficiency test, shall be initially assessed for English proficiency using the English Language Proficiency Assessments for California (ELPAC) (Education Code 313, 52164 1; 5 CCR 11518 5)

Each year after a student is identified as an English learner and until the student is redesignated as English proficient, the summative assessment of the ELPAC shall be administered to the student during a four-month period after January 1 as determined by the California Department of Education (Education Code 313)

Note 5 CCR 11518 35 specifies "universal tools" that may be used with all students in ELPAC administration, and "designated supports" and "accommodations" that may be used with students with disabilities when specified in their individualized education program or Section 504 plan.

The Individuals with Disabilities in Education Act (20 USC 1412) requires that students with disabilities be included in all state assessments, including the ELPAC as appropriate. Pursuant to 5 CCR 11518 30, students with the most significant cognitive disabilities who cannot participate in the assessment, even with appropriate accommodations, must be given an alternate assessment of English proficiency. 34 CFR 200 16 provides that, if an English learner with a disability is unable to take the assessment with accommodations, the state accountability system must include the student's score on any part(s) of the test for which it is possible to assess the student (i.e., speaking, reading, listening, writing).

Pursuant to Education Code 56305, CDE has developed a manual, California Practitioners' Guide for Educating English Learners with Disabilities, which provides guidance on identifying, assessing, supporting, and reclassifying English learners with disabilities.

Administration of the ELPAC, including the use of variations and accommodations in test administration when authorized, shall be conducted in accordance with test publisher instructions and 5 CCR 11518 5-11518.35.

(cf 6159 - Individualized Education Program)

(cf 6162 51 - State Academic Achievement Tests)

(cf 6164 6 - Identification and Education Under Section 504)

Note The remainder of this section specifies notifications that must be sent to parents/guardians regarding assessment results and available programs for English learners. CDE has developed sample notification letters, available on its web site in multiple translations, to notify parents/guardians of the initial identification of a student as an English learner or as initially fluent English proficient and to notify them of the results of an annual assessment.

EDUCATION FOR ENGLISH LEARNERS (continued)

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 their parents/guardians must be written in English and in the primary language and may be answered by the parent/guardian in either language

The Superintendent or designee shall notify parents/guardians of their child's results on the ELPAC within 30 calendar days following receipt of the results from the test contractor or, if the results are received from the test contractor after the last day of instruction for the school year, within 15 working days of the start of the next school year. (Education Code 52164.1; 5 CCR 11518 15)

(cf 5145 6 - Parental Notifications)

Note The following paragraph is for use by districts that receive federal funds under either Title I or Title III for services to English learners, and may be adapted for use by other districts Pursuant to Education Code 440 and 20 USC 6312, districts receiving Title I or Title III funds are required to provide parents/guardians with notification of their child's identification as an English learner and placement in a language acquisition program

The parent/guardian of a student participating in, or identified for participation in, a language instruction program supported by federal Title I or Title III funds shall receive notification of the assessment of the student's English proficiency. Such notice shall be provided not later than 30 calendar days after the beginning of the school year or, if the student is identified for program participation during the school year, within two weeks of the student's placement in the program The notice shall include all of the following. (Education Code 313 2, 440; 20 USC 6312)

1. The reason for the identification of the student as an English learner and the need for placement in a language acquisition program
2. The level of English proficiency, how the level was assessed, and the status of the student's academic achievement
3. A description of the language acquisition program in which the student is, or will be, participating, including a description of all of the following
 - a. The methods of instruction used in the program and in other available programs, including how such programs differ in content, instructional goals, and the use of English and a native language in instruction
 - b. The manner in which the program will meet the educational strengths and needs of the student

EDUCATION FOR ENGLISH LEARNERS (continued)

- c The manner in which the program will help the student develop English proficiency and meet age-appropriate academic standards for grade promotion and graduation
- d The specific exit requirements for the program, the expected rate of transition from the program into classes not tailored for English learners, and the expected rate of graduation from secondary school if applicable
- e Where the student has been identified for special education, the manner in which the program meets the requirements of the student's IEP

Note Education Code 313 2 requires that the notice contain information in regard to (1) whether the student is a long-term English learner, or English learner at risk of becoming a long-term English learner, and (2) the manner in which the program for English language development instruction will meet the educational strengths and needs of such students and help them develop English proficiency and achieve academic standards. Districts may send an alternate notice if the definitions of long-term English learners and those at risk of becoming long-term English learners used by the district are broader than those defined in Education Code 313 1, the notice states that the definitions utilized by the district are broader, and the notice contains the information specified in item #4 below

- 4. As applicable, the identification of a student as a long-term English learner or at risk of becoming a long-term English learner, as defined in Education Code 313 1, and the manner in which the program for English language development instruction will meet the educational strengths and needs of such students and help such students develop English proficiency and meet age-appropriate academic standards
- 5. Information about the parent/guardian's right to have the student immediately removed from a program upon the parent/guardian's request
- 6. Information regarding a parent/guardian's option to decline to enroll the student in the program or to choose another program or method of instruction, if available
- 7. Information designed to assist a parent/guardian in selecting among available programs, if more than one program or method is offered

Language Acquisition Programs

Note Pursuant to 5 CCR 11311, districts are required to establish a process for schools to receive and respond to requests from parents/guardians of enrolled students, and those enrolled for attendance in the next school year, to establish a language acquisition program other than, or in addition to, those already available at the school. Each school is required to follow the process even when the district provides the language acquisition program at another school site. The following section includes the components of the process required by 5 CCR 11311 and may be expanded to reflect district practice

EDUCATION FOR ENGLISH LEARNERS (continued)

Whenever parents/guardians of enrolled students, and those enrolled for attendance in the next school year, request that the district establish a specific language acquisition program in accordance with Education Code 310, such requests shall be addressed through the following process (5 CCR 11311)

1. The school shall make a written record of each request, including any request submitted verbally, that includes the date of the request, the names of the parent/guardian and student making the request, a general description of the request, and the student's grade level on the date of the request. As needed, the school shall assist the parent/guardian in clarifying the request. All requests shall be maintained for at least three years from the date of the request
2. The school shall monitor requests on a regular basis and notify the Superintendent or designee when the parents/guardians of at least 30 students enrolled in the school, or at least 20 students in the same grade level, request the same or a substantially similar type of language acquisition program. If the requests are for a multilingual program model, the district shall consider requests from parents/guardians of students enrolled in the school who are native English speakers in determining whether this threshold is reached.
3. If the number of parents/guardians described in item #2 is attained, the Superintendent or designee shall
 - a. Within 10 days of reaching the threshold, notify the parents/guardians of students attending the school, the school's teachers, administrators, and the district's English learner parent advisory committee and parent advisory committee, in writing, of the requests for a language acquisition program
 - b. Identify costs and resources necessary to implement any new language acquisition program, including, but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development for the proposed program, and opportunities for parent/guardian and community engagement to support the proposed program goals
 - c. Within 60 calendar days of reaching the threshold number of parents/guardians described in item #2 above, determine whether it is possible to implement the requested language acquisition program and provide written notice of the determination to parents/guardians of students attending the school, the school's teachers, and administrators

EDUCATION FOR ENGLISH LEARNERS (continued)

- d. If a determination is made to implement the language acquisition program, create and publish a reasonable timeline of actions necessary to implement the program. If a determination is made that it is not possible to implement the program, provide a written explanation of the reason(s) the program cannot be provided.

The district shall notify parents/guardians at the beginning of each school year or upon the student's enrollment regarding the process to request a language acquisition program, including a dual-language immersion program, for their child. The notice shall also include the following: (5 CCR 11309, 11310)

1. A description of the programs provided, including structured English immersion
2. Identification of any language to be taught in addition to English when the program includes instruction in a language other than English
3. The manner in which the program is designed using evidence-based research and includes both designated and integrated English language development
4. The manner in which the district has allocated sufficient resources to effectively implement the program, including but not limited to, certificated teachers with the appropriate authorizations, necessary instructional materials, pertinent professional development, and opportunities for parent/guardian and community engagement to support the program goals
5. The manner in which the program will, within a reasonable period of time, lead to language proficiency and achievement of the state-adopted content standards in English and when the program includes instruction in another language, in that other language.
6. The process to request establishment of a language acquisition program not offered at the school
7. For any dual-language immersion program offered, the specific languages to be taught. The notice also may include the program goals, methodology used, and evidence of the proposed program's effectiveness.

Reclassification/Redesignation

The district shall continue to provide additional and appropriate educational services to English learners for the purposes of overcoming language barriers until they (5 CCR 11302)

EDUCATION FOR ENGLISH LEARNERS (continued)

1. Demonstrate English language proficiency comparable to that of the district's average native English language speakers
2. Recoup any academic deficits which may have been incurred in other areas of the core curriculum as a result of language barriers

English learners shall be reclassified as fluent English proficient when they are able to comprehend, speak, read, and write English well enough to receive instruction in an English language mainstream classroom and make academic progress at a level substantially equivalent to that of students of the same age or grade whose primary language is English and who are in the regular course of study (Education Code 52164.6)

Note Education Code 313 and 52164.6 and 5 CCR 11303 require that the district's reclassification process include, at a minimum, the criteria specified in items #1-4 below. Additional guidance is available on CDE's web site. The district may expand the following list to reflect any additional criteria it has established.

The procedures used to determine whether an English learner shall be reclassified as fluent English proficient shall include, but not be limited to, (Education Code 313, 52164.6, 5 CCR 11303)

1. Assessment of English language proficiency using an objective assessment instrument, including, but not limited to, the ELPAC

Note Pursuant to Education Code 313.3, as added by AB 1808 (Ch 32, Statutes of 2018), CDE is required to develop, by June 30, 2020, a standardized teacher observation protocol for use in evaluating a student's English language proficiency, as required by item #2 below, as well as professional development tools to train teachers on the use of the protocol.

2. Participation of the student's classroom teacher and any other certificated staff with direct responsibility for teaching or placement decisions related to the student
3. Parent/guardian involvement, including.

Notice to parents/guardians of language reclassification and placement, including a description of the reclassification process and the parent/guardian's opportunity to participate

- a. Encouragement of parent/guardian participation in the district's reclassification procedure, including seeking parent/guardian opinion and consultation during the reclassification process

EDUCATION FOR ENGLISH LEARNERS (continued)

Note Pursuant to Education Code 313, the fourth criterion requires comparison of student performance on an objective assessment of basic skills that provides an empirically established range of performance of English proficient students of the same age. A letter from CDE to district superintendents (Reclassification Guidance for 2017-18) dated April 28, 2017 clarifies that the Smarter Balanced Summative Assessment may be used as a local measure of the fourth criterion, or districts may select another local assessment. CDE correspondence provides examples of appropriate measures and is available on CDE's web site.

- 4 Student performance on an objective assessment of basic skills in English that shows whether the student is performing at or near grade level

The Superintendent or designee shall monitor the progress of reclassified students to ensure their correct classification and placement. (5 CCR 11304)

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

The Superintendent or designee shall monitor students for at least two years following their reclassification to determine whether any additional academic support is needed

Advisory Committee

Note The following section should be revised to reflect district practice Pursuant to 5 CCR 11308, a parent/guardian advisory committee is required for any district with over 50 English learners and for each school with over 20 English learners. Duties of the advisory committee are specified in 5 CCR 11308

A parent/guardian advisory committee shall be established at the district level when there are more than 50 English learners in the district and at the school level when there are more than 20 English learners at the school. Parents/guardians of English learners shall constitute committee membership in at least the same percentage as English learners represent of the total number of students in the school. (Education Code 52176; 5 CCR 11308)

The district's English language advisory committee shall advise the Governing Board on at least the following tasks. (5 CCR 11308)

1. The development of a plan for education programs and services for English learners, taking into consideration the school site plans for English learners
2. The districtwide needs assessment on a school-by-school basis
3. Establishment of a district program, goals, and objectives for programs and services for English learners
4. Development of a plan to ensure compliance with applicable teacher or aide requirements

EDUCATION FOR ENGLISH LEARNERS (continued)

- 5 Administration of the annual language census
6. Review of and comment on the district's reclassification procedures

(cf 0420 - School Plans/Site Councils)
(cf 1220 - Citizen Advisory Committees)
(cf 5020 - Parent Rights and Responsibilities)
(cf 6020 - Parent Involvement)

In order to assist the advisory committee in carrying out its responsibilities, the Superintendent or designee shall ensure that committee members receive appropriate training and materials. This training shall be planned in full consultation with the members. (5 CCR 11308)

LCAP Advisory Committee

Note The following section is applicable if the district's student enrollment includes at least 15 percent English learners, with at least 50 students who are English learners. Education Code 52063 requires that such districts establish an English learner parent advisory committee to review and comment on the district's local control and accountability plan, see BP 0460 - Local Control and Accountability Plan. 5 CCR 15495 requires this committee to include a majority of parents/guardians of English learners.

When there are at least 15 percent English learners in the district, with at least 50 students who are English learners, a district-level English learner parent advisory committee shall be established to review and comment on the district's local control and accountability plan (LCAP) in accordance with BP 0460 - Local Control and Accountability Plan. The committee shall be composed of a majority of parents/guardians of English learners (Education Code 52063; 5 CCR 11301, 15495)

(cf 0460 - Local Control and Accountability Plan)

The advisory committee established pursuant to 5 CCR 11308, as described in the section "Advisory Committee" above, could serve as the LCAP English learner advisory committee if its composition includes a majority of parents/guardians of English learners.

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CSBA Sample Board Policy

Instruction

BP 6179(a)

SUPPLEMENTAL INSTRUCTION

Note The following policy is **mandated** pursuant to Education Code 48070.5 and should be revised to reflect the grade levels offered by the district

Pursuant to Education Code 52060-52077, the Governing Board must annually adopt a local control and accountability plan which includes goals and actions aligned with state priorities, including student achievement, see BP/AR 0460 - Local Control and Accountability Plan. The provision of high-quality supplemental instruction may be one strategy to improve student achievement outcomes for underperforming students.

In addition, the provision of supplemental instruction may be a strategy to assist low-performing schools identified by the California Department of Education for comprehensive or targeted support and improvement pursuant to 20 USC 6311. Such schools are required to develop and implement a school plan to improve student outcomes.

The Governing Board recognizes that high-quality supplemental instruction can motivate and support students to attain grade-level academic standards, overcome academic deficiencies, and/or acquire critical skills. The district shall offer programs of direct, systematic, and intensive supplemental instruction to meet student needs. Supplemental instruction shall be offered in accordance with law and may be used to assist the district in meeting its goals for student achievement.

(cf 0460 - Local Control and Accountability Plan)
(cf 5113.1 - Chronic Absence and Truancy)
(cf 5147 - Dropout Prevention)
(cf 6011 - Academic Standards)
(cf 6146.1 - High School Graduation Requirements)
(cf 6146.5 - Elementary/Middle School Graduation Requirements)
(cf 6164.5 - Student Success Teams)

Supplemental instruction may be offered during and outside the regular school day, including during the summer, before school, after school, on Saturday, and/or during intersessions. When supplemental instruction is offered during the regular school day, it shall not supplant the student's instruction in the core curriculum areas or physical education.

(cf 5148.2 - Before/After School Programs)
(cf 6111 - School Calendar)
(cf 6112 - School Day)
(cf 6142.7 - Physical Education and Activity)
(cf 6176 - Weekend/Saturday Classes)
(cf 6177 - Summer Learning Programs)

As appropriate, supplemental instruction may be provided through a classroom setting, individual or small group instruction, technology-based instruction, and/or an arrangement with a community or other external service provider.

SUPPLEMENTAL INSTRUCTION (continued)

When determined to be necessary by the principal or designee and when written parent/guardian consent is obtained for the student's participation, a student may be required to participate in supplemental instruction outside the regular school day

Note Education Code 48070.5 **mandates** that districts adopt policy indicating the manner in which opportunities for remedial instruction will be provided to students who are recommended for retention. See BP/AR 5123 - Promotion/Acceleration/Retention for information regarding the criteria for identifying students for retention

Supplemental instruction shall be offered to students who are recommended for retention, or are identified as being at risk for retention, at their current grade level (Education Code 48070.5)

(cf 5121 - Grades/Evaluation of Student Achievement)
(cf 5123 - Promotion/Acceleration/Retention)
(cf 6162.51 - State Academic Achievement Tests)

Note Items #1-2 below are **optional** and may be revised to reflect district practice

In addition, supplemental instruction may be offered to

1. Students who demonstrate academic deficiencies that may jeopardize their attainment of academic standards

(cf 6142.6 - Visual and Performing Arts Education)
(cf 6142.7 - Physical Education and Activity)
(cf 6142.91 - Reading/Language Arts Instruction)
(cf 6142.92 - Mathematics Instruction)
(cf 6142.93 - Science Instruction)
(cf 6142.94 - History/Social Science Instruction)

Note The following **optional** item may be used by districts maintaining high schools

2. High school students who need support to successfully complete courses required for graduation

Legal Reference (see next page)

SUPPLEMENTAL INSTRUCTION (continued)

Legal Reference

EDUCATION CODE

37200-37202 School calendar

37223 Weekend classes

42238 01-42238 5 Local control funding formula

46100 Length of school day

48070-48070 6 Promotion and retention

48200 Compulsory education

48985 Translation of notices

51210-51212 Courses of study, elementary schools

51220-51228 Courses of study, secondary schools

52060-52077 Local control and accountability plan

60603 Definitions, core curriculum areas

60640-60649 California Assessment of Student Performance and Progress

CODE OF REGULATIONS, TITLE 5

11470-11472 Summer school

UNITED STATES CODE, TITLE 20

6311 State plan

Management Resources

WEB SITES

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

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

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

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CSBA Sample Board Bylaw

Board Bylaws

BB 9321(a)

CLOSED SESSION

Note Pursuant to Government Code 54962, the Governing Board may hold a closed session only for purposes expressly authorized by the Brown Act (Government Code 54950-54963) or by a provision of the Education Code. Government Code 54954.5 provides specific agenda descriptions for most closed session items authorized by the Brown Act, as described throughout this bylaw and the accompanying Exhibit (1). Following the closed session, Government Code 54957.7 requires the Board to reconvene in open session to report any action taken in closed session, as described below and in the accompanying Exhibit (2).

The Governing Board is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The Board shall hold a closed session during a regular, special, or emergency meeting only for purposes authorized by law.

Each agenda shall contain a general description of each closed session item to be discussed at the meeting, as required by law and specified below. (Government Code 54954.2)

(cf 9320 - Meetings and Notices)

(cf 9322 - Agenda/Meeting Materials)

Note Government Code 54957.7 requires that, before holding any closed session, the Board must disclose in an open meeting the item(s) to be discussed in the closed session. The Board may either state the information on the agenda or refer the public to the item(s) as listed by number or letter on the agenda.

In the open session preceding the closed session, the Board shall disclose the items to be discussed in closed session. In the closed session, the Board may consider only those matters covered in its statement. (Government Code 54957.7)

After the closed session, the Board shall reconvene in open session before adjourning the meeting and, when applicable, shall publicly disclose any action taken in the closed session, the votes or abstentions thereon, and other disclosures specified below that are applicable to the matter being addressed. Such reports may be made in writing or orally at the location announced in the agenda for the closed session. (Education Code 32281; Government Code 54957.7)

Note Pursuant to Government Code 54957.1, a document approved or adopted in a closed session must be provided to any person who has submitted a written request within 24 hours of the posting of the agenda or who has made a standing request for all documentation as part of a request for meeting notices pursuant to Government Code 54954.1 or 54956.

When an action taken during a closed session involves final approval or adoption of a document such as a contract or settlement agreement, the Superintendent or designee shall provide a copy of the document to any person present at the conclusion of the closed session.

CLOSED SESSION (continued)

who submitted a written request. If the action taken results in one or more substantive amendments, the Superintendent or designee shall make the document available the next business day or when the necessary retyping is completed. Whenever copies of an approved agreement will not be immediately released due to an amendment, the Board president shall orally summarize the substance of the amendment for those present at the end of the closed session. (Government Code 54957.1)

Confidentiality

Note Pursuant to Government Code 54963, a Board member who discloses confidential information received in a closed session may be referred to the local grand jury or may be subject to action in a court of law. For a definition of confidential information and the actions that may be taken against a Board member if such information is disclosed, see BB 9011 - Disclosure of Confidential/Privileged Information

A Board member shall not disclose confidential information received in closed session unless the Board authorizes the disclosure of that information. (Government Code 54963)

(cf 9011 - Disclosure of Confidential/Privileged Information)

The Board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any Board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

(cf 1340 - Access to District Records)

Personnel Matters

Note Government Code 54957 authorizes the use of closed sessions for personnel matters described below. For the purpose of these closed sessions, "employee" includes an officer or independent contractor who functions as an officer or employee but excludes Board members. The Attorney General has concluded (59 Ops Cal Atty Gen 532 (1976)) that it is appropriate to use a closed session to discuss and evaluate Superintendent performance. However, under the "personnel exception," the Board may not discuss or act upon any proposed change in compensation other than a reduction of compensation that results from the imposition of discipline under this exception.

In Fischer v Los Angeles Unified School District, the court interpreted Government Code 54957 and found that the right to request an open session applies only when the Board hears specific complaints or charges brought against the employee. Thus, the right to request an open session does not apply when the Board is meeting in closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an employee.

The Board may hold a closed session under the "personnel exception" to consider the appointment, employment, performance evaluation, discipline, or dismissal of an employee.

CLOSED SESSION (continued)

Such a closed session shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957)

(cf 2140 - Evaluation of the Superintendent)
 (cf 4115 - Evaluation/Supervision)
 (cf 4118 - Dismissal/Suspension/Disciplinary Action)
 (cf 4215 - Evaluation/Supervision)
 (cf 4218 - Dismissal/Suspension/Disciplinary Action)
 (cf 4315 - Evaluation/Supervision)

Note Pursuant to Government Code 54957, failure of the Board to give an employee against whom a "specific complaint or charge" has been made the notice described below will render any action taken by the Board in the closed session null and void. Determining whether a "specific complaint or charge" is involved is usually fact-specific and the Board should consult legal counsel as necessary. In Furtado v Sierra Community College District, the court held that the term "specific complaints or charges" as used in Government Code 54957 does not include negative comments in an employee's performance evaluation. In another decision, Bell v Vista Unified School District, the court determined that a presentation to the Board by a district staff member regarding an employee's violation of a California Interscholastic Federation rule constituted a "complaint or charge" and thus the employee was entitled to 24-hour notice. Yet another ruling, Morrison v Housing Authority of the City of Los Angeles Board of Commissioners, held that when a board rejects its hearing officer's findings of fact and conducts its own hearing, the employee must be given 24-hour notice.

Furthermore, an Attorney General opinion (78 Ops Cal Atty Gen 218 (1995)) has clarified that a probationary certificated employee does not have the right to an open session when the Board is discussing whether or not to reemploy the employee for a third consecutive school year. Education Code 44929.21 allows the Board to non-reemploy a probationary certificated employee at the end of the first or second school year as long as written notice is given in accordance with law, see AR 4117.6 - Decision Not to Rehire.

The Board may also hold a closed session to hear complaints or charges brought against an employee by another person or employee, unless the employee who is the subject of the complaint requests an open session. Before the Board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of the right to have the complaints or charges heard in open session if desired. This notice shall be delivered personally or by mail at least 24 hours before the time of the session. (Government Code 54957)

(cf 1312.1 - Complaints Concerning District Employees)
 (cf 4112 9/4212 9/4312 9 - Employee Notifications)

The Board may hold a closed session to discuss an employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

CLOSED SESSION (continued)

Note In Moreno v City of King, the court held that the requirement for special meeting agenda items to notice the "business to be transacted or discussed" pursuant to Government Code 54956 does not eliminate the "brief general description of each item" requirement pursuant to Government Code 54954.2 The court also held that describing the business as "public employee (employment contract)" was not sufficient when at least a quarter of the meeting was devoted to a discussion of the employee and whether to terminate the employee. The court further held that describing the item as "public employee dismissal," as illustrated in Government Code 54954.5, would not violate the employee's privacy rights and it would also provide adequate public notice that dismissal would be considered. The court noted that while Government Code 54954.5 does not provide the exclusive means of compliance with agenda specification requirements, it demonstrates how privacy rights can be protected while also providing adequate notice.

Agenda items related to district employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal, or release require no additional information. (Government Code 54954.5)

Note Government Code 54957.1 requires the Board to publicly report any closed session action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a district employee. The Attorney General, in 89 Ops Cal Atty Gen 110 (2006), opined that boards are not required to publicly report an action taken in closed session to reject the proposed dismissal of an employee, as such a decision to maintain the status quo does not constitute "an action taken to dismiss."

After the closed session, the Board shall report any action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a district employee and shall identify the title of the affected position. The report shall be given at the public meeting during which the closed session is held, except that the report of a dismissal or nonrenewal of an employment contract shall be deferred until the first public meeting after administrative remedies, if any, have been exhausted. (Government Code 54957.1)

(cf 4117 7/4317 7 - Employment Status Reports)

Negotiations/Collective Bargaining

Note The Educational Employment Relations Act (Government Code 3540-3549.3) makes four specific exemptions from the Brown Act related to negotiations. Government Code 54957.6 provides that for the purpose of closed sessions related to collective bargaining, "employee" includes an officer or independent contractor who functions as an officer or employee but excludes any elected official, Board member, or other independent contractor.

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the open meeting requirements of Brown Act: (Government Code 3549.1)

1. Any meeting and negotiating discussion between the district and a recognized or certified employee organization

CLOSED SESSION (continued)

- 2 Any meeting of a mediator with either party or both parties to the meeting and negotiating process
- 3 Any hearing, meeting, or investigation conducted by a factfinder or arbitrator
- 4 Any executive (closed) session of the district or between the district and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives

(cf 4140/4240/4340 - Bargaining Units)

(cf 4143/4243 - Negotiations/Consultation)

(cf 4143 1/4243 1 - Public Notice - Personnel Negotiations)

Note The Board is authorized pursuant to Government Code 54957.6, the "labor exception," to hold closed sessions with the district's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits to its represented and unrepresented employees, including the Superintendent. The Attorney General has opined in 57 Ops Cal Atty Gen 209 (1974) that a board may not meet in closed session for such purposes without the use of a designated representative who is involved with the "bona fide" negotiations with represented and/or unrepresented employees. The California Office of the Attorney General publication The Brown Act - Open Meetings for Local Legislative Bodies also states that the "labor exception" applies to the Board meeting in closed session to instruct its negotiator concerning negotiations with current or prospective employees.

The Board may meet in closed session, prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees, to review the Board's position and/or instruct its designated representative(s) regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation. Prior to the closed session, the Board shall identify its designated representative in open session. Any closed session held for this purpose may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the Board's designated representative. Final action on the proposed compensation of one or more unrepresented employees shall not be taken in closed session. (Government Code 54957.6)

(cf 2121 - Superintendent's Contract)

The Board also may meet in closed session with a state conciliator who has intervened in proceedings regarding any of the purposes enumerated in Government Code 54957.6.

Agenda items related to negotiations shall specify the name(s) of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the

CLOSED SESSION (continued)

absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations (Government Code 54954.5)

Approval of an agreement regarding labor negotiations with represented employees pursuant to Government Code 54957.6 shall be reported after the agreement is final and has been accepted or ratified by the other party. This report shall identify the item approved and the other party or parties to the negotiation (Government Code 54957.1)

Matters Related to Students

If a public hearing would lead to the disclosure of confidential student information, the Board shall meet in closed session to consider a suspension, disciplinary action, any other action against a student except expulsion, or a challenge to a student record. If a written request for open session is received from the parent/guardian or adult student, the meeting shall be public, except that any discussion at that meeting which may be in conflict with the right to privacy of any student other than the student requesting the public meeting shall be in closed session. (Education Code 35146, 48912, 49070)

(cf 5117 - Interdistrict Attendance)

(cf 5119 - Students Expelled from Other District)

(cf 5125.3 - Challenging Student Records)

(cf 5144 - Discipline)

The Board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)

(cf 5144.1 - Suspension and Expulsion/Due Process)

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

Note: Although Government Code 54954.2 requires the agenda to have a brief general description of all closed session items to be discussed, Government Code 54954.5 provides no specific description of agenda items related to closed sessions authorized by the Education Code. Since the purpose of conducting the closed session is to protect student privacy rights, the following **optional** paragraph provides that student names shall not be included on the agenda.

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing" or "grade change appeal," without violating the confidentiality rights of individual students. The student shall not be named on the agenda,

CLOSED SESSION (continued)

but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

Final action on a student matter deliberated in closed session shall be taken in open session and shall be a matter of public record. (Education Code 35146, 48918)

(cf 5125 - Student Records)

Note Although Education Code 48918 states that student expulsion records are "nonprivileged, disclosable public records" and the Attorney General (80 Ops Cal Atty Gen 85 (1997)) has opined that districts must disclose the student's name, the court in Rim of the World Unified School District v. San Bernardino County Superior Court held that the federal Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g) preempts state law and prohibits the disclosure of student expulsion records to the public. Failure to comply with FERPA may lead to loss of federal funding. Because of the potential conflict between state and federal law, it is recommended that districts consult legal counsel prior to adopting the following paragraph

However, in taking final action, the Board shall not release any information in violation of student privacy rights provided in 20 USC 1232g or other applicable laws. In an expulsion or other disciplinary action, the cause for the disciplinary action shall be disclosed in open session, but the Board shall refer to the student number or other identifier and shall not disclose the student's name.

Security Matters

The Board may meet in closed session with the Governor, Attorney General, district attorney, district legal counsel, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public services or public facilities. Such discussions may be held in closed session during an emergency meeting called pursuant to Government Code 54956.5 if agreed to by a two-thirds vote of the Board members present, or, if less than two-thirds of the members are present, by a unanimous vote of the members present. (Government Code 54956.5, 54957)

(cf 0450 - Comprehensive Safety Plan)

(cf 3515 - Campus Security)

(cf 3516 - Emergencies and Disaster Preparedness Plan)

(cf 9323.2 - Actions by the Board)

Agenda items related to these security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the Board will consult. (Government Code 54954.5)

CLOSED SESSION (continued)

The Board may meet in closed session to consult with law enforcement officials on the development of a plan for tactical responses to criminal incidents and to approve the plan. Following the closed session, the Board shall report any action taken to approve the plan, but need not disclose the district's plan for tactical responses (Education Code 32281)

Real Property Negotiations

Note An Attorney General opinion (94 Ops Cal Atty Gen 82 (2011)) has concluded that only three subjects related to real property negotiations may be considered in closed session: (1) the amount of consideration the local agency is willing to pay or accept in exchange for the real property rights to be acquired or transferred, (2) the form, manner, and timing of how that consideration will be paid, and (3) items that are essential to arriving at the authorized price and payment terms. Public disclosure of such items would reveal information that Government Code 54956.8 permits to be kept confidential. Although Attorney General opinions are not binding, they are accorded deference by the courts.

In addition, the California Office of the Attorney General publication The Brown Act - Open Meetings for Legislative Bodies states that, since Government Code 54957 requires the Board to report, at the conclusion of a closed session, the approval of a final agreement concluding real property negotiations, the Board's power to grant authority to its negotiator must also include the power to finalize any agreement so negotiated.

The Board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property by or for the district in order to grant its negotiator authority regarding the price and terms of payment for the property (Government Code 54956.8)

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s), the property under negotiation, and the person(s) with whom the negotiator may negotiate. For purposes of real property transactions, negotiators may include members of the Board (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both (Government Code 54954.5)

When the Board approves a final agreement concluding real estate negotiations pursuant to Government Code 54956.8, it shall report that approval and the substance of the agreement in open session at the public meeting during which the closed session is held. If final approval

CLOSED SESSION (continued)

rests with the other party to the negotiations, the Superintendent or designee shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the district of its approval (Government Code 54957.1)

Pending Litigation

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding pending litigation when a discussion of the matter in open session would prejudice the district's position in the litigation. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator (Government Code 54956.9)

Note Pursuant to Government Code 54956.9, the district is considered to be a "party," or to have "significant exposure," to a litigation if any of its officers or employees is a party or has significant exposure to the litigation under circumstances specified in items #1 and #2 below
--

Litigation is considered "pending" in any of the following circumstances (Government Code 54956.9)

1. Litigation to which the district is a "party" has been initiated formally (Government Code 54956.9(d)(1))
2. A point has been reached where, in the Board's opinion based on the advice of its legal counsel regarding the "existing facts and circumstances," there is a "significant exposure to litigation" against the district, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code 54956.9(d)(2), (3))

Existing facts and circumstances for these purposes are limited to the following:
(Government Code 54956.9)

- a. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiff(s) and which do not need to be disclosed.
- b. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the district, which are already known to potential plaintiff(s) and which must be publicly disclosed before the closed session or specified on the agenda

CLOSED SESSION (continued)

- c. The receipt of a claim pursuant to the Government Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.

(cf 3320 - Claims and Actions Against the District)

- d. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board
 - e. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat of litigation on the victim's behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.
3. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation. (Government Code 54956.9(d)(4))

Before holding a closed session pursuant to the pending litigation exception, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9 (d)(1), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the district's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage. (Government Code 54956.9)

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding either "existing litigation" or "anticipated litigation." (Government Code 54954.5)

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, or case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3) and shall specify the potential number of cases. When the district expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code

CLOSED SESSION (continued)

54956 9(d)(4) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information regarding existing facts and circumstances described in item #2 b-e above. (Government Code 54954.5)

Following the closed session, the Board shall publicly report, as applicable: (Government Code 54957 1)

1. Approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation. This report shall identify the adverse parties, if known, and the substance of the litigation
2. Approval to legal counsel to initiate or intervene in a lawsuit. This report shall state that directions to initiate or intervene in the action have been given and that the action, defendants, and other details will be disclosed to inquiring parties after the lawsuit is commenced unless doing so would jeopardize the district's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.
3. Acceptance of a signed offer from the other party or parties which finalizes the settlement of pending litigation. This report shall state the substance of the agreement.

If approval is given to legal counsel to settle pending litigation but final approval rests with the other party or with the court, the district shall report the fact of approval and the substance of the agreement thereon to persons who inquire once the settlement is final. (Government Code 54957 1)

Joint Powers Agency Issues

Note: The following paragraphs are for use by districts participating in a joint powers agency (JPA) for insurance pooling or in a self-insurance authority

The Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the district is a member. (Government Code 54956 95)

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. (Government Code 54954.5)

(cf 3530 - Risk Management/Insurance)

CLOSED SESSION (continued)

Following the closed session, the Board shall publicly report the disposition of joint powers agency or self-insurance claims, including the name of the claimant(s), the name of the agency claimed against, the substance of the claim, and the monetary settlement agreed upon by the claimant. (Government Code 54957.1)

Note Pursuant to Government Code 54956 96, a JPA may adopt a provision, either through a policy or through the joint powers agreement, authorizing a school district Board member serving on the JPA board to disclose confidential information received during the JPA board's closed session under the circumstances specified below Government Code 54954 5 provides an agenda description for the purpose of this closed session The following optional paragraphs are for use by districts that participate in a JPA that has adopted such a provision

When the board of the JPA has so authorized and upon advice of district legal counsel, the Board may also meet in closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the JPA that has direct financial or liability implications for the district. During the Board's closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members (Government Code 54956.96)

Closed session agenda items related to conferences involving a JPA shall specify the name of the JPA, the closed session description used by the JPA, and the name of the Board member representing the district on the JPA board Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954 5)

Review of Audit Report from California State Auditor's Office

Note Government Code 54956 75 authorizes the Board to meet in closed session to discuss a confidential final draft audit report from the California State Auditor's Office This authority relates to situations in which a member of the legislature has requested the California State Auditor's Office to audit a school district This audit is separate from the annual audit that districts must conduct pursuant to Education Code 41020 The law does not authorize the Board to meet in closed session to discuss the district's annual audit

Upon receipt of a confidential final draft audit report from the California State Auditor's Office the Board may meet in closed session to discuss its response to that report After public release of the report from the California State Auditor's Office, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law (Government Code 54956 75)

Closed session agenda items related to an audit by the California State Auditor's Office shall state "Audit by California State Auditor's Office " (Government Code 54954.5)

Note Government Code 54956 75 does not specify reporting requirements for closed sessions related to the review of the audit report from the State Auditor The following optional paragraph reflects the purpose of the closed session

CLOSED SESSION (continued)

Following the closed session, the Board shall publicly confirm that the report was reviewed and a response was prepared.

Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

(cf 6162 51 - State Academic Achievement Tests)

Note The following **optional** paragraph provides for compliance with Government Code 54954 2, which requires the agenda to have a brief general description of all closed session items to be discussed. Government Code 54954 5 provides no specific description of agenda items related to closed sessions authorized by the Education Code.

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

Note Education Code 60617 does not specify reporting requirements for closed sessions related to the review of student assessment instruments. The following **optional** paragraph reflects the purpose of the closed session.

Following the closed session, the Board shall confirm that the assessment instruments were reviewed. Any actions related to the review shall be taken in open session without revealing any proprietary or confidential information and shall be a matter of public record.

*Legal Reference***EDUCATION CODE**

- 32281 School safety plans
- 35145 Public meetings
- 35146 Closed session for student suspension or disciplinary action
- 44929 21 Districts with ADA of 250 or more
- 48912 Governing board suspension of student
- 48918 Rules governing expulsion procedures, hearings and notice
- 49070 Challenging content of student records
- 49073-49079 Privacy of student records
- 60617 Closed session (re review of contents of statewide assessment)

Legal Reference continued (see next page)

CLOSED SESSION (continued)

Legal Reference (continued)

GOVERNMENT CODE

3540-3549 3 *Educational Employment Relations Act*

6252-6270 *California Public Records Act*

54950-54963 *The Ralph M Brown Act*

CALIFORNIA CONSTITUTION

Article 1, Section 3 *Public right to access information*

UNITED STATES CODE, TITLE 20

1232g *Family Educational Rights and Privacy Act*

CODE OF FEDERAL REGULATIONS, TITLE 34

99 1-99 8 *Family Educational Rights and Privacy*

COURT DECISIONS

Moreno v City of King, (2005) 127 Cal App 4th 17

Morrison v Housing Authority of the City of Los Angeles Board of Commissioners, (2003) 107 Cal App 4th 860

Rim of the World Unified School District v San Bernardino County Superior Court, (2002) 104 Cal App 4th 1393

Bell v Vista Unified School District, (2000) 82 Cal App 4th 672

Fischer v Los Angeles Unified School District, (1999) 70 Cal App 4th 87

Kleitman v Superior Court of Santa Clara County, (1999) 87 Cal Rptr 2d

Furtado v Sierra Community College District, (1998) 68 Cal App 4th 876

Roberts v City of Palmdale, (1993) 5 Cal 4th 353

San Diego Union v City Council, (1983) 146 Cal App 3d 947

Sacramento Newspaper Guild v Sacramento County Board of Supervisors, (1968) 263 Cal App 2d 41

ATTORNEY GENERAL OPINIONS

94 Ops Cal Atty Gen 82 (2011)

89 Ops Cal Atty Gen 110 (2006)

86 Ops Cal Atty Gen 210 (2003)

78 Ops Cal Atty Gen 218 (1995)

59 Ops Cal Atty Gen 532 (1976)

57 Ops Cal Atty Gen 209 (1974)

Management Resources

CSBA PUBLICATIONS

The Brown Act School Boards and Open Meeting Laws, rev 2014

CALIFORNIA OFFICE OF THE ATTORNEY GENERAL PUBLICATIONS

The Brown Act Open Meetings for Legislative Bodies, 2003

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV A Guide to the Ralph M Brown Act, rev July 2010

WEB SITES

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

California Office of the Attorney General [http //www oag ca gov](http://www.oag.ca.gov)

League of California Cities [http //www cacities org](http://www.cacities.org)

(12/14 6/16) 7/19

Policy Reference UPDATE Service

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CSBA Sample Exhibit

Board Bylaws

E(1) 9321(a)

CLOSED SESSION

BOARD MEETING AGENDA DESCRIPTIONS FOR CLOSED SESSION ITEMS

Note Pursuant to Government Code 54954 2, the agenda for each Governing Board meeting must contain a general description of each item to be discussed in closed session, see the accompanying Board bylaw Specific agenda descriptions for most closed session items are provided in Government Code 54954 5 The district may use substantially similar language and should consult with legal counsel as necessary The following Exhibit reflects Government Code 54954 5 and, where the law does not provide an agenda description for a matter that is an allowable use of closed session, presents examples of agenda descriptions that would inform the public of the purpose of the item without breaching confidentiality

The Governing Board meeting agenda shall include the following description of a closed session item, as applicable

Personnel Matters

PUBLIC EMPLOYEE APPOINTMENT

Government Code 54957

Title:

(Specify position to be filled)

PUBLIC EMPLOYMENT

Government Code 54957

Title

(Specify position to be filled)

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code 54957

Title:

(Specify position of employee being evaluated)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Government Code 54957

(No additional information is required An employee's dismissal or nonrenewal shall not be reported until the employee has first exhausted any right to a hearing or other administrative remedy)

CLOSED SESSION (continued)

SPECIFIC COMPLAINT OR CHARGE AGAINST EMPLOYEE

Government Code 54957

(No additional information is required)

EMPLOYEE APPLICATION FOR EARLY WITHDRAWAL OF FUNDS IN DEFERRED COMPENSATION PLAN

Government Code 54957.10

(No additional information is required)

Negotiations/Collective Bargaining

CONFERENCE WITH LABOR NEGOTIATORS

Government Code 54957.6

District-designated representatives:

(Specify names of representatives attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session.)

Employee organization:

(Specify name of employee organization with which negotiations are being held)

or

Unrepresented employee

(Specify position of unrepresented employee who is the subject of the negotiations)

Matters Related to Students

STUDENT SUSPENSION/OTHER DISCIPLINARY ACTION

Education Code 35146

Student identification number.

(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)

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CLOSED SESSION (continued)

STUDENT EXPULSION

Education Code 48912

Student identification number: _____

(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)

STUDENT GRADE CHANGE APPEAL

Education Code 49070

Student identification number: _____

(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)

CONFIDENTIAL STUDENT MATTER

Action under consideration _____

(If the Board is considering a confidential student matter other than those listed above, specify type of action.)

Student identification number _____

(It is recommended that the student's name not be listed. The district may use other means to identify the student for record-keeping purposes.)

Security Matters

THREAT TO PUBLIC SERVICES OR FACILITIES

Government Code 54957

Consultation with: _____

(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)

DEVELOPMENT/APPROVAL OF TACTICAL RESPONSE PLAN

Education Code 32281

Consultation with: _____

(Specify name of law enforcement agency and title of officer, or name of applicable agency representative and title, with whom the Board will consult.)

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CLOSED SESSION (continued)

Real Property Negotiations

CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Government Code 54956 8

Property _____

(Specify street address or, if no street address, the parcel number or other unique reference of the real property under negotiation)

District negotiator _____

(Specify names of negotiators attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session)

Negotiating parties: _____
(Specify name of party, not agent)

Under negotiation: _____
(Specify whether instruction to negotiator will concern price, terms of payment, or both)

Pending Litigation

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
Government Code 54956 9(d)(1)

Name of case: _____
(Specify by reference to claimant's name, names of parties, or case or claim numbers)

or

Case name unspecified, as identification of the case would jeopardize service of process or existing settlement negotiations.

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Government Code 54956 9(d)(2) or (3)

Significant exposure to litigation pursuant to Government Code 54956.9(d)(2) or (3)
Number of potential cases: _____

Or

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CLOSED SESSION (continued)

Initiation of litigation pursuant to Government Code 54956 9(d)(4) Number of potential cases: _____

If applicable, facts and circumstances. _____
(The district may be required to provide additional information on the agenda or in an oral statement prior to the closed session pursuant to Government Code 54956 9(e)(2). These include facts and circumstances, such as an accident, disaster, incident, or transactional occurrence that might result in litigation against the district and that are known to potential plaintiff(s))

Joint Powers Authority Issues

LIABILITY CLAIMS FOR INSURANCE-RELATED JOINT POWERS AGENCY
Government Code 54956.95

Name of claimant(s) _____
(Specify name, except pursuant to Government Code 54961 when the claimant is a victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed)

Name of agency against which the claim is made: _____

CONFERENCE INVOLVING INFORMATION FROM A JOINT POWERS AGENCY
WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR DISTRICT
Government Code 54956.96

Name of JPA: _____

Discussion will concern: _____
(Specify closed session description used by the JPA)

Name of district representative on JPA board

Names of agencies or titles of representatives attending the closed session as consultants or other representatives, if applicable: _____

Review of Audit from State Auditor's Office

AUDIT BY CALIFORNIA STATE AUDITOR'S OFFICE
Government Code 54956 75
(No additional information is required)

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CLOSED SESSION (continued)

Review of Assessment Instruments

REVIEW OF STUDENT ASSESSMENT INSTRUMENT

Education Code 60617

The Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program. Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

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CSBA Sample Exhibit

Board Bylaws

E(2) 9321(a)

CLOSED SESSION

REPORTS OF CLOSED SESSION ACTIONS

Note Pursuant to Government Code 54957.7, whenever the Governing Board holds a closed session, it must reconvene in open session following the closed session to report on its actions, either orally or in writing, and make any disclosures required by Government Code 54957.1. The following exhibit reflects Government Code 54957.1 and, where the law does not address the reporting of any matter that is an allowable use of closed session, presents sample language that would inform the public of the Board's action without breaching confidentiality. The district may revise the following examples to reflect district practice and should consult with legal counsel as necessary.

Following a closed session during any Governing Board meeting, the Board shall reconvene in open session to present, orally or in writing, a report of any of the following actions taken during the closed session, as applicable:

Personnel Matters

Title of position: _____

Action taken: _____
(e.g., appointment/employment/evaluation/discipline/dismissal/release)

Board member votes/abstentions: _____

Negotiations/Collective Bargaining

Approval of final agreement with represented employees

Item approved: _____

Other party/parties to the negotiation: _____

Board member votes/abstentions: _____

Matters Related to Students

(Final action must be taken in open session. It is recommended that the student's name not be disclosed.)

CLOSED SESSION (continued)

Security Matters

Action taken _____
(e.g., consultation with law enforcement, approval of contract or memorandum of understanding, approval of tactical response plan, without disclosing the details of the plan)

Board member votes/abstentions: _____

Real Property Negotiations

Action taken: _____
(Report if Board approves a final agreement concluding real estate negotiations. If final approval rests with the other party, report as soon as the other party has approved the agreement.)

Substance of the agreement: _____

Board member votes/abstentions: _____

Existing Litigation

Action taken related to existing litigation: _____
(e.g., approval to legal counsel to defend, appeal or not appeal, or otherwise appear in litigation, or approval to legal counsel of a settlement of pending litigation at any stage prior to or during a judicial or quasi-judicial proceeding. If final approval of settlement rests with the other party, report to any person upon request once the settlement is final.)

Adverse party/parties, if known: _____

Substance of the litigation: _____

Board member votes/abstentions: _____

Anticipated Litigation

Action taken The Board has given approval to legal counsel to initiate or intervene in a lawsuit. The action, defendants, and other details will be disclosed to any person upon request after the lawsuit is commenced, unless doing so would jeopardize the district's ability to serve process on unserved parties or its ability to conclude existing settlement negotiations to its advantage.
(The report does not need to initially identify the action, defendants, or other details.)

CLOSED SESSION (continued)

Board member votes/abstentions _____

Joint Powers Agency Issues

LIABILITY CLAIMS FOR INSURANCE-RELATED JOINT POWERS AGENCY

Name of claimant(s): _____

Name of agency against which the claim is made: _____

Substance of the claim: _____

Monetary settlement agreed upon by the claimant: _____

Board member votes/abstentions. _____

CONFERENCE INVOLVING INFORMATION FROM A JOINT POWERS AGENCY WITH DIRECT FINANCIAL OR LIABILITY IMPLICATIONS FOR DISTRICT

Name of JPA _____

Action taken _____

(Law does not include any specific disclosures to be reported)

Board member votes/abstentions _____

Review of Audit from State Auditor's Office

Action taken The Board reviewed the confidential final draft audit report received from the California State Auditor's Office and has prepared a response.

(No additional information is required Unless otherwise exempted by law, after the audit report is subsequently released to the public, any Board discussion of the report must be conducted in open session)

Review of Assessment Instruments

Action taken: The Board reviewed the contents of a student assessment instrument approved or adopted for the statewide testing system

CSBA Sample Board Bylaw

Board Bylaws

BB 9323(a)

MEETING CONDUCT

Note Education Code 35010 mandates the Governing Board to "prescribe and enforce" rules for its own governance. These rules must not be inconsistent with law or with regulations prescribed by the State Board of Education. The following bylaw provides suggested rules and procedures for meeting conduct and reflects provisions of law as applicable.

Meeting Procedures

All Governing Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with Board bylaws and posted and distributed in accordance with the Ralph M. Brown Act (open meeting requirements) and other applicable laws.

(cf 9322 - Agenda/Meeting Materials)

Note The law does not specify that a particular set of procedures must govern Board meetings. Although Robert's Rules of Order can serve as a useful guide, the Board may adopt any procedure that allows for the efficient and consistent conduct of meetings.

The Board president shall conduct Board meetings in accordance with Board bylaws and procedures that enable the Board to efficiently consider issues and carry out the will of the majority.

(cf 9121 - President)

Note The following optional paragraph limits the length of Board meetings and should be revised to reflect district practice.

The Board believes that late night meetings deter public participation, can affect the Board's decision-making ability, and can be a burden to staff. Regular Board meetings shall be adjourned at 10:30 p.m. unless extended to a specific time determined by a majority of the Board. If the meeting shall be extended no more than once and subsequently may be adjourned to a later date.

(cf 9320 - Meetings and Notices)

Note In Rubin v City of Burbank, an appellate court held that inclusion of "sectarian prayer" at city council meetings, which communicated a preference for a particular religious faith and advanced one faith over another, was unconstitutional by directing the prayer "in the name of Jesus." The court held that it would be constitutional to require the city to advise those people conducting the prayer of this limitation. This opinion is consistent with an unpublished 9th Circuit federal court opinion which stated that an invocation "in the name of Jesus" was unconstitutional in that it displayed allegiance to a particular faith.

MEETING CONDUCT (continued)

Some general guidelines for invocations can be found in an Attorney General's opinion (76 Ops Cal Atty Gen 281 (1993)) which stated that a county board of supervisors could open its sessions with an invocation when the invocation is (1) not required by law as a condition to the official proceedings, (2) not part of the deliberative agenda, (3) not offered, supervised, or approved as to content by a public officer, (4) not officially limited to a particular religion, (5) not disparaging of others, and (6) not directed towards proselytizing. However, because this is an unsettled area of law that is subject to frequent litigation, it is strongly recommended that districts consult legal counsel if they wish to open meetings with an invocation. Note that a different legal analysis applies to student-led or student-initiated prayer, see OP 5127 - Graduation Ceremonies and Activities.

Quorum and Abstentions

The Board shall act by majority vote of all of the membership constituting the Board. (Education Code 35164)

(cf 9323 2 - Actions by the Board)

Note According to an Attorney General opinion (61 Ops Cal Atty Gen 243 (1978)), members of a public body have a duty to vote on issues before them so that the public is represented and receives the services which the public body was created to provide. Issues arise when a motion is tied and one Board member has abstained. The general parliamentary rule is that an abstention is counted as agreeing with the action taken by the majority of those who vote, whether affirmatively or negatively (66 Ops Cal Atty Gen 336 (1983)). However, a stronger argument could be made that the parliamentary rule is in conflict with Education Code 35164 which requires a majority vote of all of the membership of the Board in order for the Board to act (i.e., a majority of all of the membership of the Board must vote affirmatively in order to approve any action). In 55 Ops Cal Atty Gen 26 (1972), the Attorney General opined that, when a statutory requirement exists that requires an affirmative action of at least a majority of the members of the Board, the general rule that members not voting were deemed to have agreed with the action taken by the majority of those that voted is not applicable.

The following optional paragraph is consistent with CSBA's opinion that a majority of the Board must vote affirmatively for a motion to carry, but the law is not settled and contrary legal opinions may exist. It is strongly recommended that the district consult with legal counsel and modify the following paragraph to ensure consistency with district practice.

The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. When a member abstains, the abstention shall not be counted for purposes of determining whether a majority of the membership of the Board has taken action.

(cf 9270 - Conflict of Interest)

Note The following paragraph applies only to districts with seven member boards and **should be deleted by districts with a three or five member board**.

Provided the Board typically has seven members and there are no more than two vacancies on the Board, the vacant position(s) shall not be counted for purposes of determining how

MEETING CONDUCT (continued)

many members of the Board constitute a majority. In addition, whenever any provisions of the Education Code require unanimous action of all or a specific number of the members, the vacant position(s) shall not be counted for purposes of determining the total membership constituting the Board (Education Code 35165)

Public Participation

Note Pursuant to Government Code 54953.3, members of the public cannot be required to register their names, complete a questionnaire, or provide other information as a condition of attending a Board meeting. If an attendance list or similar document is posted near the entrance or circulated during the meeting, it must clearly state that signing or completing the document is voluntary.

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. So as not to inhibit public participation, persons attending Board meetings shall not be requested to sign in, complete a questionnaire, or otherwise provide their name or other information as a condition of attending the meeting.

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:

Note Education Code 35145.5 mandates the Board to adopt regulations which ensure that the public can address the Board regarding agenda items, as specified below.

District employees have the same right as members of the public to address the Board during a public Board meeting. In 90 Ops Cal Atty Gen 47 (2007), the Attorney General opined that, under the Ralph M. Brown Act, an administrative district employee cannot be prohibited from attending a Board meeting or from speaking during the public comment period, including comments on an employment-related issue.

1. The Board shall give members of the public an opportunity to address the Board on any item of interest to the public that is within the subject matter jurisdiction of the Board, either before or during the Board's consideration of the item. (Education Code 35145.5; Government Code 54954.3)
2. 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)
3. 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

MEETING CONDUCT (continued)

public, Board members or staff members may ask a question for clarification, make a brief announcement, or make a brief report on their 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 (Government Code 54954.2)

- 4 The Board need not allow the public to speak on any item that has already been considered by a committee composed exclusively of Board members at a public meeting where the public had the opportunity to address the committee on that item. However, if the Board determines that the item has been substantially changed since the committee heard the item, the Board shall provide an opportunity for the public to speak. (Government Code 54954.3)

(cf 9130 - Board Committees)

5. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits.

Note Government Code 54954.3 authorizes reasonable regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker. Such reasonable regulations must ensure that the intent of allowing the public an adequate opportunity to speak to the Board is carried out. The following paragraph should be revised to reflect district practice

In general, individual speakers will be allowed three minutes to address the Board on each agenda or nonagenda item, and the Board will limit the total time for public input on each item to 20 minutes. However, in exceptional circumstances when necessary to ensure full opportunity for public input, the Board president may, with Board consent, adjust the amount of time allowed for public input and/or the time allotted for each speaker. Any such adjustment shall be done equitably so as to allow a diversity of viewpoints. The president may also ask members of the public with the same viewpoint to select a few individuals to address the Board on behalf of that viewpoint

In order to ensure that non-English speakers receive the same opportunity to directly address the Board, any member of the public who utilizes a translator shall be provided at least twice the allotted time to address the Board, unless simultaneous translation equipment is used to allow the Board to hear the translated public testimony simultaneously (Government Code 54954.3)

- 6 The Board president may rule on the appropriateness of a topic, subject to the following conditions

MEETING CONDUCT (continued)

- a. If a topic would be suitably addressed at a later time, the Board president may indicate the time and place when it should be presented.
- b. The Board shall not prohibit public criticism of its policies, procedures, programs, services, acts, or omissions (Government Code 54954.3)

Note The following **optional** item addresses the issue of specific charges or complaints against district employees in open Board meetings. Although the Board may inform the speaker of appropriate district complaint procedures, it cannot prohibit criticisms of the district and its employees, no matter how harsh. Board members and staff may briefly respond to the concerns raised by the complainant at the meeting.

In Baca v Moreno Valley Unified School District, a federal district court issued a preliminary injunction against the district prohibiting it from enforcing its policy barring criticism of employees at public Board meetings. The court found that the district's policy violated the plaintiff's First Amendment rights by restricting the content of her speech. The court further noted that the district could not legally prevent a person from speaking in open session, even if the speech was clearly defamatory. It is recommended that the Board consult legal counsel if a question arises regarding public criticism of a district employee.

- c. The Board shall not prohibit public criticism of district employees. However, whenever a member of the public initiates specific complaints or charges against an individual employee, the Board president shall inform the complainant of the appropriate complaint procedure.

(cf 1312.1 - Complaints Concerning District Employees)

(cf 9321 - Closed Session Purposes and Agendas)

Note As provided in item #7 below, Government Code 54957.9 authorizes the Board to remove persons who willfully disrupt or disturb a meeting. Examples of disruptive conduct might include conduct that is extremely loud, disturbing, or creates a health or safety risk. In McMahon v Albany Unified School District, the court held that a speaker's constitutional rights were not violated when he was removed from a Board meeting after dumping a substantial amount of garbage on the floor of the meeting room. Because the speaker was not removed based on the content of his speech, the court upheld his conviction for a willful disruption of a public meeting. In City of San Jose v Garbett, the court held that a legislative body may exclude from a meeting a person who has expressed a credible threat of violence that would place reasonable persons in fear for their safety or the safety of their immediate family and that serves no legitimate purpose.

However, the courts have found that a person's conduct must actually disrupt the meeting in order to warrant ejection. In Norse v City of Santa Cruz, the court held that the city council improperly ejected a member of the public who gave the council a silent Nazi salute, on the grounds that the action did not interfere with the proceedings of the meeting.

7. The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group or any conduct or statements that threaten the safety of any person(s) at the meeting shall be grounds for the president to terminate the privilege of addressing the Board.

MEETING CONDUCT (continued)

The Board may remove disruptive individuals and order the room cleared if necessary. In this case, members of the media not participating in the disturbance shall be allowed to remain, and individuals not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda (Government Code 54957.9)

When such disruptive conduct occurs, the Superintendent or designee shall contact local law enforcement as necessary.

Recording by the Public

Note Government Code 54953.5 provides that any person attending an open meeting may record it with an audio or video recorder or a still or motion picture camera unless the Board makes a reasonable finding that the recording cannot continue without noise, illumination, or obstruction of view which would persistently disrupt the meeting. Government Code 54953.6 requires a similar finding before the Board can prohibit or restrict a broadcast of its meetings.

The following paragraph extends the right to record an open meeting to include recordings made by other devices such as a cell phone.

Members of the public may record an open Board meeting using an audio or video recorder, still or motion picture camera, cell phone, or other device, provided that the noise, illumination, or obstruction of view does not persistently disrupt the meeting. The Superintendent or designee may designate locations from which members of the public may make such recordings without causing a distraction.

(cf. 9324 - Board Minutes and Recordings)

If the Board finds that noise, illumination, or obstruction of view related to these activities would persistently disrupt the proceedings, these activities shall be discontinued or restricted as determined by the Board. (Government Code 54953.5, 54953.6)

Legal Reference (see next page)

MEETING CONDUCT (continued)

Legal Reference

EDUCATION CODE

- 5095 Powers of remaining board members and new appointees
- 32210 Willful disturbance of public school or meeting a misdemeanor
- 35010 Prescription and enforcement of rules
- 35145 5 Agenda, public participation, regulations
- 35163 Official actions, minutes and journal
- 35164 Vote requirements
- 35165 Effect of vacancies upon majority and unanimous votes by seven member boards

CODE OF CIVIL PROCEDURE

- 527 8 Workplace Violence Safety Act

GOVERNMENT CODE

- 54953 3 Prohibition against conditions for attending a board meeting
- 54953 5 Audio or video recording of proceedings
- 54953 6 Broadcasting of proceedings
- 54954 2 Agenda, posting, action on other matters
- 54954 3 Opportunity for public to address legislative body, regulations
- 54957 Closed sessions
- 54957 9 Disorderly conduct of general public during meeting, clearing of room

PENAL CODE

- 403 Disruption of assembly or meeting

COURT DECISIONS

- City of San Jose v Garbett* (2010) 190 Cal App 4th 526
- Norse v City of Santa Cruz* (9th Cir 2010) 629 F3d 966
- McMahon v Albany Unified School District* (2002) 104 Cal App 4th 1275
- Rubin v City of Burbank* (2002) 161 Cal App 4th 1194
- Baca v Moreno Valley Unified School District* (1996) 936 F Supp 719

ATTORNEY GENERAL OPINIONS

- 90 Ops Cal Atty Gen 47 (2007)
- 76 Ops Cal Atty Gen 281 (1993)
- 66 Ops Cal Atty Gen 336 (1983)
- 63 Ops Cal Atty Gen 215 (1980)
- 61 Ops Cal Atty Gen 243, 253 (1978)
- 59 Ops Cal Atty Gen 532 (1976)
- 55 Ops Cal Atty Gen 26 (1972)

Management Resources

CSBA PUBLICATIONS

- Call to Order A Blueprint for Great Board Meetings, 2015*
- The Brown Act School Boards and Open Meeting Laws, rev 2014*

ATTORNEY GENERAL PUBLICATIONS

- The Brown Act Open Meetings for Local Legislative Bodies, 2003*

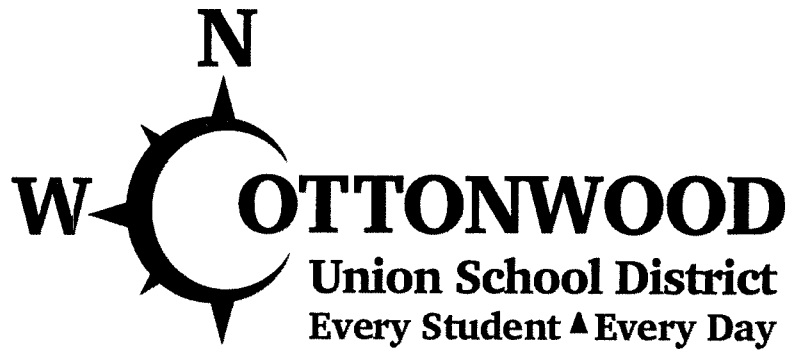
WEB SITES

- CSBA [http //www csba org](http://www.csba.org)
- California Attorney General's Office [https //oag ca gov](https://oag.ca.gov)

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Policy Reference UPDATE Service

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Suicide Prevention Policy Handbook

April 2019

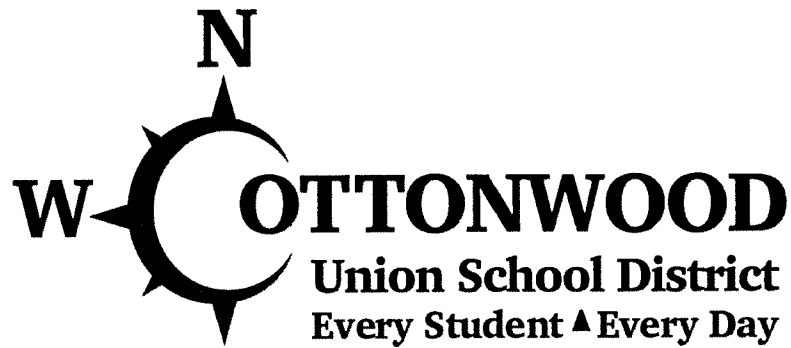


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- II Cottonwood Suicide Prevention Plan
- III Resources
- IV Screener (**For Admin, Counselors, and Psychologist Only**)
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- VI Cottonwood School Suicide Prevention Staff Handout

Cottonwood Union School District Youth Suicide Prevention Policy

California *Education Code (EC)* Section 215, as added by Assembly Bill 2246, (Chapter 642, Statutes of 2016) mandates that the Governing Board of any local educational agency (LEA) that serves pupils in grades seven to twelve, inclusive, adopt a policy on pupil suicide prevention, intervention, and postvention. The policy shall specifically address the needs of high-risk groups, including suicide awareness and prevention training for teachers, and ensure that a school employee acts within the authorization and scope of the employee's credential or license

For more information on AB 2246 Pupil Suicide Prevention Policies, go to the California Legislative Information Web page at https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB2246

For resources regarding youth suicide prevention, go to the State Superintendent of Public Instruction (SSPI) letter regarding Suicide Prevention Awareness Month on the California Department of Education (CDE) Web page at <http://www.cde.ca.gov/nr/el/le/yr16ltr0901.asp> and the Directing Change For Schools Web page at <http://www.directingchange.org/schools/>

Additionally, the CDE encourages each LEA to work closely with their county behavioral health department to identify and access resources at the local level.

While the mandate does not apply to private schools or students below grade seven, we do encourage them to consider adopting a suicide prevention policy as a safety net for all students. This is particularly important since suicide is the second leading cause of death for youth ages fifteen to twenty-four. Students in earlier grades are also known to consider, attempt, and die by suicide—which is also a leading cause of death among ten to twelve-year-olds. Research demonstrates that suicidal ideation may start as early as preschool (however, suicide deaths are very rare among children nine years of age and younger). Although elementary and private schools are not legally required to adhere to AB 2246, they may want to consult with their legal staff about the advisability of adopting such a policy.

The Governing Board of CWUSD recognizes that suicide is a leading cause of death

among youth and that an even greater amount of youth consider (17 percent of high school students) and attempt suicide (over 8 percent of high school students) (Centers for Disease Control and Prevention, 2015)

The possibility of suicide and suicidal ideation requires vigilant attention from our school staff. As a result, we are ethically and legally responsible for providing an appropriate and timely response in preventing suicidal ideation, attempts, and deaths. We also must work to create a safe and nurturing campus that minimizes suicidal ideation in students.

Recognizing that it is the duty of the district and schools to protect the health, safety, and welfare of its students, this policy aims to safeguard students and staff against suicide attempts, deaths and other trauma associated with suicide, including ensuring adequate supports for students, staff, and families affected by suicide attempts and loss. As it is known that the emotional wellness of students greatly impacts school attendance and educational success, this policy shall be paired with other policies that support the emotional and behavioral wellness of students.

This policy is based on research and best practices in suicide prevention, and has been adopted with the understanding that suicide prevention activities decrease suicide risk, increase help-seeking behavior, identify those at risk of suicide, and decrease suicidal behaviors. Empirical evidence refutes a common belief that talking about suicide can increase risk or "place the idea in someone's mind."

In an attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or Designee shall develop strategies for suicide prevention, intervention, and postvention, and the identification of the mental health challenges frequently associated with suicidal thinking and behavior. These strategies shall include professional development for all school personnel in all job categories who regularly interact with students or are in a position to recognize the risk factors and warning signs of suicide, including substitute teachers, volunteers, expanded learning staff (afterschool) and other individuals in regular contact with students such as crossing guards, tutors, and coaches.

The Superintendent or Designee shall develop and implement preventive strategies and intervention procedures that include the following:

Overall Strategic Plan for Suicide Prevention

The Superintendent or Designee shall involve school-employed mental health professionals (e.g., school counselors, psychologists, MFT, nurses), administrators, other school staff members, parents/guardians/caregivers, students, local health agencies and professionals, law enforcement, and community organizations in planning, implementing, and evaluating the district's strategies for suicide prevention and intervention. Districts must work in conjunction with local government agencies, community-based organizations, and other community supports to identify additional resources. Brittany Stevenson, School Counselor, West Cottonwood Junior High, Terri Wright, Principal West Cottonwood Junior High, Polly Bambaure, School Psychologist CWUSD, Rebecca Tweedy CWUSD Nurse, Mike Bettes, School Counselor, North Cottonwood and Don Ray, Principal, North Cottonwood

To ensure the policies regarding suicide prevention are properly adopted, implemented, and updated, the district shall appoint an individual (or team) to serve as the suicide prevention point of contact for the district. In addition, each school shall identify at least one staff member to serve as the liaison to the district's suicide prevention point of contact, and coordinate and implement suicide prevention activities on their specific campus. This policy shall be reviewed and revised as indicated, at least annually in conjunction with the previously mentioned community stakeholders.

Cottonwood Union School District Youth Suicide Prevention Plan

A. Messaging about Suicide Prevention

Messaging about suicide has an effect on suicidal thinking and behaviors. Consequently, CWUSD along with its partners has critically reviewed and will continue to review all materials and resources used in awareness efforts to ensure they align with best practices for safe messaging about suicide.

B. Suicide Prevention Training and Education

The CWUSD along with its partners has carefully reviewed available staff training to ensure it promotes the mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide.

Training shall be provided for all school staff members and other adults on campus deemed necessary for administrative discretion.

Training:

- At least annually, all staff shall receive training on the risk factors and warning signs of suicide, suicide prevention, intervention, referral, and postvention. SafeTalk meets this criteria.
- In addition to initial orientations to the core components of suicide prevention, ongoing annual staff professional development for all staff should include the following components:
 - The impact of traumatic stress on emotional and mental health,
 - Common misconceptions about suicide,
 - School and community suicide prevention resources,
 - Appropriate messaging about suicide (correct terminology, safe messaging guidelines),

- The factors associated with suicide (risk factors, warning signs, protective factors),
- How to identify youth who may be at risk of suicide,
- Appropriate ways to interact with a youth who is demonstrating emotional distress or is suicidal. Specifically, how to talk with a student about their thoughts of suicide and (based on district guidelines) how to respond to such thinking, how to talk with a student about thoughts of suicide and appropriately respond and provide support based on district guidelines,
- District-approved procedures for responding to suicide risk (including multi-tiered systems of support and referrals) Such procedures should emphasize that the suicidal student should be constantly supervised until a suicide risk assessment is completed;
- District-approved procedures for responding to the aftermath of suicidal behavior (suicidal behavior postvention),
- Responding after a suicide occurs (suicide postvention),
- Resources regarding youth suicide prevention,
- Emphasis on stigma reduction and the fact that early prevention and intervention can drastically reduce the risk of suicide,
- Emphasis that any student who is identified to be at risk of suicide is to be immediately referred (same day) for assessment while being constantly monitored by a staff member.
 - The professional development also shall include additional information regarding groups of students judged by the school, and available research, to be at elevated risk for suicide. These groups include, but are not limited to, the following
- Youth affected by suicide,
- Youth with a history of suicide ideation or attempts,

- Youth with disabilities, mental illness, or substance abuse disorders,
- Lesbian, gay, bisexual, transgender, or questioning youth,
- Youth experiencing homelessness or in out-of-home settings, such as foster care,
- Youth who have suffered traumatic experiences,

C. Employee Qualifications and Scope of Services

Employees of the CWUSD and their partners must act only within the authorization and scope of their credential or license. While it is expected that school professionals are able to identify suicide risk factors and warning signs, and to prevent the immediate risk of a suicidal behavior, treatment of suicidal ideation is typically beyond the scope of services offered in the school setting. In addition, treatment of the mental health challenges often associated with suicidal thinking typically requires mental health resources beyond what schools are able to provide.

D. Specialized Staff Training (Assessment)

Additional professional development in suicide risk assessment and crisis intervention shall be provided to mental health professionals (school counselors, psychologists, and nurses) employed by CWUSD.

E. Parents, Guardians, and Caregivers Participation and Education

- To the extent possible, parents/guardians/caregivers should be included in all suicide prevention efforts. At a minimum, schools shall share with parents/guardians/caregivers the CWUSD suicide prevention policy and procedure.
- This suicide prevention policy shall be prominently displayed on the CWUSD Web page and included in the parent handbook.
- Parents/guardians/caregivers should be invited to provide input on the development and implementation of this policy.
- All parents/guardians/caregivers should have access to suicide prevention training that addresses the following:

- Suicide risk factors, warning signs, and protective factors,
- How to talk with a student about thoughts of suicide,
- How to respond appropriately to the student who has suicidal thoughts. Such responses shall include constant supervision of any student judged to be at risk for suicide and referral for an immediate suicide risk assessment

F. Student Participation and Education

The CWUSD along with its partners has carefully reviewed available student curricula to ensure it promotes the mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide

Under the supervision of school-employed mental health professionals, and following consultation with county and community mental health agencies, students shall

- Receive developmentally appropriate, student-centered education about the warning signs of mental health challenges and emotional distress,
- Receive developmentally appropriate guidance regarding the district's suicide prevention, intervention, and referral procedures.
- The content of the education shall include
 - Coping strategies for dealing with stress and trauma,
 - How to recognize behaviors (warning signs) and life issues (risk factors) associated with suicide and mental health issues in oneself and others,
 - Help-seeking strategies for oneself and others, including how to engage school-based and community resources and refer peers for help,
 - Emphasis on reducing the stigma associated with mental illness and the fact that early prevention and intervention can drastically reduce the risk of suicide.

Student-focused suicide prevention education can be incorporated into classroom curricula (e.g., health classes, freshman orientation classes, science, and physical education).

The CWUSD will support the creation and implementation of programs and/or activities on campus that raise awareness about mental wellness and suicide prevention (e.g , Mental Health Awareness Weeks, Peer Counseling Programs

Intervention, Assessment, Referral

A. Staff

Two CWUSD staff members from each school site who have received advanced training in suicide intervention shall be designated as the primary and secondary suicide prevention liaisons. Whenever a staff member suspects or has knowledge of a student's suicidal intentions, they shall promptly notify the primary designated suicide prevention liaison. If this primary suicide prevention liaison is unavailable, the staff shall promptly notify the secondary suicide prevention liaison.

- Under normal circumstances, the primary and/or secondary contact persons shall notify the principal, another school administrator, school psychologist or school counselor, if different from the primary and secondary contact persons. The names, titles, and contact information of multi-disciplinary crisis team members shall be distributed to all students, staff, parents/guardians/caregivers and be prominently available on school and district Websites. Primary: Brittany Stevenson, School Counselor at West Cottonwood. Secondary: Terri Wright, Principal at West Cottonwood. Primary contact for North Cottonwood: Mike Bettes, School Counselor and Secondary: Don Ray, Principal.

The principal, another school administrator, school counselor, school psychologist, or nurse shall then notify, if appropriate and in the best interest of the student, the student's parents/guardians/caregivers as soon as possible and shall refer the student to mental health resources in the school or community. Determination of notification to parents/guardians/caregivers should follow a formal initial assessment to ensure that the student is not endangered by parental notification.

If the student is in imminent danger (has access to a gun, is on a rooftop, or in other unsafe conditions), a call shall be made to 911.

- Whenever a staff member suspects or has knowledge of a student's suicidal intentions, they shall promptly notify the primary or secondary suicide prevention liaisons.
- Students experiencing suicidal ideation shall not be left unsupervised
- A referral process should be prominently disseminated to all staff members, so they know how to respond to a crisis and are knowledgeable about the school and community-based resources
- The Superintendent or Designee shall establish crisis intervention procedures to ensure student safety and appropriate communications if a suicide occurs or an attempt is made by a student or adult on campus or at a school-sponsored activity.

B. Parents, Guardians, and Caregivers

A referral process should be prominently disseminated to all parents/guardians/caregivers, so they know how to respond to a crisis and are knowledgeable about the school and community-based resources.

C. Students

Students shall be encouraged to notify a staff member when they are experiencing emotional distress or suicidal ideation, or when they suspect or have knowledge of another student's emotional distress, suicidal ideation, or attempt (LEA to include crisis intervention procedures, including counseling and other support systems)

D. Parental Notification and Involvement

Each school within the CWUSD shall identify a process to ensure continuing care for the student identified to be at risk of suicide. The following steps should be followed to ensure continuity of care

- After a referral is made for a student, school staff shall verify with the parent/guardian/caregiver that follow-up treatment has been accessed.
- Parents/guardians/caregivers will be required to provide documentation of care for the student
- If parents/guardians/caregivers refuse or neglect to access treatment for a student who has been identified to be at-risk for suicide or in emotional distress, the suicide point of contact (or other appropriate school staff member) will meet with the parents/guardians/caregivers to identify barriers to treatment (e.g., cultural stigma, financial issues) and work to rectify the situation and build understanding of the importance of care. If follow-up care for the student is still not provided, school staff should consider contacting Child Protective Services (CPS) to report neglect of the youth at (530) 225-5650.

E. Action Plan for In-School Suicide Attempts

If a suicide attempt is made during the school day on campus, it is important to remember that the health and safety of the student and those around him/her is critical. The following steps should be implemented

- Remain calm, remember the student is overwhelmed, confused, and emotionally distressed,
- Move all other students out of the immediate area,
- Immediately contact the administrator or suicide prevention liaison,
- Call 911 and give them as much information about any suicide note, medications taken, and access to weapons, if applicable,
- If needed, provide medical first aid until a medical professional is available,
- Parents/guardians/caregivers should be contacted as soon as possible,
- Do not send the student away or leave them alone, even if they need to go to the restroom,
- Listen and prompt the student to talk,
- Review options and resources of people who can help,
- Be comfortable with moments of silence as you and the student will need time to process the situation,
- Provide comfort to the student,
- Promise privacy and help, and be respectful, but do not promise confidentiality,

- Student should only be released to parents/guardians/caregivers or to a person who is qualified and trained to provide help

F. Action Plan for Out-of-School Suicide Attempts

If a suicide attempt by a student is outside of CWUSD property, it is crucial that the LEA protects the privacy of the student and maintain a confidential record of the actions taken to intervene, support, and protect the student. The following steps should be implemented:

- Contact the parents/guardians/caregivers and offer support to the family,
- Discuss with the family how they would like the school to respond to the attempt while minimizing widespread rumors among teachers, staff, and students,
- Obtain permission from the parents/guardians/caregivers to share information to ensure the facts regarding the crisis is correct,
- Designate a staff member to handle media requests,
- Provide care and determine appropriate support to affected students;
- Offer to the student and parents/guardians/caregivers steps for reintegration to school

G. Supporting Students after a Mental Health Crisis

It is crucial that careful steps are taken to help provide the mental health support for the student and to monitor their actions for any signs of suicide. The following steps should be implemented after the crisis has happened

- Treat every threat with seriousness and approach with a calm manner, make the student a priority,
- Listen actively and non-judgmental to the student. Let the student express his or her feelings,
- Acknowledge the feelings and do not argue with the student,
- Offer hope and let the student know they are safe and that help is provided. Do not promise confidentiality or cause stress,
- Explain calmly and get the student to a trained professional, guidance counselor, or designated staff to further support the student,
- Keep close contact with the parents/guardians/caregivers and mental health professionals working with the student

H. Re-Entry to School After a Suicide Attempt

A student who threatened or attempted suicide is at a higher risk for suicide in the months following the crisis. Having a streamlined and well planned re-entry process ensures the safety and wellbeing of students who have previously attempted suicide and reduces the risk of another attempt. An appropriate re-entry process is an important component of suicide prevention. Involving students in planning for their return to school provides them with a sense of control, personal responsibility, and empowerment.

The following steps shall be implemented upon re-entry:

- Obtain a written release of information signed by parents/guardians/caregivers and providers,
- Confer with student and parents/guardians/caregivers about any specific requests on how to handle the situation.
- Inform the student's teachers about possible days of absences,
- Allow accommodations for students to make up work (be understanding that missed assignments may add stress to student),
- Mental health professionals or trusted staff members should maintain ongoing contact to monitor student's actions and mood,
- Work with parents/guardians/caregivers to involve the student in an aftercare plan.

I. Responding After a Suicide Death (Postvention)

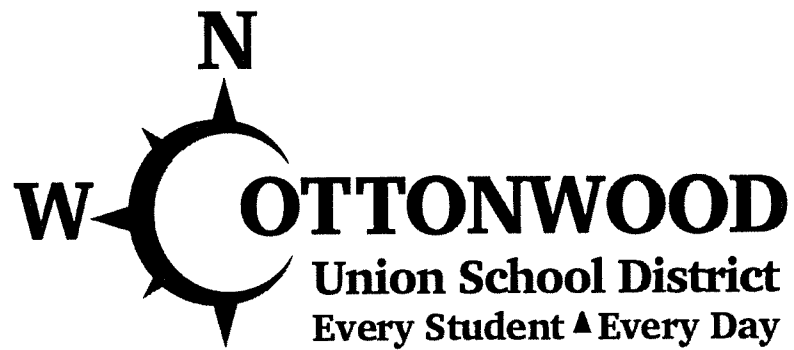
A death by suicide in the school community (whether by a student or staff member) can have devastating consequences on students and staff. Therefore, it is vital that we are prepared ahead of time in the event of such a tragedy. Terri Wright and Brittany Stevenson are the Suicide Prevention Liaisons for the CWUSD shall ensure that each school site adopts an action plan for responding to a suicide death as part of the general Crisis Response Plan. The Suicide Death Response Action Plan (Suicide Postvention Response Plan) needs to incorporate both immediate and long-term steps and objectives

- Suicide Postvention Response Plan shall.
 - Identify a staff member to confirm death and cause (school site administrator), Terri Wright, Principal and Brittany Stevenson School Counselor
 - Identify a staff member to contact the deceased's family (within 24 hours),
 - Enact the Suicide Postvention Response Plan, include an initial meeting of the district/school Suicide Postvention Response Team with Brittany Stevenson
 - Notify all staff members (ideally in-person or via phone, not via e-mail or mass notification).
 - Coordinate an all-staff meeting, to include
 - Notification (if not already conducted) to staff about suicide death,
 - Emotional support and resources available to staff,
 - Notification to students about suicide death and the availability of support services (if this is the protocol that is decided by administration),
 - Share information that is relevant and that which you have permission to disclose
 - Prepare staff to respond to the needs of students regarding the following.

- Review of protocols for referring students for support/assessment,
- Talking points for staff to notify students,
- Resources available to students (on and off campus).
 - Identify students significantly affected by suicide death and other students at risk of imitative behavior,
 - Identify students affected by suicide death but not at risk of imitative behavior,
 - Communicate with the larger school community about the suicide death,
 - Consider funeral arrangements for family and school community,
 - Respond to memorial requests in respectful and non-harmful manner, responses should be handed in a thoughtful way and their impact on other students should be considered,
 - Identify media spokesperson skilled to cover story without the use of explicit, graphic, or dramatic content (go to the Reporting on Suicide.Org Web site at www.reportingonsuicide.org) Research has proven that sensationalized media coverage can lead to contagious suicidal behaviors.
 - Include long-term suicide postvention responses.
- Consider important dates (i.e., anniversary of death, deceased birthday, graduation, or other significant event) and how these will be addressed
- Support siblings, close friends, teachers, and/or students of deceased
- Consider long-term memorials and how they may impact students who are emotionally vulnerable and at risk of suicide

J. Responding After a Suicide Death (Liaisons)

- Counseling (Optional)
- Time off (Optional)



Resources

For more information on **AB 2246 Pupil Suicide Prevention Policies**, go to the California Legislative Information Web page at http://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201520160AB2246

For Resources regarding youth suicide prevention, go to the **State Superintendent of Public Instruction (SSPI)** letter regarding Suicide Prevention Awareness Month on the California Department of Education (CDE) Web page at <http://www.cde.ca.gov/nr/el/le/yr16ltr0901.asp> and the Directing Change For Schools Web page at <http://www.directingchange.org/schools/>

The K-12 Toolkit for Mental Health Promotion and Suicide Prevention has been created to help schools comply with and implement AB 2246, the Pupil Suicide Prevention Policies. The Toolkit includes resources for schools as they promote youth mental wellness, intervene in a mental health crisis, and support members of a school community after the loss of someone to suicide. Additional information about the Toolkit for schools can be accessed on the Heard Alliance Web site at <http://www.heardalliance.org/>

For information on **public messaging on suicide prevention**, see the National Action Alliance for Suicide Prevention Website at <http://suicidepreventionmessaging.actionallianceforsuicideprevention.org/>

For information on **engaging the media regarding suicide prevention**, see the Your Voice Counts Web page at <http://resource-center.yourvoicecounts.org/content/making-headlines-guide-engaging-media-suicide-prevention-california-0>

For information on **how to use social media for suicide prevention**, see the Your Voice Counts Web page at <http://resource-center.yourvoicecounts.org/content/how-use-social-media>

Reviewing the data annually to look for any patterns or trends of the prevalence or occurrence of suicide ideation, attempts, or death. Data from the **California School Climate, Health, and Learning Survey (Cal-SCHLS)** should also be analyzed to identify school climate deficits and drive program development. See the Cal-SCHLS Web site at <http://cal-schls.wested.org/>

Trainings for School Staff and Parents:

Youth Mental Health First Aid (YMHFA) teaches a 5-step action plan to offer initial help to young people showing signs of a mental illness or in a crisis, and connect them with the appropriate professional, peer, social, or self-help care. YMHFA is an 8-hour interactive training for youth-serving adults without a mental health background. See the Mental Health First Aid Web page at <https://www.mentalhealthfirstaid.org/cs/take-a-course/course-types/youth/>. Contact Marcia Ramstrom, MHFA trainer.

Question, Persuade, and Refer (QPR) is a gatekeeper training that can be taught online. Just as people trained in cardiopulmonary resuscitation (CPR) and the Heimlich Maneuver help save thousands of lives each year, people trained in QPR learn how to recognize the warning signs of a suicide crisis and how to question, persuade, and refer someone to help. See the QPR Web site at <http://www.qprinstitute.com/>. Contact Amy Sturgeon, QPR trainer, Shasta County.

SafeTalk is a half-day alertness training that prepares anyone over the age of fifteen, regardless of prior experience or training, to become a suicide-alert helper. See the LivingWorks Web page at <https://www.livingworks.net/programs/safetalk/>. Contact Marcia Ramstrom, SafeTalk Trainer.

Applied Suicide Intervention Skills Training (ASIST) is a two-day interactive workshop in suicide first aid. ASIST teaches participants to recognize when someone may have thoughts of suicide and work with them to create a plan that will support their immediate safety. See the LivingWorks Web page at <https://www.livingworks.net/programs/asist/>. Contact Marcia Ramstrom, ASIST trainer.

Kognito At-Risk is an evidence-based series of three online interactive professional development modules designed for use by individuals, schools, districts, and statewide agencies. It includes tools and templates to ensure that the program is easy to disseminate and measures success at the elementary, middle, and high school levels. See the Kognito Web page at <https://www.kognito.com/products/pk12/>.

Presentations for Students:

More Than Sad is school-ready and evidence-based training material, listed on the national Suicide Prevention Resource Center's best practices list, specifically designed for teen-level suicide prevention. See the American Foundation for Suicide Prevention Web page at <https://afsp.org/our-work/education/more-than-sad/>

Break Free from Depression (BFFD) is a 4-module curriculum focused on increasing awareness about adolescent depression and designed for use in high school classrooms. See the Boston Children's Hospital Web page at <http://www.chidrenshospital.org/breakfree>

Coping and Support Training (CAST) is an evidence-based life-skills training and social support program to help at-risk youth. See the Reconnecting Youth Inc. Web page at <http://www.reconnectingyouth.com/programs/cast/>

Students Mobilizing Awareness and Reducing Tragedies (SMART) is a program comprised of student-led groups in high schools designed to give students the freedom to implement a suicide prevention on their campus that best fits their school's needs. See the SAVE Web page at <https://www.save.org/what-we-do/education/smart-schools-program-2/>

Linking Education and Awareness for Depression and Suicide (LEADS) for Youth is a school-based suicide prevention curriculum designed for high schools and educators that links depression awareness of depression and suicide. See the SAVE Web page at <https://www.save.org/what-we-do/education/leads-for-youth-program/>

Resources for Parents:

Parents as Partners A Suicide Prevention Guide for Parents is a booklet that contains useful information for parents/guardians/caregivers who are concerned that their children may be at risk for suicide. It is available from Suicide Awareness Voices of Education (SAVE). See the SAVE Web page at <https://www.save.org/products/parents-as-partners/>

Resources for Postvention:

After a Suicide: A Toolkit for School is a comprehensive guide that will assist schools on what to do if a suicide death takes place in the school community. See the Suicide Prevention Resource Center Web page at

<http://www.sprc.org/resources-programs/help-hope-survivor-suicide-loss>

For additional information on suicide prevention, intervention, and postvention, see the Mental Health Recovery Services Model Protocol Web page at

http://www.mhrsonline.org/resources/suicide%5Cattempted_suicide_resources_for_schools-9/

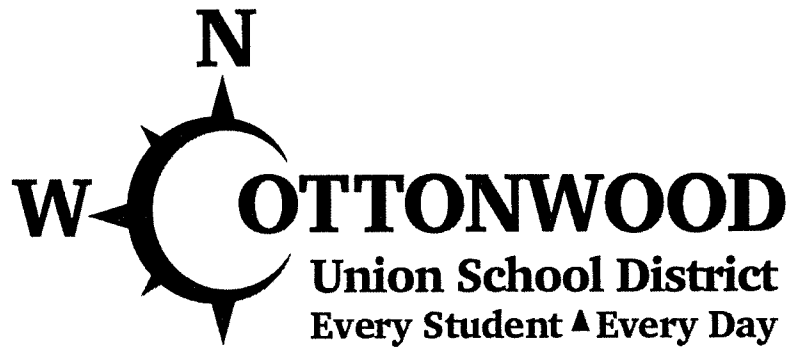
Information on school climate and school safety is available on the CDE Safe Schools Planning Web page at <http://www.cde.ca.gov/ls/ss/vp/safeschlplanning.asp>

Additional resources regarding student mental health needs can be found in the SSPI letter Responding to Student Mental Health Needs in School Safety Planning at

<http://www.cde.ca.gov/nr/el/le/yr14ltr0212.asp>.

The School Reentry for a Student Who Has Attempted Suicide or Made Serious Suicidal Threats is a guide that will assist in school re-entry for students after an attempted suicide. See the Mental Health Recovery Services Resource Web page at

http://www.mhrsonline.org/resources/suicide%5Cattempted_suicide_resources_for_schools-9/



Screener

(For Admin, Counselors, and Psychologist Only)



Suicide Risk Screening Tool

Ask Suicide-Screening Questions

Ask the patient:

- 1. In the past few weeks, have you wished you were dead? Yes No
- 2. In the past few weeks, have you felt that you or your family would be better off if you were dead? Yes No
- 3. In the past week, have you been having thoughts about killing yourself? Yes No
- 4. Have you ever tried to kill yourself? Yes No

If yes, how? _____

 When? _____

If the patient answers **Yes** to any of the above, ask the following acuity question:

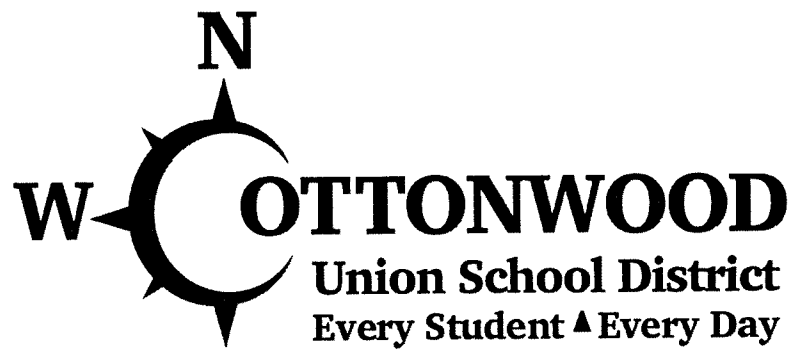
- 5. Are you having thoughts of killing yourself right now? Yes No

Next steps:

- If patient answers "No" to all questions 1 through 4, screening is complete (not necessary to ask question #5) No intervention is necessary (*Note Clinical judgment can always override a negative screen)
- If patient answers "Yes" to any of questions 1 through 4, or refuses to answer, they are considered a positive screen Ask question #5 to assess acuity
 - "Yes" to question #5 = **acute positive screen** (imminent risk identified)
 - Patient requires a **STAT safety/full mental health evaluation**
 - Patient cannot leave until evaluated for safety
 - Keep patient in sight Remove all dangerous objects from room Alert physician or clinician responsible for patient's care
 - "No" to question #5 = **non-acute positive screen** (potential risk identified)
 - Patient requires a **brief suicide safety assessment to determine if a full mental health evaluation is needed** Patient cannot leave until evaluated for safety
 - Alert physician or clinician responsible for patient's care

Provide resources to all patients

- 24/7 National Suicide Prevention Lifeline 1-800-273-TALK (8255) En Español: 1-888-628-9454
- 24/7 Crisis Text Line: Text "HOME" to 741-741



Student Personal Safety Plan

Cottonwood Union School District Suicide Prevention Plan For All School Staff

Youth suicide is a very real problem in the United States. With many pressures and a variety of emotional, social and family challenges to deal with, many of our students can find themselves having thoughts of suicide

Safe TALK - Suicide Alertness for Everyone provides steps to take to assess for the need for referral for additional assessment

Tell - Signs (indications) presented by student

Ask - Assessment (ask the question - Are you thinking of suicide?)

Listen- Open listening without interruption or judgment

Keep Safe - Screen and refer to counselor

Following is a list of Warning Signs to watch for. When any of these signs present themselves or a student has indicated a thought or feeling related to suicide, **please** follow the steps below as soon as possible. It is pertinent that staff members start the prevention process ASAP to ensure student safety.

Not all of these warning signs will be present in all students who may have thoughts of suicide. It is important to watch for two or three signs, especially drastic changes in behavior, as possible indicators of thoughts of suicide.

These warning signs are serious calls for help, not just someone looking for attention. Take all mention of suicide seriously. In many cases, youth don't know how to deal with their overwhelming feelings and problems, and are asking for help the only way they know how.

Suicide Warning Signs

- Disinterest in favorite extracurricular activities
- Substance abuse, including alcohol and drugs (illegal and legal)
- Behavioral problems
- Withdrawing from family and friends
- Changes in sleep patterns
- Changes in eating habits
- Begins to neglect hygiene and other matters of personal appearance
- Emotional distress brings on physical complaints (aches, fatigue, migraines)
- Hard time concentrating and paying attention
- Declining grades in school
- Loss of interest in schoolwork
- Risk-taking behaviors

- Actually says, "I'm thinking of suicide" or "I want to kill myself" or "I wish I could die."
- There are also verbal hints that could indicate thoughts or plans of suicide. These include such phrases as "I want you to know something, in case something happens to me" or "I won't trouble you anymore."
- Begins giving away favorite belongings, or promising them to friends and family members.
- Throws away important possessions
- Shows signs of extreme cheerfulness following periods of depression.
- Creates suicide notes.
- Expresses bizarre or unsettling thoughts on occasion
- Complains more frequently of boredom
- Does not respond as before to praise

STEP 1 - IDENTIFICATION AND REFERRAL TO COUNSELOR/ADMIN

Identify the student based on signs a student has presented or has indicated to you or a peer. After identification, process should be started ASAP.

- If you have been trained in safeTALK and are comfortable initiating a safeTALK conversation, address the student warmly. Assure the student that “this is important and I am here to help” Listen as they share, then refer them to the office to meet with Administrator, School Counselor, School Psychologist
- If you are not comfortable beginning the conversation, or the student is hesitant to share his/her feelings with you, directly refer them to the office to meet with Administrator, School Counselor, School Nurse, School Psychologist.

Contact Information (**To be updated yearly with staff info**)

- School Counselor (West) Brittany Stevenson (530) 347-3123
- School Counselor (North) Mike Bettes (530) 347-1698
- School Psychologist Polly Bambaure (530) 347-3123
- Principal (West) Terri Wright (530) 347-3123
- Principal (North) Don Ray 347-1698

STEP 2 - SCREENING BY COUNSELOR/ADMIN/PSYCH/NURSE

- Engage student in conversation, weaving in questions from the Suicide Risk Screening Tool. Listen openly and non-judgmentally to responses. Don't dismiss answers or avoid questions. At this time do not offer advice or attempt to challenge their thoughts.
- If Student answers “**No**” to all questions 1 through 4, and you believe them, the suicide screening is complete, but continue the conversation sharing concern. Provide Resource Handout.
- If you feel the student is not being forthcoming about their thoughts or feelings proceed to STEP 4

STEP 3 - DETERMINE IMMINENT RISK

If student answers “Yes” to any of questions 1 through 4, or refuses to answer, they are considered at-risk **Ask question #5.**

- If student answers “No” to question #5 (**potential risk identified**) together with the student prepare a Personal Safety Plan Advise Administration, and contact parents. Give them the option of seeking additional assessment through local resources Provide Resource Handout. Follow up weekly.
- If student answers “Yes” to question #5 (**imminent risk identified**), **student should be evaluated.** Student should not leave until evaluated for safety. Keep in sight. Remove all dangerous objects Advise Administration. Proceed to **STEP 4**

STEP 4 - REFER FAMILY TO COMMUNITY RESOURCE FOR FURTHER EVALUATION

Contact the parents of the students and report the safety concerns. Advise them their child should be picked up from school and taken to one of the listed resources for an evaluation.

- If the parents are unwilling or refuse to bring their child in for an evaluation and there is imminent risk to the child call 911 and CFS.

STEP 5 - FOLLOW UP

- Always follow up with the child and family the day after. If the child is not present in school, please call home
- Upon returning to school, a Personal Safety Plan is to be completed by student and trusted staff. Original goes to the student, and a copy goes in the student file

In any and all suicide prevention situations, please advise Counseling Office and Administrator for follow up. Take all mention of suicide seriously.

Shasta County Community Resources

Shasta County Mental Health (Children's Services) Center

1560 Market St, Redding, CA ACCESS Team

Phone (530) 229-8041

Open 8 00 am to 4 00pm M-F

M-F

& Sun

Crisis Phone and Texting Lines:

ALEX Project Text Line Text LISTEN to 741741

National Suicide Prevention Lifeline at 1-800-273-TALK (8255)

Hill Country C.A.R.E.

1401 Gold St, Redding, CA

Phone (530) 691-4446

Open 2:00pm to 11 00pm

11 00am to 11 00pm Sat

Cottonwood Union School District

ENROLLMENT UPDATE

Current Enrollment as of October 11, 2019											
School	As of 6/4/20	As of 5/14/20	As of 4/16/20	As of 3/12/20	As of 2/06/20	As of 1/16/20	As of 12/12/18	As of 11/14/19	As of 10/11/19	As of 9/11/19	Difference 9/11 to Current +/-
North								534	528	528	0
West								414	416	415	1
Total District								948	944	943	+5
CCCS								230	230	231	-1

CBEDS Enrollment (First Wednesday of October)					
District	15/16	16/17	17/18	18/19	19/20
Total	890	868	940	932	943
CCCS	208	225	225	229	230

ATTENDANCE UPDATE

Five year P-2 Historical Data (average daily attendance over 8 months)				
14/15	15/16	16/17	17/18	18/19
861	846 92	835 9	890 86	888 28

Scheduled 10/28/2019

Bank Account COUNTY - County

Fiscal Year	Invoice Date	Req #	Comment	Payment Id (Trans Batch Id)	Sched	Paymt Status	Check Status	Invoice Amount	Unpaid Sales Tax	Expense Amount
Direct Vendor			CERAMI & BROWNING CONST INC (000890/1) 4475 TENAYA COURT, SUITE A REDDING, CA 96003							
2019/20	10/31/19		NORTH MINI CAMPUS	PROGRESS BILLING 4	10/28/19	Audit		433,882 41		433,882 41
								Total Invoice Amount		433,882 41
										Check

2020 (004841) 40-000-0000-0000-6210-0000-8500-000-

EXPENSES BY FUND - Bank Account COUNTY			
Fund	Expense	Cash Balance	Difference
40	433,882 41	1,672,505 76	1,238,623 35

Laura L. Muncie
10/28/19

Number of Payments	1
Number of Checks	1
Number of ACH Advice	0
Number of vCard Advice	0
Total Check/Advice Amount	\$433,882 41
Total Unpaid Sales Tax	\$ 00
Total Expense Amount	\$433,882 41

CHECK/ADVICE AMOUNT DISTRIBUTION COUNTS

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

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

* Number of payments to a different vendor
 † Number of Prepaid payments
 @ Number of Liability payments
 & Number of Employee Also Vendors
 ? denotes check name different than payment name
 F denotes Final Payment

Report Totals - Payment Count 1 Check Count 1 ACH Count 0 vCard Count 0 Total Check/Advice Amount 433,882 41

Selection Sorted by AP Check Order Option, Filtered by (Org = 48, Payment Method = N, Payment Type = N, Payment Status(s) IN ('7'), On Hold? = Y, Approval Batch Id(s) = 019360, Page Break by Check/Advice? = N, Zero? = Y) ESCAPE ONLINE

PAYMENT APPLICATION

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

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

APPLICATION # 4

PERIOD THRU: 10/31/2019

Owner Project #: 02-117645

Distribution to:

___ OWNER

___ ARCHITECT

___ CONTRACTOR

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

ARCHITECT: SEMINGSON ARCHITECTS

DATE OF CONTRACT: 7/3/2019

CONTRACTOR'S SUMMARY OF WORK

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

1. CONTRACT AMOUNT		2,844,600.00
2. SUM OF ALL CHANGE ORDERS		130,749.76
3. CURRENT CONTRACT AMOUNT (Line 1 + 2)		2,713,850.24
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page)		1,635,067.35
5. RETAINAGE:		
A. 5% Of Completed Work (Columns D+ E on Continuation Page)	81,753.39	
B. 0% of Material Stored (Column F on Continuation Page)	0.00	
Total Retainage (Line 5a + 5b or Column I on Continuation Page)		81,753.39
6. TOTAL COMPLETED AND STORED LESS RETAINAGE: (Line 4 minus Line 5 Total)		1,553,313.96
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT:		1,119,431.55
8. CURRENT PAYMENT DUE:		433,882.41
9. BALANCE TO FINISH: Line 3 - Line 6	1,160,536.28	

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	6749.70	-137499.46
Total approved this month	0 00	0 00
TOTALS	6749 70	-137499.46
NET CHANGES	130,749.76	

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

CONTRACTOR

By

Date

10/23/19

State of

County of

Subscribed and sworn to before me this

day of

Notary Public

My Commission Expires

ARCHITECT'S CERTIFICATION

Architect's signature below

CERTIFIED AMOUNT

.....433,882.41

ARCHITECT

SEMINGSON ARCHITECTS

By

Date

10/23/19

[Signature]
Project Inspector

40 ... 6210

PAYMENT APPLICATION DETAILS

Customer: COTTONWOOD UNION ELEM. SCHOOL DIST.

Application Number: 4

Project: NORTH COTTONWOOD KINDER/TK CAMPUS APBP

For Period Ending: 10/31/2019

A	B	C	D	E	F	G	H	I	
Item Number - Description	Scheduled Value	Work Completed		Materials Presently Stored	Completed and Stored To Date	Total %	Balance To Finish	Retainage Value	
		From Previous Application	This Period Value						
01000	GENERAL CONDITIONS	356,433.45	125,785.90	88,059.86	0.00	213,845.76	60.00	142,587.69	10,692.28
01010	JOBSITE SUPERVISION	144,000.00	50,400.00	36,000.00	0.00	86,400.00	60.00	57,600.00	4,320.00
01050	BONDS AND INSURANCE	54,472.70	54,472.70	0.00	0.00	54,472.70	100.00	0.00	2,723.64
02000	SITE WORK	319,042.50	293,041.88	0.00	0.00	293,041.88	91.85	26,000.62	14,652.10
02020	UNDERGROUND UTILITIES	300,715.80	106,095.30	0.00	0.00	106,095.30	35.28	194,620.50	5,304.77
02035	AC PAVING AND BASE	69,006.42	60,035.59	0.00	0.00	60,035.59	87.00	8,970.83	3,001.78
02045	LANDSCAPE AND IRRIGATION	49,140.00	2,906.92	0.00	0.00	2,906.92	5.92	46,233.08	145.35
03000	CONCRETE	336,000.00	264,069.41	0.00	0.00	264,069.41	78.59	71,930.59	13,203.47
06000	CARPENTRY	285,075.00	229,005.00	56,070.00	0.00	285,075.00	100.00	0.00	14,253.75
06020	CASEWORK	13,078.80	0.00	0.00	0.00	0.00	0.00	13,078.80	0.00
07000	THERMAL INSULATION	36,256.50	0.00	32,630.85	0.00	32,630.85	90.00	3,625.65	1,631.54
07010	METAL ROOFING	98,779.80	11,853.58	63,963.19	0.00	75,816.77	76.75	22,963.03	3,790.84
07015	WELDED DOWNSPOUTS	14,395.50	0.00	0.00	0.00	0.00	0.00	14,395.50	0.00
07040	SHEET METAL AND FLASHING	1,732.50	0.00	382.71	0.00	382.71	22.09	1,349.79	19.14
07050	SHEET METAL AND FLASHING	866.25	0.00	0.00	0.00	0.00	0.00	866.25	0.00
08000	DOORS AND FINISH HARDWARE	39,438.00	7,887.60	3,943.80	0.00	11,831.40	30.00	27,606.60	591.57
08005	WINDOWS	15,838.63	9,503.18	939.23	0.00	10,442.41	65.93	5,396.22	522.12

PAYMENT APPLICATION DETAILS

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

Application Number: 4
For Period Ending: 10/31/2019

A	B	C	D	E	F	G	H	I	
		Work Completed			Materials	Completed			
Item Number - Description		Scheduled Value	From Previous Application	This Period Value	Presently Stored	and Stored To Date	Total %	Balance To Finish	Retainage Value
09000	PLASTER WALLS AND SOFFITS	112,455.00	0 00	66,717.30	0 00	66717 30	59 33	45,737.70	3,335 87
09010	DRYWALL AND TACKBOARD	48,032.25	0 00	16,811.29	0 00	16811 29	35 00	31,220 96	840 57
09020	CERAMIC TILE	14,337.75	0.00	0.00	0.00	0.00	0 00	14,337.75	0.00
09030	ACOUSTICAL CEILING	23,793.00	0 00	0 00	0.00	0 00	0 00	23,793 00	0 00
09040	FLOORING	13,885 20	0 00	0 00	0 00	0 00	0 00	13,885.20	0.00
09050	PAINTING	19,099.50	0.00	2,110 04	0 00	2110.04	11 05	16,989 46	105.50
10000	SPECIALTIES	13,896.75	0 00	2,522 10	0 00	2522.10	18.15	11,374 65	126.11
15000	PLUMBING	78,750.00	30134.48	32,865 52	0 00	63000 00	80.00	15,750.00	3,150 00
15010	FIRE SPRINKLERS	26,059 95	21315.21	0 00	0 00	21315 21	81.79	4,744.74	1,065.76
15100	HVAC	78,666.00	15733.20	43,056 26	0 00	58789 46	74 73	19,876.54	2,939.47
16000	ELECTRICAL AND FIRE ALARM	281,352.75	19897.50	10,646 19	0 00	30543 69	10 86	250,809 06	1,527 18
CCO1	COR#1 VALUE ENGINEERING CREDIT	128,805 86-	-128805 86	0 00	0 00	-128805 86	100 00	0 00	6,440 30-
CCO2	COR#2 LANDSCAPE VALUE ENGINEERING	8,693.60-	0 00	0 00	0 00	0 00	0 00	8,693 60-	0 00
CCO4	COR#4 FUTURE WATE STUBS	1,119 34	0 00	0 00	0 00	0.00	0 00	1,119.34	0 00
CCO5	COR#5 CCD#1 CHANGES	5,630 36	5017 42	0 00	0 00	5017.42	89 11	612 94	250 88
TOTAL:		2,713,850.24	1,178,349.01	456,718 34	0 00	1635067 35	60 25	1,078,782 89	81,753 39

12/12/18	Federal Home Loan Bank	5,000,000.00	4,890,916.67	(109,083.33)	0.00	4,890,916.67	10/16/19	313384NA3	AA+/Aaa	2.55	2.61	UBS	16		78,254,666.72	4,996,100.00	105,183.33	0.00
10/32/18	Federal Home Loan Bank	5,000,000.00	4,959,260.00	(40,740.00)	0.00	4,959,260.00	02/11/20	3130ADN32	AA+/Aaa	2.13	2.74	Wedbush	134		665,540,840.00	5,007,600.00	44,340.00	0.02
06/03/16	Federal Home Loan Bank Bond(Callable)	5,000,000.00	5,000,000.00			5,000,000.00	03/03/20	3130AA7M9	AA+/Aaa	1.47	1.47	UBS	115		775,000,000.00	4,997,400.00	(12,600.00)	0.03
11/02/19	Federal Home Loan Bank	5,000,000.00	4,956,400.00	(43,600.00)	0.00	4,956,400.00	03/13/20	3130A12B3	AA+/Aaa	2.13	2.78	UBS	165		817,806,000.00	5,004,550.00	48,250.00	0.03
04/20/16	Federal Home Loan Bank Bond(Callable)	5,000,000.00	5,000,000.00			5,000,000.00	04/20/20	3130A7RP2	AA+/Aaa	2.19	1.38	UBS	203		1,015,000,000.00	4,985,150.00	(14,850.00)	0.04
06/08/19	Federal Home Loan Bank	5,000,000.00	5,000,000.00			5,000,000.00	05/28/20	3130AFCJ7	AA+/Aaa	2.63	2.55	Wedbush	241		1,205,000,000.00	5,024,350.00	24,350.00	0.04
11/02/17	Federal Home Loan Bank	5,000,000.00	4,931,555.00	(68,445.00)		5,000,000.00	06/12/20	313383HJ8	AA+/Aaa	1.75	1.70	UBS	256		1,280,000,000.00	4,996,450.00	(3,550.00)	0.04
01/19/18	Federal Home Loan Bank	5,000,000.00	4,961,370.00	(138,630.00)		5,000,000.00	09/11/20	3130A66T9	AA+/Aaa	1.63	2.17	Wedbush	347		1,711,249,585.00	4,989,100.00	57,545.00	0.06
05/03/18	Federal Home Loan Bank	5,000,000.00	4,987,500.00	(12,500.00)		5,000,000.00	03/28/20	3130ACE26	AA+/Aaa	1.38	2.57	Wedbush	364		1,769,538,880.00	4,977,200.00	115,830.00	0.06
04/02/19	Federal Home Loan Bank (Callable)	5,000,000.00	4,987,500.00	(12,500.00)		5,000,000.00	01/29/21	3130ADFV9	AA+/Aaa	2.25	2.39	Union Banc	487		2,428,912,500.00	5,000,400.00	12,500.00	0.06
03/25/19	Federal Home Loan Bank	5,000,000.00	5,000,000.00		0.00	5,000,000.00	03/12/21	3130AFV61	AA+/Aaa	2.50	2.31	Wedbush	529		2,645,000,000.00	5,051,750.00	51,750.00	0.09
06/22/18	Federal Home Loan Bank	5,000,000.00	5,000,000.00		0.00	5,000,000.00	08/11/21	3133732Y1	AA+/Aaa	1.13	2.09	Wedbush	620		3,100,000,000.00	5,158,800.00	158,800.00	0.11
01/02/18	Federal Home Loan Bank	5,000,000.00	4,834,810.00	(165,190.00)		5,000,000.00	07/14/21	3130AR0S5	AA+/Aaa	1.13	2.09	Wedbush	653		3,157,130,930.00	4,951,540.00	116,740.00	0.11
09/05/19	Federal Home Loan Bank	5,000,000.00	5,087,810.69		87,810.69	5,087,810.69	09/10/21	313378JP7	AA+/Aaa	2.38	1.47	Wedbush	711		3,617,433,400.59	5,067,850.00	(19,960.69)	0.13
12/06/16	Federal Home Loan Bank Bond (Callable)	5,000,000.00	5,000,000.00			5,000,000.00	12/06/21	3130AACMB	AA+/Aaa	2.05	2.05	UBS	758		3,990,000,000.00	5,000,050.00	50.00	0.14
04/17/19	Federal Home Loan Bank	5,000,000.00	5,000,000.00			5,000,000.00	03/11/22	313379WG2	AA+/Aaa	2.50	2.42	Union Banc	893		4,465,000,000.00	5,103,000.00	103,000.00	0.16
****	Total Federal Home Loans (20% limit)	80,000,000.00	79,509,622.36	16.89%							2.21				80,297,400.00	787,777.64		
02/26/16	Federal National Mite Note-Callable	5,000,000.00	5,000,000.00			5,000,000.00	11/26/19	3136G2YA9	AA+/Aaa	1.40	1.40	UBS	57		285,000,000.00	4,996,100.00	(9,900.00)	0.01
12/09/16	Federal National Mite Note-Callable	5,000,000.00	5,000,000.00			5,000,000.00	11/28/19	3136G4LE4	AA+/Aaa	1.50	1.49	Union Banc	57		285,000,000.00	4,996,800.00	(3,200.00)	0.01
04/14/16	Federal National Mite Note-Callable	5,000,000.00	5,000,000.00			5,000,000.00	01/14/20	3136GJJJ5	AA+/Aaa	1.36	1.36	Wedbush	106		530,000,000.00	4,991,700.00	(8,300.00)	0.02
11/21/18	Federal National Mite Note	5,000,000.00	4,938,615.00	(61,485.00)		5,000,000.00	02/28/20	3135GQA78	AA+/Aaa	1.63	2.70	Wedbush	113		558,063,495.00	4,995,650.00	57,035.00	0.03
04/06/17	Federal National Mite Note	5,000,000.00	5,000,000.00			5,000,000.00	06/22/20	3135GQDP5	AA+/Aaa	1.50	1.50	Union Banc	151		755,000,000.00	4,991,500.00	(8,500.00)	0.04
04/19/17	Federal National Mite Note	5,000,000.00	5,000,000.00		0.00	5,000,000.00	07/28/20	3135GK3K3	AA+/Aaa	1.50	1.42	Wedbush	266		1,330,000,000.00	4,986,050.00	(13,950.00)	0.06
10/31/16	Federal National Mite Note-Callable	5,000,000.00	4,988,350.00	(11,650.00)		5,000,000.00	10/30/20	3135GQU94	AA+/Aaa	1.35	2.58	UBS	302		1,510,000,000.00	4,985,100.00	(14,900.00)	0.07
11/09/18	Federal National Mite Note	5,000,000.00	5,000,000.00		0.00	5,000,000.00	10/30/20	3135GQU94	AA+/Aaa	2.88	2.88	Union Banc	396		1,975,396,600.00	4,994,850.00	6,500.00	0.09
11/27/18	Federal National Mite Note	5,000,000.00	5,000,000.00		0.00	5,000,000.00	06/22/21	3135GQU35	AA+/Aaa	2.75	2.65	UBS	396		1,980,000,000.00	4,994,850.00	(5,150.00)	0.09
12/15/18	Federal National Mite Note	5,000,000.00	5,000,000.00		0.00	5,000,000.00	01/05/22	3135GQSS8	AA+/Aaa	2.00	2.33	Wells Fargo	631		3,155,000,000.00	5,088,650.00	88,650.00	0.15
04/09/19	Federal National Mite Note	5,000,000.00	4,812,355.00	(43,350.00)		5,000,000.00	10/05/22	3133GOT78	AA+/Aaa	2.00	3.01	Wedbush	828		4,104,108,200.00	5,035,900.00	79,150.00	0.19
10/16/18	Federal National Mite Note	5,000,000.00	4,812,355.00	(187,645.00)		5,000,000.00	*					1101		5,298,402,855.00	5,050,800.00	238,445.00	0.25	
****	Total Federal National Mite (20% limit)	80,000,000.00	59,695,970.00	12.68%							2.09				80,107,850.00	411,880.00		
04/17/17	Federal Home Loan Mite	5,000,000.00	4,991,550.00	(8,450.00)		5,000,000.00	10/02/19	3137EADM8	AA+/Aaa	1.25	1.12	UBS	2		9,983,100.00	4,999,850.00	8,300.00	0.00
10/26/17	Federal Home Loan Mite	5,000,000.00	4,998,375.69	(1,624.31)		4,998,375.69	10/25/19	3134GBH72	AA+/Aaa	1.63	1.64	Union Banc	25		124,959,392.25	4,999,100.00	724.31	0.01
12/14/17	Federal Home Loan Mite	5,000,000.00	4,961,180.00	(38,820.00)		4,961,180.00	01/17/20	3137EAE55	AA+/Aaa	1.50	1.88	Wedbush	109		540,768,620.00	4,993,300.00	32,720.00	0.03
04/06/17	Federal Home Loan Mite CP	4,976,870.00	4,976,830.00			4,976,830.00	05/01/20	3137EAD87	AA+/Aaa	1.39	1.53	Wedbush	214		1,065,041,620.00	4,985,300.00	8,470.00	0.05
11/21/18	Federal Home Loan Mite	5,000,000.00	4,897,300.00	(102,700.00)		4,897,300.00	07/30/20	3134G3321	AA+/Aaa	1.55	2.80	UBS	304		1,488,779,200.00	4,986,200.00	88,600.00	0.08
04/07/16	Federal Home Loan Mite CP-Callable	4,800,000.00	4,800,000.00			4,800,000.00	10/07/20	3134GBY06	AA+/Aaa	1.53	1.53	Union Banc	373		1,790,400,000.00	4,785,072.00	(14,928.00)	0.09
12/06/18	Federal Home Loan Mite	5,000,000.00	4,949,720.00	(50,280.00)		5,000,000.00	02/16/21	3137EAE19	AA+/Aaa	2.38	2.65	Wedbush	505		2,499,608,600.00	5,040,450.00	90,730.00	0.13
12/13/17	Federal Home Loan Mite - Callable	5,000,000.00	4,958,750.00	(1,250.00)		5,000,000.00	02/26/21	3134GB3D8	AA+/Aaa	2.00	2.01	UBS	515		2,574,356,250.00	5,000,750.00	2,000.00	0.13
04/20/17	Federal Home Loan Mite(Callable)	5,000,000.00	5,000,000.00			5,000,000.00	10/20/21	3134GBL89	AA+/Aaa	2.00	2.00	UBS	751		1,755,000,000.00	5,000,500.00	500.00	0.19
04/24/19	Federal Home Loan Mite (Callable)	5,000,000.00	5,000,000.00			5,000,000.00	07/24/23	3134GTFW8	AA+/Aaa	2.56	2.56	UBS	1383		6,965,000,000.00	5,028,650.00	28,650.00	0.35
04/30/19	Federal Home Loan Mite (Callable)	5,000,000.00	5,000,000.00			5,000,000.00	04/30/24	3134GTCQ4	AA+/Aaa	2.70	2.70	UBS	1674		8,370,000,000.00	5,019,000.00	19,000.00	0.43
** **	Total Fed HM LN Mite Corp Disc Note (20%)	54,776,830.00	54,573,705.69	11.59%							2.07				64,838,772.00	246,066.31		
TOTAL		473,276,830.00	470,808,291.45	100.00%	(2,668,740.81)	87,810.69	10,391.67								474,072,636.12		(320,986.95)	
Cost of Investments		470,808,291.45	436,127,278.40	UBDC														
Cash In Treasury		25,465.88	35,000,000.00	LAF		99,262.36												
Cash In US Bank		474,808.14		REPO														
Return Checks				LIR														
Shasta Lake LAF		266,217.90																
Active Deposits		8,542,433.70		(320,986.95)														
Adjustments			471,127,278.40															
Balance in Treasury		<u>450,115,217.07</u>																
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																		

*10/02/18	Federal Home Loan Bank	5,000,000.00	4,959,290.00	(40,710.00)	0.00	4,959,290.00	02/11/20	3130ADN32	AA+/Aaa	2.13	2.74	Wedbush	103	510,803,760.00	(4,959,290.00)	
09/03/16	Federal Home Loan Bank Bond(Callable)	5,000,000.00	5,000,000.00		0.00	5,000,000.00	03/03/20	3130A87M9	AA+/Aaa	1.47	1.47	UBS	124	620,000,000.00	(5,000,000.00)	
11/02/18	Federal Home Loan Bank	5,000,000.00	4,956,400.00	(43,600.00)	0.00	4,956,400.00	03/13/20	3130A12B3	AA+/Aaa	2.13	2.75	UBS	134	954,151,000.00	(4,956,400.00)	
04/20/16	Federal Home Loan Bank Bond(Callable)	5,000,000.00	5,000,000.00		0.00	5,000,000.00	04/20/20	3130A7RP2	AA+/Aaa	1.48	1.38	UBS	172	960,000,000.00	(5,000,000.00)	
06/08/18	Federal Home Loan Bank	5,000,000.00	5,000,000.00		0.00	5,000,000.00	05/28/20	3130AECJ7	AA+/Aaa	2.63	2.55	Wedbush	210	1,050,000,000.00	(5,000,000.00)	
11/02/17	Federal Home Loan Bank	5,000,000.00	5,000,000.00		0.00	5,000,000.00	06/12/20	3133981HJ8	AA+/Aaa	1.75	1.70	UBS	225	1,125,000,000.00	(5,000,000.00)	
01/19/18	Federal Home Loan Bank	5,000,000.00	4,931,555.00	(68,445.00)	0.00	4,931,555.00	09/11/20	3130A66T9	AA+/Aaa	1.63	2.17	Wedbush	316	1,558,371,380.00	(4,931,555.00)	
05/03/18	Federal Home Loan Bank	5,000,000.00	4,861,370.00	(138,630.00)	0.00	4,861,370.00	09/28/20	3130ACE26	AA+/Aaa	1.48	2.57	Wedbush	333	1,618,836,210.00	(4,861,370.00)	
10/08/19	Federal Home Loan Bank	5,000,000.00	5,048,232.08	48,232.08	45,680.00	2,552.08	5,048,232.08	10/01/20	3130AEEW4	AA+/Aaa	2.63	1.68	Wells Fargo	336	1,696,205,978.68	(4,861,370.00)
04/02/19	Federal Home Loan Bank (Callable)	5,000,000.00	4,987,500.00	(12,500.00)	0.00	4,987,500.00	01/29/21	3130ADFV9	AA+/Aaa	2.25	2.39	Union Banc	456	2,274,300,000.00	(4,987,500.00)	
03/26/19	Federal Home Loan Bank	5,000,000.00	5,000,000.00		0.00	5,000,000.00	03/12/21	3130AFV61	AA+/Aaa	2.50	2.31	Wedbush	498	2,490,000,000.00	(5,000,000.00)	
06/22/18	Federal Home Loan Bank	5,000,000.00	5,000,000.00		0.00	5,000,000.00	06/11/21	313373ZY1	AA+/Aaa	3.63	2.70	Wedbush	589	2,945,000,000.00	(5,000,000.00)	
10/16/19	Federal Home Loan Bank	5,000,000.00	5,046,486.25	46,486.25	25,781.25	20,705.00	5,046,486.25	07/07/21	3130AGLDS	AA+/Aaa	1.88	1.63	Wedbush	615	3,103,589,043.75	(5,046,486.25)
01/02/18	Federal Home Loan Bank	5,000,000.00	4,834,810.00	(165,190.00)	0.00	4,834,810.00	07/14/21	3130A9Q55	AA+/Aaa	1.13	2.09	Wedbush	622	3,007,251,820.00	(4,834,810.00)	
09/05/19	Federal Home Loan Bank	5,000,000.00	5,087,810.69	87,810.69	0.00	5,087,810.69	09/10/21	313378J97	AA+/Aaa	2.38	1.47	Wedbush	680	3,459,711,269.20	(5,087,810.69)	
12/06/16	Federal Home Loan Bank Bond (Callable)	5,000,000.00	5,000,000.00		0.00	5,000,000.00	12/06/21	3130AACM9	AA+/Aaa	2.05	2.05	UBS	787	3,835,000,000.00	(5,000,000.00)	
04/17/19	Federal Home Loan Bank	5,000,000.00	5,000,000.00		0.00	5,000,000.00	03/11/22	31338GJ32	AA+/Aaa	2.50	2.42	Union Banc	862	4,310,000,000.00	(5,000,000.00)	
10/11/19	Federal Home Loan Bank	5,000,000.00	5,074,988.89	74,988.89	65,200.00	8,888.89	5,074,988.89	09/09/22	31338OCJ0	AA+/Aaa	2.00	1.54	Wedbush	1044	5,297,348,801.16	(5,074,988.89)
10/18/19	Federal Home Loan Bank (Callable)	5,000,000.00	5,000,000.00		0.00	5,000,000.00	10/21/24	31330AHF6	AA+/INA	2.00	2.00	UBS	1817	9,085,000,000.00	(5,000,000.00)	
***	Total Federal Home Loans (20% limit)	95,000,000.00	94,787,512.91	17,65%											0.00 (94,787,512.91)	
02/26/16	Federal National Mtn Note (Callable)	5,000,000.00	5,000,000.00		0.00	5,000,000.00	11/26/19	3136G2YA9	AA+/Aaa	1.40	1.40	UBS	26	130,000,000.00	(5,000,000.00)	
12/09/16	Federal National Mtn Note (Callable)	5,000,000.00	5,000,000.00		0.00	5,000,000.00	11/26/19	3136G4IE4	AA+/Aaa	1.50	1.49	Union Banc	26	130,000,000.00	(5,000,000.00)	
04/14/16	Federal National Mtn Note (Callable)	5,000,000.00	5,000,000.00		0.00	5,000,000.00	01/14/20	3136G3JJ5	AA+/Aaa	1.36	1.36	Wedbush	75	375,000,000.00	(5,000,000.00)	
11/21/18	Federal National Mtn Note	5,000,000.00	4,938,615.00	(61,385.00)	0.00	4,938,615.00	01/21/20	3135G0A78	AA+/Aaa	1.63	2.70	Wedbush	82	404,866,430.00	(4,938,615.00)	
04/06/17	Federal National Mtn Note	5,000,000.00	5,000,000.00		0.00	5,000,000.00	02/28/20	3135C0T29	AA+/Aaa	1.50	1.50	Union Banc	120	600,000,000.00	(5,000,000.00)	
04/19/17	Federal National Mtn Note	5,000,000.00	5,000,000.00		0.00	5,000,000.00	05/22/20	3135G0D75	AA+/Aaa	1.50	1.42	Wedbush	235	1,175,000,000.00	(5,000,000.00)	
10/31/16	Federal National Mtn Note (Callable)	5,000,000.00	5,000,000.00		0.00	5,000,000.00	07/28/20	3136G4GK3	AA+/Aaa	1.35	1.35	UBS	271	1,355,000,000.00	(5,000,000.00)	
11/08/18	Federal National Mtn Note	5,000,000.00	4,988,350.00	(11,650.00)	0.00	4,988,350.00	10/30/20	3135G0U84	AA+/Aaa	2.88	2.88	Union Banc	365	1,820,747,750.00	(4,988,350.00)	
11/27/18	Federal National Mtn Note	5,000,000.00	5,000,000.00		0.00	5,000,000.00	10/30/20	3135G0U84	AA+/Aaa	2.88	2.86	UBS	365	1,825,000,000.00	(5,000,000.00)	
12/19/18	Federal National Mtn Note	5,000,000.00	5,000,000.00		0.00	5,000,000.00	05/22/21	3135G0J35	AA+/Aaa	2.75	2.65	Wedbush	600	3,000,000,000.00	(5,000,000.00)	
10/08/19	Federal National Mortgage	5,000,000.00	4,993,304.17	(15,550.00)	8,854.17	4,993,304.17	08/17/21	3135G0N82	AA+/Aaa	1.25	1.42	UBS	656	3,275,607,535.52	(4,993,304.17)	
04/09/19	Federal National Mortgage	5,000,000.00	4,956,650.00	(43,350.00)	0.00	4,956,650.00	01/05/22	3135G0S38	AA+/Aaa	2.00	2.33	Wells Fargo	797	3,950,450,050.00	(4,956,650.00)	
10/23/19	Federal National Mortgage	5,000,000.00	5,146,097.50	146,097.50	108,910.00	37,187.50	5,146,097.50	01/11/22	3135G0U92	AA+/Aaa	2.63	1.62	Wedbush	803	4,132,316,292.50	(5,146,097.50)
10/16/18	Federal National Mortgage	5,000,000.00	4,812,355.00	(187,645.00)	0.00	4,812,355.00	10/09/22	3135G0V78	AA+/Aaa	2.00	3.01	Wedbush	1070	5,149,219,850.00	(4,812,355.00)	
10/23/19	Federal National Mortgage	5,000,000.00	5,046,835.83	46,835.83	21,315.00	25,520.83	5,046,835.83	07/02/24	3135G0V75	AA+/Aaa	1.75	1.66	Wells Fargo	1706	8,609,901,925.88	(5,046,835.83)
** **	Total Federal National Mtn (20% limit)	75,000,000.00	74,882,207.50	13.94%											0.00 (74,882,207.50)	
12/14/17	Federal Home Loan Mtn	5,000,000.00	4,961,180.00	(38,820.00)	0.00	4,961,180.00	01/17/20	3137EAE55	AA+/Aaa	1.50	1.88	Wedbush	78	386,972,040.00	(4,961,180.00)	
04/06/17	Federal Home Loan Mtn CP	4,976,830.00	4,976,830.00		0.00	4,976,830.00	05/01/20	3137EADR7	AA+/Aaa	1.38	1.51	Wedbush	183	910,759,890.00	(4,976,830.00)	
11/21/18	Federal Home Loan Mtn	5,000,000.00	4,897,300.00	(102,700.00)	0.00	4,897,300.00	07/30/20	3133AG3Z1	AA+/Aaa	1.55	2.80	UBS	273	1,396,962,900.00	(4,897,300.00)	
10/30/19	Federal Home Loan Mtn	5,000,000.00	4,938,152.78	(61,847.22)	0.00	4,938,152.78	08/03/20	313396E25	AA+/Aaa	1.46	1.50	UBS	305	1,506,136,597.90	(4,938,152.78)	
04/07/16	Federal Home Loan Mtn CP (Callable)	4,800,000.00	4,800,000.00		0.00	4,800,000.00	10/07/20	3134G8Y06	AA+/Aaa	1.53	1.53	Union Banc	342	1,641,800,000.00	(4,800,000.00)	
12/06/18	Federal Home Loan Mtn	5,000,000.00	4,949,720.00	(50,280.00)	0.00	4,949,720.00	02/16/21	3137EAE59	AA+/Aaa	2.38	2.85	Wedbush	474	2,346,167,280.00	(4,949,720.00)	
12/13/17	Federal Home Loan Mtn (Callable)	5,000,000.00	4,938,750.00	(1,250.00)	0.00	4,938,750.00	02/25/21	3134G83B6	AA+/Aaa	2.00	2.01	UBS	484	2,419,395,000.00	(4,938,750.00)	
10/18/19	Federal Home Loan Mtn	5,000,000.00	4,998,177.08	(1,822.92)	677.08	4,998,177.08	10/15/21	3134GJHX1	Aaa/Aaa	1.63	1.65	UBS	715	3,573,696,612.20	(4,998,177.08)	
04/20/17	Federal Home Loan Mtn (Callable)	5,000,000.00	5,000,000.00		0.00	5,000,000.00	10/20/21	3134G8JH9	AA+/Aaa	2.00	2.00	UBS	720	3,600,000,000.00	(5,000,000.00)	
10/17/19	Federal Home Loan Mtn (Callable)	5,000,000.00	5,000,000.00		0.00	5,000,000.00	10/17/22	3134GJUN1	AA+/Aaa	2.10	2.10	Union Banc	1082	5,410,000,000.00	(5,000,000.00)	
04/24/19	Federal Home Loan Mtn (Callable)	5,000,000.00	5,000,000.00		0.00	5,000,000.00	07/24/23	3134GTFW8	AA+/Aaa	2.56	2.56	UBS	1362	6,810,000,000.00	(5,000,000.00)	
10/16/19	Federal Home Loan Mtn (Callable)	5,000,000.00	5,000,000.00		0.00	5,000,000.00	10/16/23	3134GJH26	AA+/Aaa	2.05	2.05	Alamo Capital	1446	7,230,000,000.00	(5,000,000.00)	
04/30/19	Federal Home Loan Mtn (Callable)	5,000,000.00	5,000,000.00		0.00	5,000,000.00	04/30/24	3134GTQO4	AA+/Aaa	2.70	2.70	UBS	1643	8,215,000,000.00	(5,000,000.00)	
	Total Fed HM LN Mtn Corp Disc Note (20%)	64,776,830.00	64,520,109.86	12.01%											0.00 (64,520,109.86)	

TOTAL 539,276,830.00 537,191,275.19 100.00% (2,773,048.19) 508,046.94 178,446.44

Cost of Investments	537,191,275.19	UBCC
Cash in Treasury	37,283.86	LWF
Cash in US Bank	886,832.59	REPO
Return Checks		LIR
Shasta Lake LAIF	267,857.72	GNMA
Active Deposits	7,479,222.90	
Adjustments	0.00	
Balance in Treasury	548,862,472.28	

TOTAL DAYS COST 211,953,882,510.37
TOTAL COST AMOUNT 537,191,275.19
WEIGHTED AVERAGE MATURITY 394.56
WEIGHTED AVERAGE MATURITY YEARS 1.10

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